

 EMPLOYMENT COMMITTEE 16th September 2015		Agenda Item No. 6
Title	Extension of Sustainability Officer's contract period	
For further information about this report please contact	Richard Hall (01926-456700) Head of Health & Community Protection	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Employment 27 th November 2013 Executive 14 th Jan 2015 (min. 104)	
Background Papers	As above	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan?	
Equality Impact Assessment Undertaken	No
Health Impacts Assessed?	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	7.8.15	Andy Jones
Head of Service		N/A
CMT	24.8.15	Chris Elliott / Andrew Jones / Bill Hunt
Section 151 Officer	7.8.15	Mike Snow
Monitoring Officer	7.8.15	Andrew Jones
Finance	7.8.15	Mike Snow
Portfolio Holder(s)	24.8.15	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
n/a		
Final Decision?	Yes but decision on financing the post will be referred to Executive	
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

The Sustainability Officer post is funded until March 2016. The report sets out reasons for extending the contract period for a further year beyond that date.

2. RECOMMENDATION

- 2.1 That approval is given for the Sustainability Officer contract to be extended for a period of 1 year from 1st April 2016 – 31st March 2017, subject to Executive approving the funding for the post.

3. REASONS FOR RECOMMENDATION

- 3.1 Approval was previously given for a 2 year contract period. The work to deliver against the aims and objectives of the Sustainable Communities Strategy is ongoing and cannot be resourced from existing staff and budgets.
- 3.2 Decisions about how the Council meets its saving targets in the coming year are yet to be finalised. Extending the contract for 1 year allows time for the impact of any decisions, on service areas, to be assessed particularly in terms of how the sustainability agenda can be dealt with in the future.

4. POLICY FRAMEWORK

4.1 Policy Framework

The report proposes no changes to principal policies.

The officer has worked closely with Development Services in relation to developing sustainability policies in support of the Local Plan and in providing guidance in relation to specific development proposals.

4.2 Fit for the Future

The Council's Fit for the Future programme has 'Embedding Sustainability', including environmental issues, as a cross-cutting theme. Specific priorities include building sustainable homes and developing a low carbon based economy.

Sustainability is a key objective of the Council's Sustainable Communities Strategy. This post is key to ensuring the delivery of the agreed approach.

Delivery of the sustainability agenda has a contribution to the health & wellbeing agenda, indirectly on specific areas such as fuel poverty and financial inclusion, through improving fuel efficiency and renewable energy options. There are also impacts related to improving air quality and reduction of pollution emissions.

4.3 **Impact Assessments**

There are no new proposals within the report. The work on the sustainability action plan enables is intended to support more choices in travel options and fuel economy options. If this is not continued it could have an impact on inequalities and health & wellbeing, though there are many other factors are involved.

5. BUDGETARY FRAMEWORK

- 5.1 A figure of £37,000 would be required to fund the post for a 12 month period. Executive has been asked to approve that this is met from the 2015/16 Contingency Budget at its meeting on 30 September 2015.

6. RISKS

- 6.1 The risk of agreeing to the contract extension is related to the funding of the post and the demand it places on reserves. The risk of not being able to continue with this role is that there will be insufficient staff resource to progress the sustainability agenda.

7. ALTERNATIVE OPTIONS CONSIDERED

- 7.1 We could choose not to extend the contract. However, there would be little progress in coordinating the sustainability theme across the Council and in identifying opportunities for funding of carbon reduction and renewable energy schemes to the benefit of the Council and the wider community.

8. BACKGROUND

- 8.1 Over the course of the current contract period a strategic approach to sustainability and climate change has been developed. This was reported to 14th Jan 2015 Executive (Minute 104). The action plan set out in that report is the main focus of work for the role (see appendix).

The post holder is also consulted on development proposals and advises on planning policy related to sustainability and climate change.

Appendix: Action Plan

Strategic Aim 1 - Embedding sustainability at a strategic level with the organisation

Objective 1.1:

Ensure the Council's strategies, policies and plans address relevant issues relating to sustainability and climate change

Measure(s):

- Proportion of strategies, policies and plans demonstrating evidence of consideration of implications for sustainability

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
1.1.1	Include a sustainability impact assessment for all major projects / policies and strategies / committee-level decisions	Relevant lead officer	Officer time	High	Ongoing	
1.1.2	Incorporate sustainability into revised Housing Investment Plan	Asset Manager	Officer time	High	tbc	Awaiting results of stock condition survey (due autumn 2015)
1.1.3	Periodically review corporate risk register / emergency plans / businesses continuity plans to ensure fully take into account sustainability-related issues	Service Heads	Officer time	High	Annually by 31 st December	
1.1.4	Review and update as required sustainability-related policies in proposed new Local Plan, and produce new sustainability supplementary planning document to provide guidance on how planning policies can be complied with	Planning Policy team	Officer time Document design costs	High	Review and update policies by 30/11/14 Produce SPD within 12 months of adoption of Local Plan	Policies updated. Further review will be required prior to resubmission of Local Plan (date to be advised)
1.1.5	Consider signing up to Climate Local initiative	Sustainability Officer	Officer time	High	By 28/02/15	Signed up to Climate Local on 25/2/15

Objective 1.2:**Raise staff and Elected Member awareness of issues relating to sustainability and their respective roles in promoting it****Measure(s):**

- Number of members of staff and Elected Members receiving briefings / attending training sessions, seminars and site visits

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
1.2.1	Deliver sustainability briefings and training to: <ul style="list-style-type: none">• new starters, as part of induction process;• existing staff (all), in form of e-learning packages• senior officers, at dedicated senior offices meetings• Elected Members	Sustainability Officer Training Officer	Officer time Training set-up costs - tbc	Medium	Ongoing	First briefing for senior officers held on 23/10/14 E-learning packages being investigated
1.2.2	Run seminars, Q & A sessions and site visits for staff and elected members	Sustainability Officer	Officer time	Medium	Ongoing	To be actioned
1.2.3	Set up Sustainability section on intranet	Sustainability Officer	Officer time	Medium	By 30/06/15	Awaiting launch of new intranet – due summer 2015

Strategic Aim 2 - Addressing our own impacts and vulnerabilities

Objective 2.1:

Make our operational property holdings more efficient in the use of energy, water and other resources

Measure(s):

- Consumption of electricity (kWh), gas (KWh), LPG (m³), biomass (tonnes)
- Water consumption (m³)
- Paper consumption (reams)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.1.1	Identify viable energy efficiency measures for operational stock	Housing & Property	Officer time	High	By 31/03/16	Options for refurbishment of Riverside House and leisure centres currently being examined
2.1.2	Produce business cases for energy efficiency measures that can be implemented in advance of stock review, to include: <ul style="list-style-type: none"> a) <i>Riverside House:</i> review options for improving efficiency and reduce running costs of building, to incorporate no- and low-cost measures and including: server room cooling; lighting; appliances; heating and ventilation; b) <i>Oakley Wood Crematorium:</i> identify optimum usage patterns of cremators and investigate feasibility of running heat pipe to lodge c) <i>Other properties / sites:</i> assess feasibility of LED lighting upgrades and other measures d) <i>Staff behaviour change programme</i> 	Energy Manager Sustainability Officer	Officer time	High	By 31/12/15	To be actioned – require input from relevant service areas, H&P in particular
2.1.3	Identify suitable water efficiency measures across the Council's entire operational building stock and land holdings; produce business case for expenditure, as appropriate	Energy Manager	Officer time	High	31/03/2016	To be actioned - require input from H&P

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.1.4	Identify options for reducing paper use and set reduction target; implement options	tbc	Officer time	High	Identify options and set target by 30/09/15 Achieve target by 31/03/16	To be actioned
2.1.5	Set minimum performance standards for new developments / major refurbishments, including new office headquarters and leisure centre redevelopment	Relevant Project Manager	Officer time	High	Ongoing	To be actioned - require input from H&P
2.1.6	Improve waste segregation and recycling / reuse within operational buildings and other sites	Facilities Manager	Officer time	Medium	By 31/12/15	To be actioned

Objective 2.2:**Make our housing stock more energy efficient***Measure(s):*

- Energy Performance Certificate / SAP ratings
- Measured or calculated energy savings

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.2.1	Include appraisal of options for improving energy efficiency of existing Council-owned housing as part of planned stock review	Housing & Property	Officer time, with consultancy input as required	High	By 31/12/15	Stock review underway. Due for completion autumn 2015
2.2.2	Based on findings of review, set minimum standards for energy efficiency to be achieved for whole of existing stock within stated timescale, and produce business case and plan for delivery	Housing & Property	Officer time, with potential consultancy input	High	By 31/03/16	To be actioned following stock review
2.2.3	Set minimum energy efficiency standards for new-build projects	Housing & Property	Officer time, with potential consultancy input	High	Ongoing	Ongoing. Code for Sustainable Homes Level 4 adopted for Fetherston Court
2.2.4	In advance of stock review, assess opportunities for ECO funding for external wall insulation projects	Housing & Property	Officer time	High	By 31/12/15	Initial options reviewed. Decision taken to revisit following stock condition surveys

Objective 2.3:**Provide more energy from renewable and low-carbon sources***Measure(s):*

- Installed capacity of renewable and low-carbon energy technologies

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.3.1	Carry out heat mapping and energy master-planning to identify opportunities for district heating networks	Sustainability Officer	Officer time plus £15k (33% matched funding) – as agreed	High	By 31/07/15	Project underway and due for completion by 31/07/15
2.3.2	Look into other options for investing in larger-scale renewable energy schemes	Sustainability Officer	Officer time, plus potential future feasibility study costs	Medium	By 31/03/16	
2.3.3	Continue with programme of upgrading of flats / care facilities to incorporate communal biomass boilers	Energy Manager	Budget allocated (Housing)	High	Ongoing	Tannery Court now operational. Plans being developed for other sites
2.3.4	Re-examine business case for solar photovoltaics on Spa Centre	Sustainability Officer	Officer time, plus potential future feasibility study costs	Medium	By 30/09/15	To be actioned – require input from H&P
2.3.5	Re-evaluate business case for hydropower scheme at Jephson Gardens & Princes Drive	Sustainability Officer	Officer time	Low	By 31/12/15	Reviewed, but project not viable due to EA permitting restrictions
2.3.6	Consider full range of options for renewable and low-carbon energy at sports centres as part of upgrades	Sports and Leisure	Officer time plus consultancy input	High	By 30/09/15	Underway
2.3.7	Consider other options for renewable and low-carbon energy technologies	Sustainability Officer	Officer time, plus potential future	Medium	By 31/03/16	To be actioned – require input from H&P

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
			feasibility study costs			

Objective 2.4

Reduce transport-related carbon dioxide emissions

Measure(s):

- Carbon dioxide emissions

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.4.1	Introduce package of measures to encourage staff to use alternative modes of transport to the car, including salary sacrifice scheme for cycle purchase, upgrading of shower and bike storage facilities, provision of free trial bus passes, cycle business mileage rate, on-site cycle repair days	Sustainability Officer Payroll	Officer time plus costs of measures (approx. £13k)	High	By 31/08/15	Required physical works at Riverside House identified and costed. Other work ongoing
2.4.2	Introduce staff travel policy and set up travel management system	Human Resources Procurement	Officer time Potential cost savings (to be identified)	Medium	By 31/03/16	Work underway on policy
2.4.3	Produce a travel plan for organisation	Travel Plan working group	Officer time (plus potential resource implications to implement measures)	Medium	By 31/12/15	Working group established and held first meeting on 03/06/15
2.4.4	Re-assess business case for introduction of pool cars (including electric vehicles) and bicycles	Sustainability Officer	Officer time	High	By 30/09/15	Funding for electric vehicles secured (OLEV Readiness fund). Fleet review to assess requirements underway.

Objective 2.5

Ensure sustainability is fully integrated into procurement activities

Measure(s):

- Level of coverage of procurement activities by guidance

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.5.1	Identify key procurement activities and for each assess main sustainability issues to be addressed	Procurement	Officer time	High	By 31/03/16	To be actioned – require input from Procurement
2.5.2	Identify and document appropriate procurement criteria and produce guidance (as appropriate) for key procurement activities	Procurement	Officer time	High	By 31/03/16	To be actioned – require input from Procurement
2.5.3	For ongoing contracts, set up process for reviewing sustainability requirements as existing contracts are due for renewal	Procurement	Officer time	High	Ongoing, with process to be established by 31/12/15	To be actioned – require input from Procurement

Objective 2.6

Ensure the Council's property, land holdings and services remain resilient in the face of a changing climate

Measure(s):

- Water consumption (m³)
- Adaptation measures incorporated (number and type)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
2.6.1	Ensure climate change adaptability is fully taken into account in making decisions on future of existing building stock and location of new offices / housing stock	Project Coordinators Housing and Property Sustainability Officer	Officer time, other resources tbc (case-dependent)	High	Ongoing	To be actioned – require input from H&P
2.6.2	As part of the planned housing stock review, examine options for enhanced water efficiency and, where appropriate, set minimum water efficiency standards for existing and new housing stock	Housing and Property	Officer time, other resources tbc	Medium	By 31/12/2015	Stock review underway. Due for completion autumn 2015
2.6.3	Set minimum water efficiency standards to be applied to new and refurbished operational buildings (see also item 2.1.3)	Housing and Property, with input from Sustainability Officer	Officer time, other resources tbc	High	Ongoing	Looking at options for leisure centres, but options for other sites need to be assessed (eg Riverside House refurbishment)
2.6.4	Identify those Council properties that are vulnerable to the impacts of climate change and appropriate adaptation measures. Incorporate these measures into refurbishment programmes	Housing and Property, with input from Sustainability Officer	Officer time, other resources tbc	High	By 31/03/16	To be actioned – require input from other service areas
2.6.5	Ensure appropriate flood resilience measures are incorporated into leisure centre upgrades and, if appropriate, new headquarters	Sports and Leisure Project Coordinators	Officer time, other resources tbc	High	Ongoing	To be actioned – require input from other service areas

Strategic Aim 3 – Promoting and enabling sustainability and climate change resilience in the wider district

Objective 3.1

Reduce fuel poverty in the District

Measure(s):

- Number of households in fuel poverty

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
3.1.1	Provide advice on domestic energy-related issues to general public (targeted at most vulnerable residents), via advice clinics, home visits, helpline, website and printed literature	Sustainability Officer	Officer time, plus cost of Service Level Agreement (SLA) with Act on Energy (approx £9k pa)	High	Ongoing (SLA renewed annually in April)	Advice sessions run all through winter of 2015/16, together with a number of home visits. Helpline active and being used by public on an ongoing basis
3.1.2	Provide energy efficiency information and advice to WDC tenants: <ul style="list-style-type: none"> • include leaflets in new tenant sign-up packs • via newsletters, events and home visits 	Sustainability Officer Sustaining Tenancies team	Officer time	High	Ongoing	Energy efficiency leaflets included in new tenant sign-up packs Tenant events include energy efficiency advice Tenants Together newsletters include regular articles on energy
3.1.3	Provide training on domestic energy efficiency for frontline staff	Sustainability Officer	Officer time, Act on Energy costs (through SLA)	High	Ongoing	3 sessions for frontline staff run over winter 2015/6
3.1.4	Run targeted campaign to increase take-up of Warm Homes Discount	Sustainability Officer Financial Inclusion team	Officer time, plus campaign costs (£4k) – to be paid for via Public Health grant	High	By 30/09/15	Campaign to be run once full details of scheme are available from energy suppliers (summer 2015)
3.1.5	For private rented sector, examine options for enhanced usage of Housing Health and Safety	Private Sector Housing	Officer time; other resources	Medium	By 31/03/2016	

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
	Rating System as a means of enforcement in cases where extreme cold are identified		(potentially purchase of software)			

Objective 3.2

Work proactively community groups and the general public to promote and enable sustainability and climate change resilience in the District

Measure(s):

- Number of community groups and members of public engaged with
- Number of renewable energy projects supported and installed capacity of renewable energy

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
3.2.1	Liaise with voluntary sector organisations to identify how the council can best support local community groups to operate more sustainably	Sustainability Officer	Officer time plus costs to host forum (tbc)	Low	Ongoing	Fundraisers' Forum on sustainable buildings being run in conjunction with WCAVA on 25/06/15
3.2.2	Include sustainability criteria for deciding on allocation of small grant schemes	tbc	Officer time	Low	By 31/03/16	
3.2.3	Investigate opportunities for setting up community renewable energy schemes in the district	Sustainability Officer	Officer time	Medium	By 31/03/16	
3.2.4	Investigate setting up a dedicated web-based sustainability hub to engage local residents on issues relating to sustainable lifestyles	Sustainability Officer	Officer time, plus website set-up and hosting costs (tbc – funding options to be investigated)	Medium	By 30/09/15	Investigated but costs prohibitively high (£40,000)
3.2.5	Produce district-level heat wave and cold weather plans	Environmental Sustainability team	Officer time	Low	By 31/03/16	
3.2.6	Examine options for increasing local food growing	Sustainability Officer Green Space Team	Officer time	Low	By 31/03/16	

Objective 3.3

Engage with local businesses to enable them to operate more sustainably and to create a thriving local low-carbon economy

Measure(s):

- Number of local businesses engaged with

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
3.3.1	Work with BID Leamington to improve waste recycling by town centre businesses	Economic Regeneration & Development Manager Sustainability Officer	Officer time	Medium	By 30/09/15	Survey on waste management issued to businesses in spring 2015
3.3.2	Investigate setting up a district-based green business club	Sustainability Officer	Officer time (potential funding available through CWLEP)	Medium	By 30/09/15	Green business club covering the Coventry and Warwickshire LEP being planned using ESIF funding
3.3.3	Examine opportunities to link Council activity with corporate social responsibility programmes	Sustainability Officer	Officer time	Low	By 31/03/16	

Objective 3.4

Engage with other public bodies and educational establishments to achieve joint aims on sustainability and climate change

Measure(s):

- Numbers of interventions made by 'Warm and Well' partnership
- Flood prevention / response initiatives successfully implemented
- Additions made to cycle network (or enhancements to existing network)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	'RAG' Status as at 18/06/15
3.4.1	Work proactively with Warwickshire County Council on the development and delivery of a Flood Risk Management Strategy for the District	Environmental Sustainability team	Officer time Other resources (tbc)	High	Ongoing	Draft FRMS published and consulted on in spring 2015
3.4.2	Collaborate with Warwickshire County Council and other organisations on sustainable transport-related issues, including the delivery of the Warwick and Leamington Transport Strategy, the further development of local cycle networks, and the setting up of community car-share clubs and vehicle charging infrastructure	Environmental Sustainability team	Officer time Other resources (tbc)	High	Ongoing	Strategy published and work ongoing in collaboration with WCC to implement it
3.4.3	Work with Public Health Warwickshire, Act on Energy, and other local authorities & agencies in the sub-region to deliver the outcomes of the 'Warm and Well' partnership	Sustainability Officer Health and Wellbeing Lead Financial Inclusion team	Officer time	High	Ongoing	Boiler servicing and repair, insulation (ECO top-up), benefit checks, help line and emergency heating provided delivered through Warm and Well partnership
3.4.4	Continue to collaborate with Warwick University on end-of-term collections of wastes from student households in Leamington	Neighbourhood Services	Officer time	High	Ongoing	Work ongoing