

Agreed Priority Commitments and Actions May 2018

At the meeting of the Corporate Green Working Party on 5 December, 2017, the group agreed to prioritise the following actions from the larger list.

The other actions are held on the tab marked 'Holding' as they may be referred to at a later date, or brought forward as a priority.

The tab marked 'Ongoing' are items which are annual activities required of EFDC, such as Carbon Reporting.

Key: C = Climate Adaptation actions: Ensure the Council's assets /operations are resilient to predicted climate change impacts ; assist in the work to prepare the District for the new climate.

G = Tackling Greenhouse Gas Emissions actions: Reduce the amount of CO2 and other greenhouse gases we emit in the District.

S = Sustainability: Influence & use our power when possible to minimise the environmental impact of our actions/decisions. Assist residents to be sustainable through advice/policies.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.04	Ensure policies are joined up within other EFDC plans and policies.						
Medium	Where policies or plans being developed or reviewed, discuss ways to link to Charter or Action Plan, neighbourhood plans, etc.			Jun-18			LA to speak to Transformation to see if we can add into projet charters/PIDs for any new project.
G.02	Develop a carbon management plan for the Council for next 5 and 10 years. Establish targets and report annually.						
Medium	Look at the Corporate and Local plans to see where the CGWP should be focussing.		Corporate Plan being worked on at the moment.	Dec-18			Out June 2018; look at more indepth later in 2018.
Low	Establish targets of cuts and measures of progress for Council.						
Low	Report annually.						
G.04	Review the Energy Efficiency Housing Services Strategy annually						
HIGH	Review Hayden's strategy action plan on an annual basis.	Housing Assets Mgr/Housing Contracts Officer	Complete work to 11 properties in 2015/16	31/03/2018	In place	Being Reviewed	Done in all but a few properties now.

G.05	Review the council's renewable energy potential in its properties.						
	Solar panels at Civic						Robin Ray stated that these are on Condor building which may go in an accom review; need to keep an eye on this.
G.07	Provide support for community carbon reduction projects (funding or information).						
Medium	Participate with ECC in 'energy switching' auctions for the benefit of EFDC residents	Private Housing Mgr	To assist with further auction	Ongoing	Minimal and in place	None	Ongoing; Robin Ray asked ECC if a Green Tariff can be included.
G.08	Ensure a policy for the council's vehicle fleet.						
Medium	Investigate our policies and help shape new/updated policy.	Env Coord; Env Health	Investigate policy in other Councils. Investigate any Government incentives to have 'green' fleet.	Dec-17			Claire Jaggard looking into what policies exist.
Medium	Investigate a 'No Idle' policy	Env Health	As there is legislation, need to develop a policy for the area and communicate.				Claire Jaggard to look at.
Medium							

S.01	Hold sustainability awareness campaigns/ training (staff, members, others).						
Medium	Articles in internal magazines/intranet						GWo wrote article for Members about using electronic devices instead of printing. Feb 2017
S.03	Inform/educate general public about what EFDC is doing to increase our sustainability.						
Medium	After annual reporting done, send press release / put on website.		Waiting 6 months for data.	Dec-17			GHG info is on webiste. Will do a press release once waste and recycling figures ready.
S.04	Inform/educate general public about increasing energy efficiency and funding.						
Low	Coordinate when visits taking place to residents to distribute information.						
Low	Create a checklist for those visiting to take with them, e.g. about energy use, health, etc.						
Medium	Information on website for residents.		Put information on the EFDC website and update as needed.				Information on energy efficiency in homes on website, July 2016.
S.05	Utilizing our procurement strategy to integrate sustainability/environmental criteria where possible.						
Low	Encourage those procuring to include something in the Quality section about sustainability.						
Low	Investigate top Marketplace purchases to see if we can purchase more sustainable options.		Investigate stationary and catering single use plastic purchases to see if can make more 'green'.	2019			LA has purchasing information and is looking at what we could change. Will send list to GWP with ideas for discussion.
S.10	Use our influence with transport companies to ensure sustainable travel options.						

Holding: Items to be brought forward as priority as required at a later date.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
Medium	Investigate adding EFDC to the Climate Local website (i.e. 'sign up' on their website).	EA	From LGA: we need to send them a copy of our commitments signed by a senior politician, usually the Leader.	Dec-17			Hilary Tanner at LGA is the contact now; if we want to go ahead go back to her. (4/9/17)
C.03	Encourage stakeholders and community groups to develop climate change plans.						
Medium	Compile list of groups in area (e.g tenant associations, town councils, town centre partnerships)		Could cooperate with Chris Neilan's Green Infrastructure group to liaise with lists and communications.	Mar-18	in place	none	Working with CN to gain list and see how we can help.
Medium	Send information on what EFDC is doing (e.g. send annual report, press release) to encourage participation.						
Low	Speak to local groups where desired.						
G.01	Monitor and measure our energy use.						
	Review our printed materials to councillors and delivery.	EA	Review miles travelled to deliver printed materials to councillors.	01/12/2017	In place	None	Couriers deliver reports twice weekly to coucillors. Can we investigate number of miles travlled and other ways to get information to them? Or alternatives such as an electric car delivery materials? EA to meet with Sharon Lekha and can get miles to review.
G.06	Work with local businesses to help them reduce their emissions.						
Medium	Promote LOCASE funding.	Economic Development	putting energy efficient measures into SME's.				Review with Development Team May 2017
G.07	Provide support for community carbon reduction projects (funding or information).						

Medium	Investigate electric vehicle charging points in the District	Env Health, Env Co	Look at installing points in EFDC car parks.	May-18	Minimal.	Will require money but can also get part grant funding.	Claire Jaggard (Env Health) pushing for trial charge point here at Civic. Some meetings have taken place with Kim Durrani's team. This has been handed over to the parking team.
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase use of electronic forms to reduce paper waste		Across various departments. Olivia Shaw heading up and will keep in touch as forms go online.				Janet Twinn is trialing some forms for use in Autumn, 17.
G10	Communicate with residents to increase recycling and reuse, working with outside organisations when possible.						

S.02	Engage with residents to seek their views on what they would like to see for EFDC.						
Medium	Conduct an online survey with some targeted questions. Could be combined with other resident surveys from Council.						
S.06	Using the LEP, ensure low carbon growth of area businesses is central.						
Low	SEE G.06 FOR THIS ITEM. Help promote LOCASE funding where possible.		Ask Economic Development to report on how it is going in our District.	Sep-17			
S.07	Work with the Local Food plan to ensure the area's food supply is sustainable.						
Low	Put together information for residents about locally grown food or outlets.						EA to investigate.
Medium	Work with Food Board to list where local food places are and how to promote.	EA	Liz to look into with Food Board and report back. May tie into new Tourism website.	Dec-17			Report due out late September on state of the local food production; then can focus on outlets.

S.09	Remind residents of opportunities for utilising the natural space in EFDC, promoting the area's biodiversity.						
Medium	Promote activities Council staff are involved in and encourage residents.						Tree Planting on 11 January, to do press release about it. Abi will inform us as and when there are opportunities.
Medium	Find ways to help Countrycare, etc, promote natural spaces.	EA	Speak to Abigail Oldham to see what they do for next meeting.	Ongoing			
S.11	Try to reduce the single use plastics at EFDC, replacing them with more sustainable items.						
Medium	Suggestion from Cllr Neville to see if we can remove our single use plastic items from the council offices.	EA	Liz looking into what we use where and the reasons behind them.				EA met with Cllr Neville in July. Need to do more research (w/Sharon Lekha) on what SUOPs we use and how to substitute.

Ongoing

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
Medium	GWP Progress Report to Management Board	AD (Private Sector and Communities Resources)	Next annual report	Mar-17	In place	None required	
Medium	GWP Environmental Charter Progress Report to Neighbourhoods Select Committee		Twice Annually	TBD	In place	None required	
Medium	Review GWP ToR	GWP	Next annual report	Mar-19	In place	None required	
Medium	Review GWP Work Plan	GWP	At alternate meetings and ad hoc as required	ongoing	In place	None required	

C.02	Produce an annual report of progress on climate change targets and actions.						
Medium	Annual GHG report compiled annually.	EA	Report compiled for end July annually Consider if need to change report for this year.	July each year	In place	None	To do annually. Done - 2017
Medium	Inform CGWP when update our GHG report.	EA	Send link to CGWP when report on EFDC website (annually)	July each year	In place	None	To do annually. Done - 2017
G.01	Monitor and measure our energy use.						
Medium	Complete HECA Return and submit to DECC	All/Env Co	Compile information Complete and submit	Ongoing 31/03/2019	In place In place	None None	Done for 2017; next one due 2019. Report on website.
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase recycling in Civic Offices.	FM/Env Co	Appoint new waste contractor Purchase new recycling bins for offices Train staff on what we can recycle in offices. Monitor and feed back to areas not doing well. Roll out to external offices in future.	July 2016 Sept 2016 Sept/Oct 16 Quarterly	 In place	Finance required for purchase of new bins; much will come from cost savings with the new contract.	All bins in place at Civic and Oakwood. Reports have come in from waste compnay but numbers do not make sense. LA to continue monitoring and report at next meeting Dec 17.

COMPLETED ACTIONS

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
HIGH	Add Charter to the EFDC website.	EA	Send to PR team to place on website in appropriate location.	Dec-16	In place	None	with PR - 6/12/16; chased 3/3/17; on website 8/3/17 COMPLETE.
HIGH	Promote Charter via press release	EA	Write press release for PR team to review. PR team to send via appropriate channels.	Dec-16	In place	None	with PR - 6/12/16 COMPLETE.
C.02	Produce an annual report of progress on climate change targets and actions.						
HIGH	Annual GHG report compiled annually.	EA	Report compiled for end July Consider if need to change report for this year.	Jul-17	In place	None	Completed for 2017, next one 2019. Requirements different this year so report very dif to last.
HIGH	Look at ideas of how an EFDC annual climate change report could be done.	EA	Consider ways to compile, review and report on EFDC's climate targets and actions. Look at other LA's to see what they do.	Mar-17	In place	None	Most LAs very similar, some have a graph showing multiple years but very similar.
G.04	Review the Energy Efficiency Housing Services Strategy annually						
HIGH	Increase the use of LED lighting in the Council's operations in order reduce electricity use.	Facilities Manager	Conder building and rear extension Main building Council's car parks	31/03/17 Completed as fail Sept 17	In place	QD driving; getting approval for trial of 3 car parks.	Most all complete. Replacing as old fixtures fail. No plans to do any further until accommodation review has taken place.