

**EPPING FOREST DISTRICT COUNCIL
CORPORATE GREEN WORKING PARTY MEETING**

**WEDNESDAY, 14 JUNE 2017
(TIMES NOT SPECIFIED)**

Present: E A Ainslie (Environmental Co-Ordinator) (Vice-Chairman, in the Chair), J Twinn (Assistant Director (Benefits)), G J Woodhall (Senior Democratic Services Officer), Stuart Mitchell (Facilities Manager), C Neilan (Landscape Officer & Arboriculturist) and S Lewis (Senior Project Improvement Officer)

Apologies for Absence: S Merrick (Private Sector Housing Officer), K Polyzoides (Assistant Director (Policy & Conservation)) and D Bailey (Head of Transformation)

Members: Cllr G Waller (Safer, Greener and Transport Portfolio Holder)

Place: Committee Room 1, Civic Offices, High Street, Epping

1. APOLOGIES FOR ABSENCE

It was noted that D Bailey was unable to attend and S Lewis was attending in his place.

2. MINUTES

Resolved:

(1) That the minutes of the meeting held on 7 March 2017 be taken as read and agreed as a correct record.

3. MATTERS ARISING

Smart Meter rollout training: Timelines for this are to be confirmed; E Ainslie has a meeting in two weeks time with P Duguid to find out more.

L Swan had taken the Terms of Reference to Management Board with the small changes made.

The Green Infrastructure Group under Cllr G Waller was now up and running. Updates on any progress at future meetings.

4. ENVIRONMENT CHARTER COMMITMENTS AND ACTIONS UPDATE

Climate Adaptation

Item C.01 – E Ainslie was trying to link the Council's Environmental Charter to the Climate Local website. The contact at the LGA had left and they were trying to find who looks after Climate Local now, but still no response from the LGA. (i)

Item C.02 – E Ainslie would be compiling the annual Greenhouse Gases (GHG) report for July. The Group also looked at how the GHG report could be updated and this action had now been moved to the Completed tab. Further information was in item 6 of the agenda – Greenhouse Gas Reporting. (ii)

Item C.03 – C Neilan reported that in the Green Infrastructure Group, there were several strategic partnerships and now we needed to focus on local partnerships. This would help with a list of local groups in the area.

Electric Vehicle Charge Points would be added to the Action Plan under point G.08: Ensuring policies for the Council's vehicle fleet. (iii)

Tackling Greenhouse Gas Emissions

Item G.01 – The HECA return had been completed and was now on the Council's website. The next HECA return was due to be completed in 2019.

Item G.09 – E Ainslie was still waiting for recycling information from Biffa, and it was expected that this would be available by the next meeting in September. (iv)

E Ainslie met with O Shaw and S Lewis regarding electronic forms to reduce paper use. O Shaw was looking at the forms we currently have on our website to make them more relevant and user friendly, then would tackle internal forms and update the Group in due course. More information on electronic forms was in item 5 of the agenda – Correspondence & Scanning Working Group.

Sustainability

Item S.01 – G Woodhall to write an article for District Lines about using electronic devices (as opposed to printing off agenda and minutes). (v)

Item S.05 – E Ainslie had been looking at the Marketplace purchases for stationery to see any trends. S Lekha was also looking at this so E Ainslie would meet with her in July and they would work together on this. (vi)

Item S.08 – The Council had a new Tourism site, managed by Quentin Buller. He had included all Country Care walks and events, plus the Nature Reserves, on the site, as well as information about how to reach the various tourist attractions by public transport where possible.

An item had been added at the request of Cllr Neville to see if we can remove some or all of our single-use plastic items from the Council offices. E Ainslie was looking into this to see what we use and what we might be able to replace, e.g. could we replace the plastic water bottles with refillable carafes in the Council Chamber. (vii)

Actions:

(i) **E Ainslie to continue to liaise with the LGA with regards to linking the Council's Environmental Charter to the Climate Local website;**

(ii) **E Ainslie to compile the Annual Greenhouse Gases report for July;**

(iii) **E Ainslie to add Electric Vehicle Charging Points to the Action Plan under point G.08;**

(iv) **E Ainslie to collate the Council's recycling statistics from Biffa and report back at the next meeting;**

(v) **G Woodhall to write article for District Lines;**

(vi) E Ainslie to meet with S Lekha regarding stationery purchases through Marketplace; and

(vii) E Ainslie to further investigate the removal of single-use plastics from the Council Offices.

5. CORRESPONDENCE AND SCANNING WORKING GROUP

J Twinn updated the Group on the progress made since the last meeting of the Group:

- (i) The PID has been completed and signed off;
- (ii) S Lekha was revising the processes for Scan & Index to make things more efficient – work was being taken from teams;
- (iii) The post would be scanned at the point of arrival, reviewed, and forwarded to the relevant areas;
- (iv) A visit was made to Islington and Dacorum Councils to see how they did their scanning and indexing;
- (v) Community Housing were not using the document scanning as it was not set up properly – it was being used simply as a filing system. The action was for it to be restructured to re-organise workflow, to be done this year;
- (vi) The Information@Work User Group had now been set up and was being chaired by J Godden from Planning - this was for day-to-day questions; and
- (vii) The ICT Department were recruiting for an Information@Work Officer for this system. We were also looking at the exchange of documentation between systems. Legal services were using a different management system which was time based – not on Information@Work.

6. GREENHOUSE GAS REPORTING

Our annual Greenhouse Gas report was due at the end of July. This was a Government requirement and the report had to be published on our website.

An action from the Commitments and Actions was to look at how we report our Greenhouse Gas Emissions annually. E Ainslie had looked at how other Local Authorities reported and they were all very similar to ours. Some did have charts to make them more user-friendly, which we could incorporate into our report for this year. In addition, some had a chart of each year, whereas we only had the current year, previous year and baseline year. The data for each year would be incorporated into this year's report to show how we had progressed year-on-year. It was agreed to keep the format the same with the addition of the yearly data and graphs. (i)

The Council had a 331 ton reduction in its carbon footprint last year and we needed to look at taking positive steps to promote the benefits on the website. (ii)

Actions:

- (i) E Ainslie to update the format of the annual Greenhouse Gas Emissions report; and
- (ii) E Ainslie to promote the benefits of the Council's reduction in its carbon footprint on the Council's website.

7. GREEN CHAMPION ACTIVITIES

J Twinn informed the Group that the Council was not using the online forms package, as we had bought an online benefit claim form which was interactive and tailored questions dependent on the answers given to previous questions.

J Twinn stated that she had hit a blockage regarding E-Invoicing, and this was not moving forward as it needed a roll-out across the board. E Ainslie would speak to S McNamara about what the next steps were. (i)

S Mitchell stated that his Facilities Management team had been reviewing the five-year maintenance programme but this and many other things were on hold while the Accommodation Review took place (due in 6 to 12 months). It was noted that a lot of equipment would need upgrading once the review was complete.

Cllr G Waller stated that the Green Infrastructure Board was up and running as mentioned earlier in the meeting. The Council had several partners in the Group with more being signed up. There was a conference for the Green Arc Group, which Cllr G Waller would attend to introduce himself and the Green Infrastructure Board.

Actions:

- (i) E Ainslie to speak to S McNamara regarding the roll-out of the E-Invoicing project.

8. FEEDBACK FROM REGIONAL MEETINGSALEO & Fuel Poverty Forum 27 March 2017

E Ainslie attended this day in Bury St Edmunds. The ALEO meetings were for Local Authority Energy Officers to meet and discuss any topics that had come up, new legislation, etc. There was not much new to report from this meeting except for a presentation from Aran regarding some ECO2 Updates.

CO₂RE Group – Carbon Reduction Essex 21 April 2017

E Ainslie and S Merrick had attended this meeting at Castle Point. It was not well attended unfortunately. However, Aran Services again did a presentation to update everyone on the new ECO2 information for housing stock.

9. ANY OTHER BUSINESSGreen Infrastructure

C Neilan stated that the aim was to provide a better environment (i.e. how to soak up excess carbon). There had been discussions on farmland where trees could be planted as currently very few trees had been planted in a number of areas and we needed to understand why not. C Neilan was talking to farmers and land owners and it was also suggested that he look at Golf courses as well.

The Council needed to align its objectives, and we were sharing with the Tree Council and Woodland Trust, which was going well. There was a report to Cabinet on the Green Charter to be submitted and in addition, there would also be a report to Management Board with an update on the Green project.

10. DATES OF FUTURE MEETINGS

The Group noted that the next meeting of the Working Party would take place on Tuesday 5 September 2017 at 2.30pm in Committee Room 1.

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