

# Supplementary Agenda



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Date: 4 January 2022

Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the

## **Climate Emergency Advisory Committee**

will be held on Monday, 10 January 2022 at 6.00 pm  
virtual meeting

The meeting will be live streamed here:

<https://www.youtube.com/c/SouthandValeCommitteeMeetings>

### **Members of the Committee:**

#### **Councillors**

David Grant (Chair)

Eric Batts

Eric De La Harpe

Amos Duveen (Vice Chair)

Hayleigh Gascoigne

Alison Jenner

Bob Johnston

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Patrick Arran

Head of Legal and Democratic

# **Agenda**

## **Open to the Public including the Press**

### **1. Chair's announcements**

To receive any announcements from the chair and general housekeeping matters.

### **2. Apologies for absence**

To record apologies for absence and the attendance of substitute members.

### **3. Declarations of interest**

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

### **4. Urgent business**

To receive notification of any matters which the chair determines should be considered as urgent business and the special circumstances which have made the matters urgent.

### **5. Minutes of the last meeting**

(Pages 4 - 7)

To review and agree as a correct record the minutes of the meeting on 4 October 2021, and for the chair to sign them as such.

### **6. Public participation**

To receive any questions or statements from members of the public that have registered to speak.

### **7. update from Cabinet member for Environment**

To receive a verbal update.

### **8. Task and finish group updates**

To receive any updates from task and finish groups.

## **9. Future agenda items**

For committee to discuss potential agenda items and upcoming items for the committee.

### **REPORTS FOR THE CONSIDERATION OF THE COMMITTEE**

## **10. Greenhouse Gas Emissions Annual Report**

(Pages 8 - 19)

For committee to review the annual report for increasing awareness of council emissions, and for public promotion of the report.

## **11. Climate Action Plan**

(Pages 20 - 33)

For committee to review the draft Climate Action Plan and recommend it's adoption to Cabinet.

## **12. Climate Action Fund**

(Pages 34 - 47)

For committee to review the draft fund guidance and discuss opportunities for scheme promotion and recommend it's adoption to Cabinet.

## **13. Tree Planting Update**

Committee to receive a verbal update on applications received for tree planting on council land.

# **Minutes**

## **of a meeting of the**

# **Climate Emergency**

# **Advisory Committee**

**held on Monday, 4 October 2021 at 6.00 pm**  
**Virtual meeting**



The meeting was broadcasted live. Watch the recording here:  
<https://www.youtube.com/c/southandvalecommitteemeetings>

**Open to the public, including the press**

### **Present:**

Members: Councillors David Grant (Chair), Eric De La Harpe, Amos Duveen, Hayleigh Gascoigne, Alison Jenner and Bob Johnston.

Officers: Michelle Wells, Heather Saunders, Harry Barrington-Mountford and Suzanne Malcolm, Candida Mckelvey, Heather Saunders and Michelle Wells

Also present: Cabinet member, Councillor Catherine Webber.

### **60. Chair's announcements**

Chair opened the meeting. He explained that we were having quarterly meetings in line with the quarterly performance reporting. There was a Q1 report at today's meeting.

Chair informed committee that Big Green Week had local events taking place across the district.

Draft documents related to the climate action plan will be circulated to the committee in due course.

### **61. Apologies for absence**

Councillor Eric Batts sent his apologies.

### **62. Declarations of interest**

There were no declarations of interest in respect of the agenda items for this meeting.

### **63. Urgent business**

No urgent business.

#### **64. Public participation**

None.

#### **65. Minutes of the last meeting**

The minutes of 19 April 2021 were agreed as a correct record and the chair will sign them as such.

#### **66. Task and finish groups updates**

Councillor Jenner briefed the committee on the Joint design guide task and finish group. When completed and signed off, this report will be a supplementary planning document. It will be a material consideration in planning.

It will help applicants to meet good design criteria and it will be easy to follow.

There were several chapters. Climate and sustainability were focussed on within the task and finish group. Within the document, the climate action issue was explained, as was sustainability, and definitions of active and passive sustainable development. The guide contained information on reducing carbon emissions, standards and certifications, and reducing embodied carbon. Design principles were provided at the bottom of each section. There were links to the GIS data, which can be downloaded for your ward.

Councillor Johnston briefed the committee that the Biodiversity working group met briefly to set terms of reference. The next meeting was yet to be confirmed.

Committee discussed how the working group could be put to effective use. Chair of CEAC would speak to Chair of SODC CEEAC about the scope.

#### **67. Tree planting on council land policy**

Cabinet member for environment, Councillor Webber, introduced this report.

Active communities were keen to get on with planting. This was an important moment to allow this work to go ahead. There was a policy and application form that would need to be approved. This work would help in our tree planting ambitions and carbon reduction goals as a council. We hoped to activate the policy soon to enable planting during the upcoming season. Oxfordshire Tree Scape project was developing an interactive tree map to aid our work.

Suggestions from the committee included providing advice on tree and soil type. Some trees, such as ash, don't survive well on local soils. Other species had poor wildlife / insect biodiversity. The Oxfordshire tree scape map may be very helpful for this. Once the planting guidance in place was reviewed, proposals made by officers would go through the approval process with the policy. Discussion was had regarding tree end-of-life process. What species were best as building materials and furniture?

There will be comms work relating to this policy. Tree protection orders will remain a separate procedure to this document.

It was confirmed that the policy version in the meeting pack was the up-to-date version, but a 6-month review was added (not part of the policy document).

The policy was very well received by the committee.

## **68. Retrofit Scrutiny Report - Feedback from Joint scrutiny committee and discussion**

Councillor Gascoigne introduced this report.

The group consulted experts in the field to find out about the barriers to retrofitting, including OxLEP and local colleges. There was specific training required for such works. The green grants funding was closed by central government, but the task and finish group looked into how we could be prepared for future funding opportunities that will help residents to retrofit their homes and the council to achieve carbon targets.

Some discussion was had around home insulation being important for the effectiveness of different forms of heating.

Regarding the costings for such works, discussion was had on encouraging those that can afford these works to drive demand. Look at methods to help people fund the works, such as loans.

This was a very well received report.

### **Resolved**

To support the recommendations in the report of the Joint Scrutiny task and finish group on retrofitting.

Chair of CEAC will check with Chair of Joint Scrutiny committee, in order to ascertain the most effective way CEAC can support this work, and to check whether CEAC should make recommendations to Cabinet.

## **69. Future Oxfordshire Partnership - Environment Advisory Group**

A verbal update from Councillor Webber, who was a representative of the Future Oxfordshire Partnership, previously known as the Growth Board. Councillor Webber was reporting to committee on the Environment Advisory Group (EAG) strand of the Partnership.

There had been three recent meetings and presentations on the county carbon baseline data, the county transport plan, and a Pathways to Zero Carbon Oxfordshire (PAZCO) presentation.

The EAG officers group supports the work of the Partnership, to establish a forward plan, and a PAZCO delivery and a retrofitting plan. Cabinet member suggested that this could be a standing agenda item.

## **70. Pathways to Zero Carbon Oxfordshire Report - Section 4**

Committee reviewed section three of the substantial report, focussing on the five scenarios within section four.

Some debate was had about the downsides of green hydrogen.

**Resolved:**

That committee favoured scenario four, "Oxfordshire leading the way".

## **71. Quarter 1 performance management report - theme 2**

The committee focussed on theme two of the report – Tackling the climate emergency.

The report had been finalised after Cabinet approval. The focus of this report was on the achievements of quarter one. Any discussions about future improvements and outcomes should be directed to the relevant Cabinet member listed in the report.

The committee discussed future agenda items they would like to see. There was some discussion around bulky waste, and Chair would like to focus on this in future meetings next year.

A detailed update on EV park and charge project and leisure centre energy use was requested.

An annual report from the council on emissions was expected, and Chair hoped the committee could see this when its ready.

No recommendations were provided to Cabinet for this item.

Meeting closed at 19:37

The meeting closed at 7.37 pm

# Annual Greenhouse Gas Emissions Report 2020/21

for Vale of White Horse  
District Council

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Agenda Item 10



## Greenhouse gas emissions reporting requirements

Since 2011, the Department for Business, Energy & Industrial Strategy has required local authorities to measure and report greenhouse gas emissions from their estate and operations. 2020/21 is the eleventh year of reporting and 2009/10 represents the baseline year.

Their guidance draws on the principles of the Greenhouse Gas Protocol, an internationally recognised standard for corporate accounting and reporting of greenhouse gas emissions. Under the protocol all six greenhouse gases are taken into consideration namely, carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs) and sulphur hexafluoride (SF<sub>6</sub>) and are reported in terms of tonnes of carbon dioxide equivalent.

## Greenhouse gas emissions reporting period April 2009 – March 2021

Table one shows Vale of White Horse District Council greenhouse gas emissions between 2009/10 and 2020/21 measured in tonnes of CO<sub>2</sub> equivalent (tCO<sub>2</sub>e). Across all scopes, emissions have fallen by 2,947 tCO<sub>2</sub>e – equivalent to a 53 per cent reduction – since 2009/10. Scope one emissions from gas and oil use in buildings and fuel use in fleet vehicles have decreased by 1,017 tCO<sub>2</sub>e, equivalent to a 36 per cent reduction. Scope two emissions from purchased electricity fell by 84 per cent – equivalent to a reduction of 1,336 tCO<sub>2</sub>e. Scope three emissions from business mileage, contractor energy and fuel use, well to tank (WTT) processes and transmission and distribution losses fell by 594 tCO<sub>2</sub>e, equal to a reduction of 51 per cent

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Table One: Vale of White Horse District Council greenhouse gas emissions 2009/10 – 2020/21<sup>1</sup>

Scope	tCO <sub>2</sub> e												Change since 2009/10	% change since 2009/10
	Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21		
Scope one	2,837	2,842	2,629	2,635	2,563	2,648	2,680	2,354	2,309	2,380	2,309	1,820	-1,017	-36%
Scope two	1,583	1,426	1,320	1,250	1,146	1,047	991	929	775	680	462	247	-1,336	-84%
Scope three	1,168	1,043	951	930	973	951	915	851	848	837	731	574	-594	-51%
Gross emissions	5,588	5,311	4,900	4,816	4,682	4,646	4,585	4,134	3,932	3,898	3,502	2,641	-2,947	-53%
Carbon offsets	0	0	0	0	0	0	0	0	0	0				
Green tariff	0	0	0	0	0	0	0	0	0	0				
Scope	5,588	5,311	4,900	4,816	4,682	4,646	4,585	4,134	3,932	3,898	3,502	2,641	-2,947	-53%

<sup>1</sup> As a result of rounding, the totals presented may be slightly different to the sum of the individual values.

Table two shows in greater detail the sources of greenhouse gas emissions for each scope

**Table Two: Vale of White Horse District Council greenhouse gas emissions 2009/10 – 2020/21<sup>2</sup>**

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Scope		Baseline 2009/10	tCO <sub>2</sub> e												Change since 2009/10	% change since 2009/10
			2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21			
One	Gas consumption	1,530	1,633	1,495	1,530	1,372	1,455	1,499	1,205	1,174	1,259	1,252	639	-891	-58%	
	Oil consumption	31	30	31	52	52	25	32	93	0	59	83	0	-31	-100%	
	Facilities fleet diesel							3	1	0	1	2	3			
	Waste Team											1	0			
	Grounds Maintenance fleet												19			
	Technical Services (Cleaning)												1			
	Env. Health fleet diesel	9	4	3	3	3	4	5	5	5	5					
	DSO fleet diesel	44	4													
	Waste fleet diesel	1,223	1,170	1,101	1,051	1,136	1,163	1,144	1,051	1,130	1,057	970	1,158	-65	-5%	
Two	Total scope one	2,837	2,842	2,629	2,635	2,563	2,648	2,680	2,354	2,309	2,380	2,309	1,820	-1,017	-36%	
	Purchased electricity	1,583	1,426	1,320	1,250	1,146	1,047	991	929	775	680	462	247	-1,336	-84%	
Three	Total scope two	1,583	1,426	1,320	1,250	1,146	1,047	991	929	775	680	462	247	-1,336	-84%	
	WTT Gas	150	160	146	158	210	195	202	164	178	190	163	83	-67	-45%	
	WTT Oil	6	6	6	11	11	5	6	17	0	13	19	0	-6	-100%	
	WTT Env. Health fleet diesel	2	1	1	1	1	1	1	1	1	1					
	WTT DSO fleet diesel	8	1													
	WTT waste fleet diesel	254	243	229	237	252	259	257	223	269	252	231	277	23	9%	
	WTT facilities fleet							1	0	0	3	0.6	0.7			
	WTT Grounds Maintenance												5			
	WTT Technical Services												0.3			
	Waste Team											0.3				
	Finance contractor	31	22	13	13	12	13	12	9	6	7	7	6	-25	-81%	
	Leisure contractor	19	3	3	4	4	2	5	6	6	5	5	1	-18	-95%	
	Waste contractor	117	69	45	53	36	46	51	38	20	40	28	26	-91	-78%	
	Grounds Maintenance contractor	141	168	119	94	95	107	89	105	110	102	109	83	-58	-41%	
	Cleaning contractor			13	7	8	8	8	7	5	4	7	5			
	Facilities contractor								2	4						
	Car parks contractor								2	3	5	5	5			
	Property contractor								0.2	0.2						
	Council business travel	84	50	61	52	51	49	42	41	37	32	47	24	-60	-71%	
	WTT electricity	230	205	202	201	196	173	160	152	135	119	70	37	-193	-84%	
	T&D losses electricity	125	115	113	99	98	92	82	84	73	64	39	21	-104	-83%	
Total scope three	1,168	1,043	951	930	973	951	915	851	848	837	731	574	-594	-51%		
Total emissions		5,588	5,311	4,900	4,816	4,682	4,646	4,585	4,134	3,932	3,898	3,502	2,641	-2,947	-53%	

<sup>2</sup> As a result of rounding, the totals presented may be slightly different to the sum of the individual values.

Figure one shows greenhouse gas emissions from council operations between 2009/10 and 2020/21 across each scope

Figure One: Vale of White Horse District Council greenhouse gas emissions 2009/10 – 2020/21

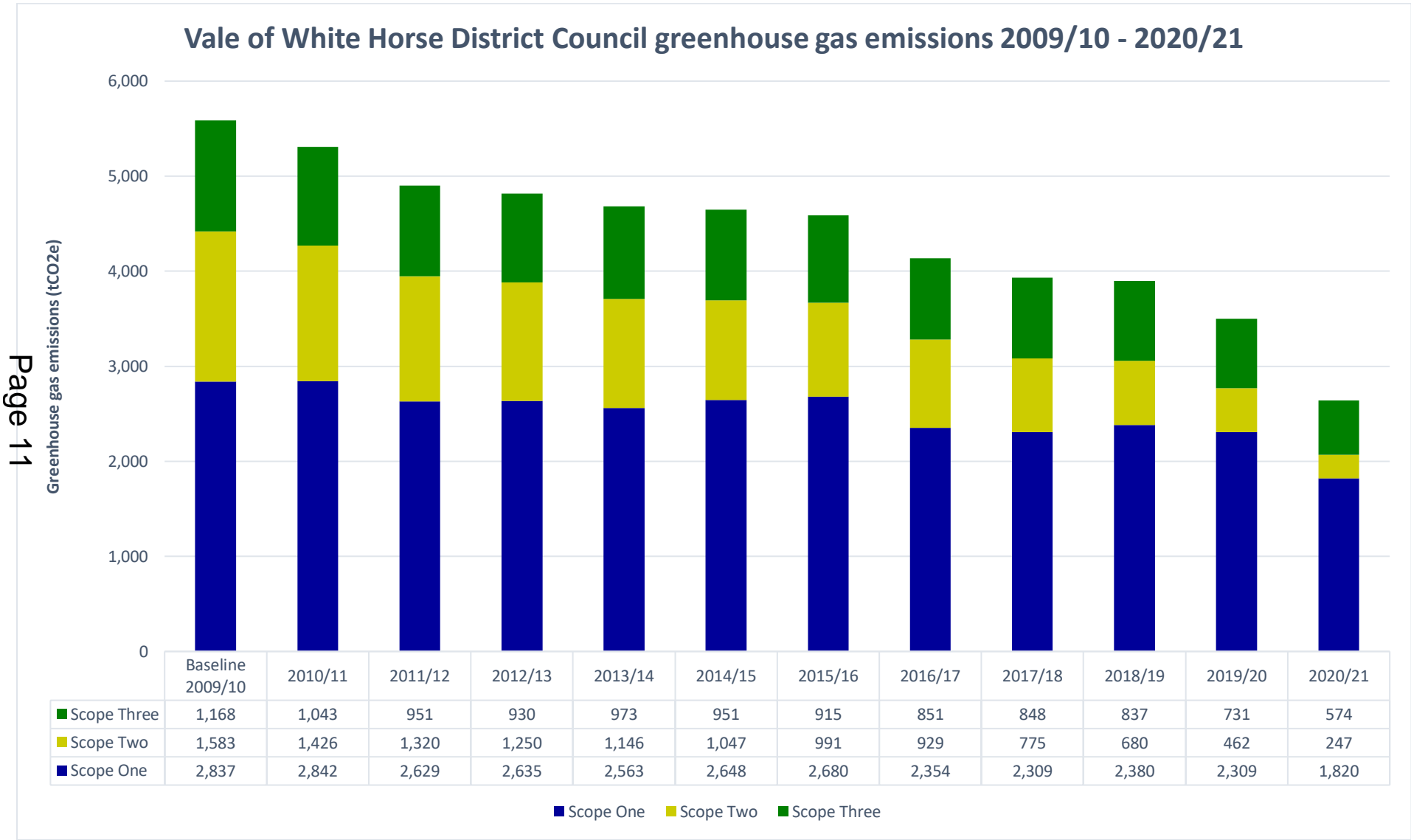


Table three shows the breakdown of greenhouse gas emissions by gas type

**Table Three: 2020/21 CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O emissions**

Scope	2020/21		
	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O
Scope one	1,802.4	1.0	16.6
Scope two	244.3	0.8	1.5
Scope three	142.5	0.2	1.4
Total	2,189.2	2.0	19.5

## Contextual analysis

Along with other Oxfordshire councils, Vale of White Horse District Council is committed to the Oxfordshire 2030 priority to reduce greenhouse gas emissions. The objective is to reduce carbon emissions from the local authority estate by an average of 3 per cent annually against a 2010/2011 baseline.

At a meeting of the Full Council on 13 February 2019, Vale of White Horse declared a Climate Emergency. This committed the council to working towards reducing its impact upon the environment. To facilitate this, a Climate Emergency Advisory Committee was established to advise on how the Vale can contribute to carbon reduction targets and minimise damage to the environment through its policies and practices. At its inaugural meeting on 15 October 2019, the Committee recommended that Vale of White Horse should:

- reduce council carbon emissions by 75 per cent by 2025 and become a carbon neutral local authority by 2030.
- reduce district carbon emissions by 75 per cent by 2030 with an ambition to become carbon neutral by 2045.

These targets were endorsed by the Cabinet on 6 December 2019. An ongoing programme of work has been developed to assist and guide Vale of White Horse in achieving its climate change ambitions. Tackling the Climate Emergency is also one of the key themes of the Vale's Corporate Plan 2020-24 – The Corporate Plan was adopted at a meeting of the full council in October 2020.

On 13 March 2020, council staff were advised to work from home if possible due to the coronavirus. Ten days later, the United Kingdom entered a full nationwide lockdown. This led to the closure of council owned and operated buildings throughout the district and the prohibiting of all but essential travel. Measures to control the spread of Covid-19 lasted throughout 2020/21:

- Council staff were advised to continue working from home throughout 2020/21. Use of the council's offices was severely restricted, with only people who were unable to carry out their duties elsewhere allowed access.
- Meetings of the council and its committees were moved online.

- Leisure centres were closed from 20 March 2020 until 25 July 2020. After a period of reopening, they were then obliged to close again – apart from educational use – between 2 November 2020 and 23 December 2020. From 23 December, all facilities were closed until joint use facilities with schools were allowed to reopen in March 2021.
- The Beacon in Wantage was closed to the public throughout much of 2020/21. During Q4, it was used as a Covid-19 testing centre.

Because of the impacts of the pandemic, Vale's overall greenhouse gas emissions reduced during 2020/21. As the Council returns to normal operations during 2021/22, we can expect to see emissions increase.

Although Vale of White Horse District Council's waste fleet has achieved fuel efficiencies in recent years (through changes in terms of both vehicles and operations, 2020/21 saw an increase in overall fuel use. This was due to a combination of factors which included: operational changes due to the pandemic, continued growth in the number of properties being serviced, large peaks in tonnage forcing vehicles to carry out extra tip runs and an increase in garden waste customers.

Taylor Wimpey handed control of the District Community Centre to Vale of White Horse on 1 October 2020.

The grounds maintenance and public convenience cleaning contracts were brought in-house on 1 November 2020.

The waste team vehicles are no longer in use – they are to be sold/scrapped.

In order to give a more accurate indication of the greenhouse gas emissions generated, and to better reflect the shared nature of the workforce, staff mileage is divided equally between South Oxfordshire and Vale of White Horse.

The carbon factor for electricity has reduced by nine per cent in the last year, which has impacted favourably on the scope two emissions reported by the council – since 2009, the carbon factor for electricity has reduced by over 50 per cent.

## Data Set

The approach set out in the Greenhouse Gas Protocol is to identify and categorise emissions-releasing activities into three groups, known as scopes. The guidance recommends reporting scope one and scope two emissions, but states that reporting scope three emission is discretionary. The three scopes are:

### Scope one, direct emissions:

Activities owned or controlled by the council that release emissions straight into the atmosphere. Scope one emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles.

### Scope two, indirect energy:

Emissions being released into the atmosphere associated with the council's consumption of purchased electricity. These are indirect emissions that are a consequence of the council's activities, but which occur at sources the council does not own or control.

### Scope three, other indirect:

Emissions that are a consequence of the council's actions that occur at sources which the council does not own or control and which are not classed as scope two emissions. Examples of scope three emissions are business travel by means not owned or controlled by the council, well to tank processes and electricity transmission and distribution losses.

The Department for Business, Energy & Industrial Strategy has not imposed exact instructions on what local authorities should include in their annual greenhouse gas emissions report. The council has identified activities which are responsible for greenhouse gas emissions being released into the atmosphere. These include energy use in all buildings occupied by either the council or its contractors, fuel use in plant and equipment operated by the council or its contractors and fuel use by vehicles owned or used by the council and its contractors.

Emissions from residential waste collection are included under scope one however, emissions from the treatment and disposal of residential waste are not included. Emissions from the collection and disposal of waste from council offices, water use and staff commuting have also been excluded due to insufficient data and difficulties obtaining data. The council will work towards including these emissions in future reports.

Emissions of PFCs, HFCs and SF6 have not been included in this report as council activities are not significant sources of these gases.

Emissions associated with the extraction, refining and transportation of raw fuels before their combustion are referred to as well to tank (WTT) processes and form part of scope three emissions. Emissions associated with electricity transmission and distribution losses are also included in scope three.

**Table Four: Council greenhouse gas emissions sources under each scope**

Scope One	Scope Two	Scope Three	Scope Four
Gas and oil use in council offices, civic buildings, leisure centres and temporary accommodation hostels	Electricity use in council offices, civic buildings, leisure centres, temporary accommodation hostels, car parks, CCTV, public conveniences, pumping stations and sewage treatment works	Contractor electricity, gas, oil and fuel use and mileage	Perfluorocarbons, hydrofluorocarbons and sulphur hexafluoride
Fuel used in council vehicle fleet		Business mileage by car	Staff commuting
Fuel used in waste collection vehicle fleet		Business mileage by public transport	Council office waste collection, treatment and disposal
		WTT processes and transmission and distribution losses	Water
			Residential waste treatment and disposal
			Fugitive emissions

## **Data collection and methodology**

The Department for Business, Energy & Industrial Strategy and Defra publish joint guidance for local authorities on how to report and measure their greenhouse gas emissions including annually updated greenhouse gas conversion factors. Greenhouse gas emissions for 2019/20 have been reported in line with the joint DECC/Defra guidance published in June 2013<sup>3</sup> and calculated using the 2019 conversion factors. In line with the guidance, emissions from electricity are no longer calculated using the five-year grid rolling average and are instead calculated using the average conversion factor applicable to the reporting year.

Energy and fuel use in council and contractor buildings, plant, equipment and vehicles and the resulting carbon dioxide emissions have been reported annually since 2007 when the council established its carbon management plan. Data is manually collected on a monthly basis or in some cases quarterly. Each service area is responsible for collecting and collating data on energy consumed in delivering their services. Contractors are responsible for collecting and passing data to client managers on a monthly or quarterly basis.

It should be noted that electricity consumption for the council's office during 2015/16 has been modelled. Following a fire at its office in January 2015, Vale of White Horse District Council moved into leased temporary office accommodation between late June and late July 2015. The electricity supply at the new office has one fiscal utility meter that feeds both the council's electrical load as well as a data centre, which is the responsibility of the landlord. On 8 April 2016 the council installed a sub-meter to measure their consumption however, in the absence of sub-meter data during the period 1 April 2015 to 31 March 2016 the council required a reliable estimate of their own electricity consumption to inform their greenhouse gas emissions reporting. The council therefore appointed an environmental consultancy, EEVS Insight Ltd (Energy Efficiency Verification Specialists), to carry out an analysis of the electricity consumption data from the fiscal utility meter and the council's sub-meter to model the electricity consumption in the building which can be attributed to Vale of White Horse District Council.

## **Carbon offsetting**

### **Green tariff**

Currently the council does not purchase any electricity from a green tariff.

### **Carbon offsets - renewable technologies**

The council does not currently generate renewable energy from any of its sites.

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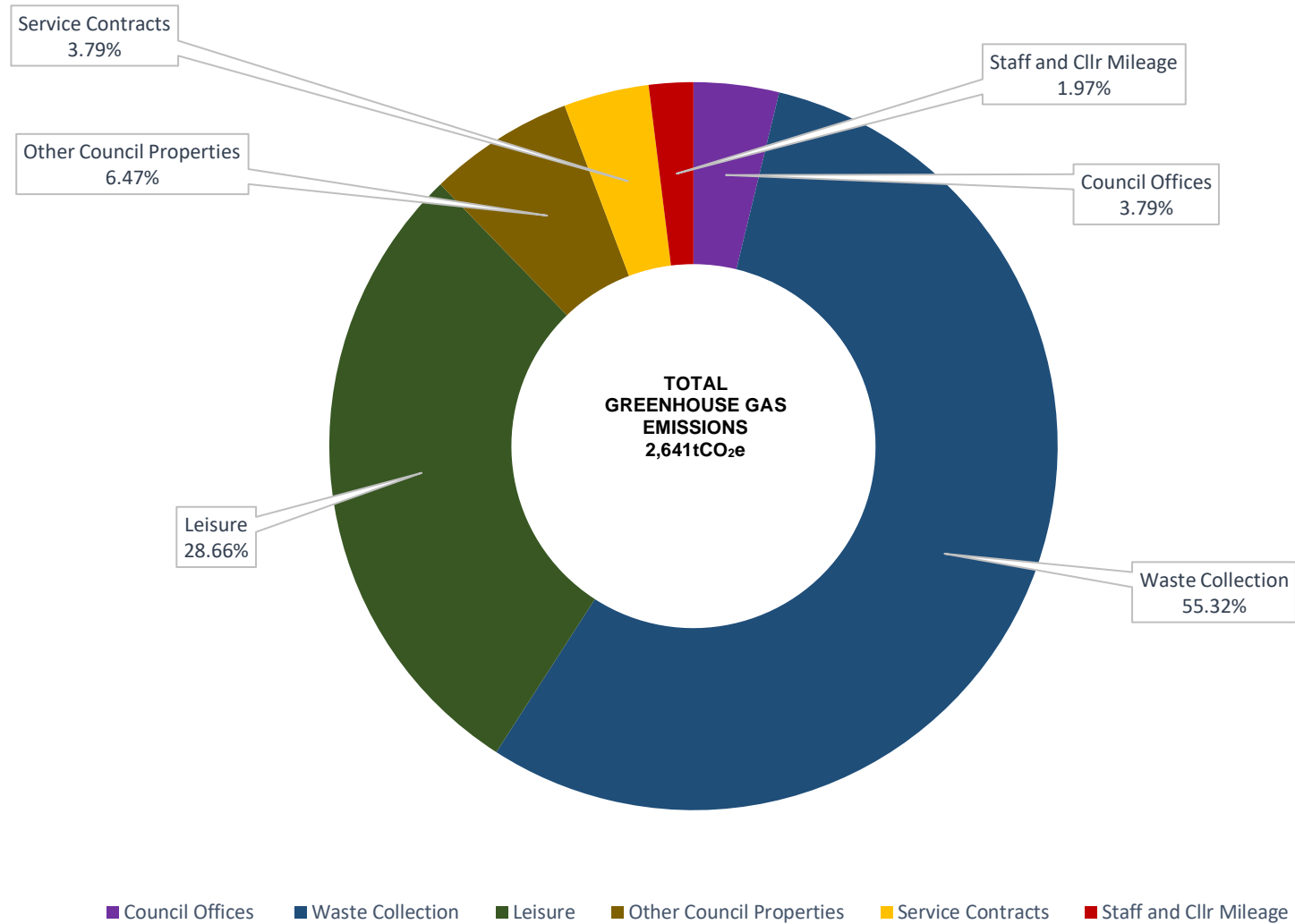
<sup>3</sup> <https://www.gov.uk/guidance/measuring-and-reporting-environmental-impacts-guidance-for-businesses>

## Appendix One – Vale of White Horse Greenhouse Gas Emissions (kgCO2e) by source 2020/21<sup>4</sup>

		Scope One	Scope Two	Scope Three							
				Electricity							
				WTT: Generation	WTT: T&D	T&D Losses	Indirect Emissions	WTT	Total	Total GHG (kgCO2e)	Conversion to tCO2e
		Total GHG	Total GHG	Total GHG	Total GHG	Total GHG	Total GHG	Total GHG			
Council Offices	Milton Park	48,516	21,752	3,002	258	1,871		6,309	81,708	100,391	100
	Abbey House	9,245	6,664	920	79	573		1,202	18,683		
Waste Collection	Biffa Fleet	1,157,701						277,440	1,435,141	1,460,899	1,461
	Biffa Buildings and Business Mileage			2,876	248	1,792	20,842	0	25,758		
Leisure	Faringdon Leisure Centre	56,162	19,519	2,693	232	1,679		7,303	87,588	756,733	757
	Wantage Leisure Centre	72,628	26,330	3,633	313	2,264		9,444	114,612		
	White Horse Leisure and Tennis Centre	361,875	116,204	16,035	1,381	9,994		47,057	552,546		
	Abingdon Outdoor Pool & Kiosk	0	649	90	8	56		0	803		
	Leisure Mileage						929	255	1,184		
Other Council Properties	The Beacon	49,756	10,634	1,467	126	915		6,470	69,368	171,021	171
	District Community Centre	11,777	2,409	332	29	207		1,531	16,285		
	Temporary Accommodation Hostels	29,223	5,287	730	63	455		3,800	39,558		
	Public Conveniences		5,660	781	67	487			6,995		
	Abingdon Multi Storey Car Park		17,428	2,405	207	1,499			21,539		
	Car Parks		13,350	1,842	159	1,148			16,499		
	CCTV		629	87	7	54			777		
Service Contracts	Capita			481	41	300	5,280	370	6,472	99,605	100
	Saba						4,254	1,130	5,384		
	Sodexo						66,879	16,156	83,035		
	Healthmatic						3,803	911	4,714		
Staff and Cllr Mileage	Waste Team	0						0	0	52,325	52
	Facilities Fleet	2,868						690	3,558		
	Grounds Maintenance	19,122						4,646	23,768		
	Technical Services (Cleaning)	1,116						268	1,384		
	Staff and Councillor Business Travel						18,787	4,828	23,615		
Grand Total										2,640,974	2,641

<sup>4</sup> As a result of rounding, the totals presented may be slightly different to the sum of the individual values.

## Vale of White Horse District Council Greenhouse Gas Emissions 2020/21

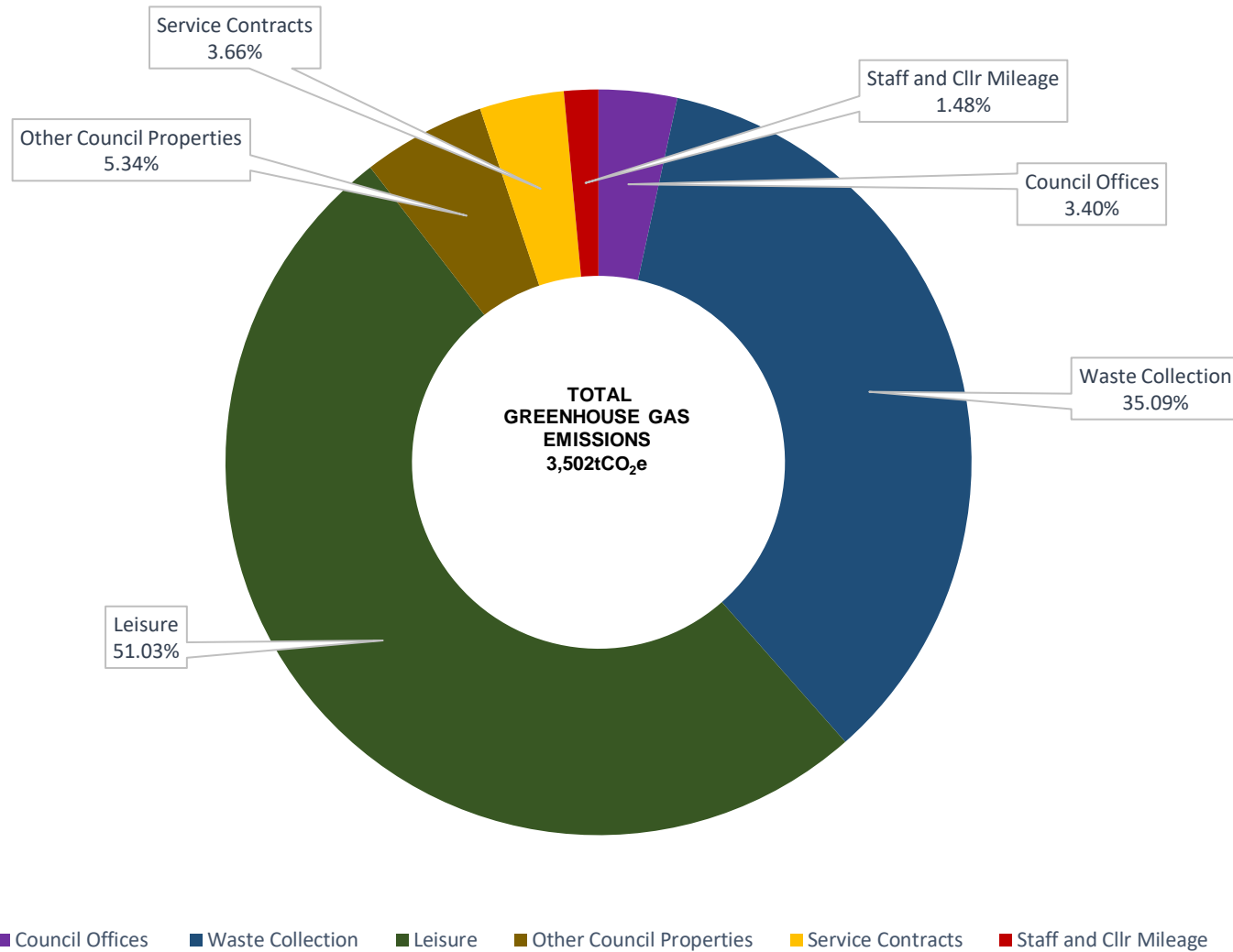


## Appendix Two – Vale of White Horse Greenhouse Gas Emissions (kgCO2e) by source 2019/20<sup>5</sup>

		Scope One	Scope Two	Scope Three							
				Electricity							
				WTT: Generation	WTT: T&D	T&D Losses	Indirect Emissions	WTT	Total	Total GHG (kgCO2e)	Conversion to tCO2e
		Total GHG	Total GHG	Total GHG	Total GHG	Total GHG	Total GHG	Total GHG			
Council Offices	Milton Park	41,425	36,604	5,105	434	3,108		5,387	92,063	118,957	119
	Abbey House	9,684	12,903	1,800	153	1,095		1,259	26,894		
Waste Collection	Biffa Fleet	970,322						230,821	1,201,143	1,229,391	1,229
	Biffa Buildings and Business Mileage			3,187	271	1,940	22,850		28,248		
Leisure	Faringdon Leisure Centre	154,622	59,976	8,365	711	5,092		20,109	248,875	1,786,907	1,787
	Wantage Leisure Centre	286,024	96,126	13,407	1,140	8,161		37,198	442,056		
	White Horse Leisure and Tennis Centre	683,783	161,748	22,560	1,917	13,732		88,927	972,667		
	Abingdon Outdoor Pool & Kiosk	82,746	13,806	1,926	164	1,172		18,976	118,790		
	Leisure Mileage						3,554	965	4,519		
Other Council Properties	The Beacon	46,733	21,811	3,042	259	1,852		6,078	79,775	186,805	187
	Temporary Accommodation Hostels	29,873	5,803	809	69	493		3,885	40,932		
	Public Conveniences		5,911	824	70	502			7,307		
	Abingdon Multi Storey Car Park		28,874	4,027	342	2,451			35,694		
	Car Parks		17,993	2,510	213	1,528			22,244		
	CCTV		690	96	8	59			853		
Service Contracts	Capita			533	45	324	5,872	432	7,206	128,301	128
	Saba						4,337	1,141	5,478		
	Sodexo						87,517	21,021	108,538		
	Healthmatic						5,719	1,360	7,079		
Staff and Cllr Mileage	Waste Team	1,085						259	1,344	51,636	52
	Facilities Fleet	2,339						559	2,898		
	Staff and Councillor Business Travel						37,723	9,671	47,394		
Grand Total										3,501,997	3,502

<sup>5</sup> As a result of rounding, the totals presented may be slightly different to the sum of the individual values.

## Vale of White Horse District Council Greenhouse Gas Emissions 2019/20



# Climate Emergency Advisory Committee



Report of Head of Policy and Programmes

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Wards affected: All

Cabinet member responsible: Catherine Webber

Tel: 01235 534001

E-mail: catherine.webber@whitehorsedc.gov.uk

To: CLIMATE EMERGENCY ADVISORY COMMITTEE

Date: 10 January 2022

## Climate Action Plan

### Recommendation

(a) That CEAC recommends the attached Climate Action Plan to Cabinet for approval, adoption and implementation.

### Purpose of Report

1. To describe the development process and contents of the Climate Action Plan and to request that CEAC recommends the Plan to Cabinet for approval, adoption and implementation.

### Corporate Objectives

2. This Plan is the key delivery vehicle for demonstrating our commitment to the Corporate Plan objective of Tackling the Climate Emergency and our target of becoming a carbon neutral council by 2030, with a 75 per cent emissions reduction by 2025.
3. Our Corporate Plan states that we will implement a Climate Emergency programme, focussed on what the council has control over, working towards our targets for our own buildings, vehicles, leisure and arts centres.

### Background

1. The aim of the Plan is to set out actions and outputs to reach our desired outcome and target of being carbon neutral in our own operations whilst also communicating and

engaging with our communities on the Climate Emergency. Improvements to our service provision and engagement with our communities will also have an impact on reducing district wide emissions.

2. It should be recognised that this Climate Action Plan is one piece of a much larger picture, consisting of national, regional and other local initiatives and plans. It is also often highlighted that there are many co-benefits of climate action, these can include, health and well-being, cleaner air, improved work-life balance, warmer and more energy efficient homes, new employment opportunities and reduced flooding.
3. The Climate Action Plan will be owned by, and delivered across, all council services. In preparing the plan, individual meetings were held with Heads of Service to develop and agree the actions. We also carried out a review of local and national best practice from other local authorities and publications from Friends of the Earth.
4. In order to demonstrate the council's commitment to openness and accountability progress on the actions and outputs in the plan will be reported quarterly in line with the corporate performance management framework and presented to CEAC. The council's greenhouse gas emissions will also be reported and published annually.
5. The plan has been designed to be a rolling one to allow for changing circumstances in an emergency situation. Therefore, the Climate Action Plan is a live document, where quarterly progress reporting may facilitate the reprioritisation or refocusing of actions by Cabinet where necessary.
6. CEAC members have been engaged during the development of the Plan, with early drafts being shared and have contributed individual feedback. CEAC members also participated in a drop-in session on 8 December 2021 to discuss the Climate Action Plan and the approach to its development. It will also be reviewed at the CEAC meeting scheduled for 10 January 2022.
7. It should also be noted that, The Future Oxfordshire Partnership (FOP) is currently exploring a delivery plan for the Pathways to a Zero Carbon Oxfordshire report which will support our work to reduce district wide emissions. Many actions to tackle district wide emissions are best approached at a county level to achieve economies of scale and maximise the opportunities for communication. Officers and Members through the Environment Advisory Group (EAG) will continue to work through the FOP in tackling district wide emissions at scale, in tandem with the implementation of this Plan.

## **Climate and ecological impact implications**

8. This Climate Action Plan sets out a detailed programme of work for reducing the council's carbon emissions across all service teams.

## **Financial Implications**

9. The Climate Action Plan includes an introduction by the Head of Finance which sets the scene in terms of council financing and how climate is a priority balanced with other factors. Partnership working and external funding will be needed to deliver all actions in the Plan.

## **Legal Implications**

10. Individual actions will have legal implications. These will be considered as projects are brought forward through the council's Corporate Delivery Framework.

## **Risks**

11. There will be risks associated with individual actions and these will be considered as projects are brought forward through the council's Corporate Delivery Framework.

## **Conclusion**

12. This report presents the council's Climate Action Plan and recommends it for approval, adoption and implementation.

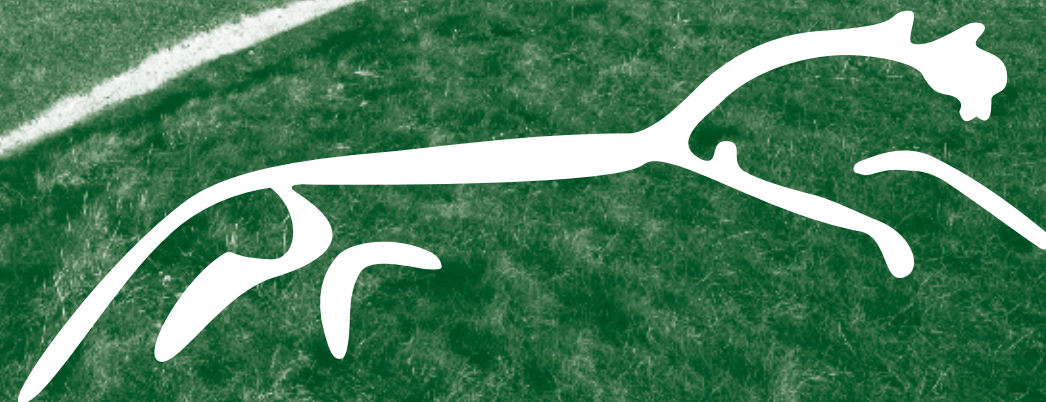
## **Background Papers**

- Draft Climate Action Plan

# Climate Action Plan

for Vale of White Horse  
District Council

2021-2024



# Foreword

We are really proud to present our Climate Action Plan for 2021-2024. Tackling the climate emergency is a priority for us and this Plan sets out how we will achieve our target of becoming carbon neutral by 2030, with a 75% reduction in emissions by 2025. Actions in the Plan focus on how carbon emissions will be reduced from our services and ways of working by embedding climate considerations throughout, how we will provide our staff with training and skills to integrate carbon reduction in their work, how we will manage our buildings and land by using sustainable best practices, and how important it is to work with our partners and communities to tackle the climate emergency across our district to strengthen our impact.

Our Climate Action Plan is a specific commitment in our [Corporate Plan 2020-24](#). During the engagement on our Corporate Plan residents told us that tackling the Climate Emergency was really important to them which is why our Corporate Plan prioritises climate action through the theme of tackling the climate emergency, and embeds sustainability throughout the other themes. Not only will the Climate Action Plan improve our council operations and services for residents, it will also contribute to the urgent global climate change agenda, which we were so recently reminded of at COP26 in Glasgow, as well as the UK’s net zero targets,. We also look forward to working in partnership across the county to address our wider district wide emissions, further contributing to UK and international targets.

While a lot of climate action is taking place at the global and national scale, we must also recognise that during the development of this plan, we experienced, and are still living through, the Covid-19 pandemic. The pandemic posed many challenges and impacted the livelihoods of many. Changes as a result of the pandemic have also had positive outcomes for the environment including reduced travel, shopping locally, and enjoying our surrounding nature, all of which contribute to lowering carbon emissions.

Over the past years we have seen a lot of climate action in our communities. This has included setting up repair cafes and refill stations, planting trees and community gardens. We are grateful for all the work our communities are doing and we will continue to support this work and hope to further build these relationships.

We are lucky to live in a district with green and open spaces and we want to continue to provide a place for our communities to thrive. While we live in a beautiful environment, we are experiencing extreme weather conditions, including flooding, heavy rainfall and hot summers, affecting some residents more than others. Ensuring our policies and plans have climate action at their core will help to address and hopefully improve these situations.



**Cllr Catherine Webber**  
Cabinet Member for Climate  
Emergency and Environment, Vale  
of White Horse District Council



**Cllr. David Grant**  
Chair of Climate Emergency Advisory  
Committee (CEAC)



**Cllr Emily Smith**  
Leader of Vale of White Horse  
District Council

# Welcome from Simon Hewings, Head of Finance, Vale of White Horse District Council

This Climate Action Plan comes at an interesting time for us – with council budgets more constrained than ever, especially in the midst of the Covid-19 pandemic, addressing the climate emergency will be a challenge. As a council we continue to focus on providing core services for our residents as well as the wellbeing and resilience of our communities, our economic prosperity, and now taking climate action.

Financial implications are at the core of our decision making, and whilst this will always be a priority for us, climate considerations also need to be included to ensure we reach our carbon neutral targets. All our report writing templates will include a climate implications section to ensure we have considered the environmental impact of our work.

This Plan has been written in collaboration across the council to ensure that the actions are honest, feasible and realistic, while also pushing us to make changes and improvements to our services. I have reviewed the actions and believe that through the skills and experience of our staff, working in partnership, lobbying government on this issue, and seeking external funding, we will be able to make an impact locally on this global issue.

We will continue to be open and accountable in all areas of work, this will also apply to how we monitor the progress of our Climate Action Plan and being upfront about any challenges we face. The Plan will be monitored closely by officers and councillors to ensure we are on track to meet our carbon neutral targets.

# Introduction

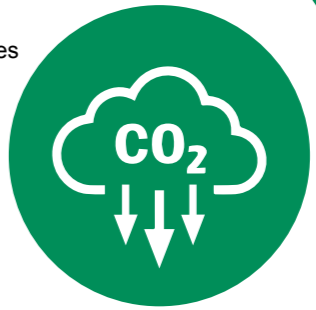
The purpose of this Climate Action Plan is to outline how the Vale of White Horse District Council will meet its target of becoming a carbon neutral council by 2030, with a 75% reduction in carbon emissions by 2025. This plan focuses on the council’s own emissions to ensure our operations and service provision are carbon neutral by our target date, leading by example before focusing on our district target to be carbon neutral by 2045, with a 75% reduction in carbon emissions by 2030.

This Plan presents a set of actions that will help us achieve our target of carbon neutrality through direct initiatives using our statutory powers, strategic policymaking, or by enabling behaviours and working with others,. Our vision is for climate action to be embedded throughout all our ways of working and services, to support our communities to do the same, and to work in partnership to make a greater impact on our target.

This Plan first provides policy context to set the scene for climate action globally, nationally and locally, including our climate actions so far, followed by an outline of our strategic approach to climate action, our reporting methods and then our action plan.



**Carbon neutral,**  
or ‘net zero carbon’,  
means there is a balance  
between the carbon  
emissions released into the  
atmosphere and the amount  
of carbon emissions  
removed from the  
atmosphere.



# Policy Context

There are a range of global, national, regional and local policies setting guidance and targets for taking climate action.

Internationally, the United Nations Framework Convention on Climate Change ([UNFCCC](#)) is the United Nations entity responsible for responding to climate change, and oversees the implementation of the [Paris Agreement](#). The Paris Agreement is a legally binding international treaty on climate change which aims to limit the global temperature increase in this century to 2 degrees Celsius, preferably to 1.5 degrees Celsius, above preindustrial levels. It is a landmark treaty as it was adopted by 196 Parties, including the UK, at COP21 in Paris in 2015, bringing nations together to tackle climate change. At COP26 in 2021, the Glasgow Climate Pact urged for more urgent action and financing to meet the goals of the Paris Agreements. Along with this agreement, the UN adopted the Sustainable Development Goals ([SDGs](#)) in 2015 which are a global urgent call to action to achieve a better and more sustainable future for all by 2030. Climate change is embedded throughout the goals, and is specifically addressed in goal 13, take urgent action to combat climate change and its impacts.

Nationally, the [Climate Change Act 2008](#), updated in 2019, commits the UK to a 100% reduction in carbon emissions, or net-zero, by 2050. The Act also resulted in the formation of the [Committee on Climate Change \(CCC\)](#) which is an advisory committee to the government on climate. In 2021 the Government published its [Net Zero Strategy: Build Back Greener](#) which outlines how the UK will manage its carbon budgets and sets out the UK's vision for a decarbonised economy by 2050. The [Environment Act 2021](#) sets legislation to protect and enhance our environment, including policies around waste and recycling, air quality and water resources.

Regionally, the [Pathways to zero carbon Oxfordshire \(Pazco\)](#) report was published in 2021 to address how Oxfordshire can achieve net-zero emissions by 2050. There are also policy documents on specific sectors including the [Oxfordshire Energy Strategy](#), which outlines how the county will be at the forefront of energy innovation to foster clean growth to reduce countywide emissions by 50% by 2030 (compared to 2008 levels) and set a pathway to achieve zero carbon growth by 2050, and the Oxfordshire Plan 2050 which outlines how new homes and infrastructure will be developed across the county while helping to tackle climate change. As a council, we have also signed up to One Planet Oxfordshire, a co-created vision and action plan on the future of a more sustainable Oxfordshire.

Locally, as a council we declared a climate emergency in February 2019. As a result of these declarations, we set our targets to:

- **Be carbon neutral within our own operations by 2030, with an aim for a 75 per cent reduction in carbon emissions in our own operations by 2025**
- **Be a carbon neutral district by 2045, with an aim for a 75 per cent reduction in carbon emissions in the district by 2030**

Our [Climate Emergency Advisory Committee \(CEAC\)](#) was formed in October 2019 to advise on matters relating to the climate and ecological crises, and to recommend actions, policies and practices to reduce damage to the environment to Cabinet.

Climate action was also identified as a priority in our Corporate Plan 2020-2024, with one of the six themes within the Plan being tackling the climate emergency. Work to address the climate emergency is also integrated throughout other themes of the Corporate Plan. Publishing this Climate Action Plan is one of the projects within the Plan, contributing to our strategic vision and operations as a council.



# Our Journey So Far

While this is our first Climate Action Plan, we have already implemented a number of projects and policies that address the climate emergency, including:



The publication of our [tree policy for planting trees on council land](#), supporting the increase of tree planting across our districts

Incorporating carbon neutral and sustainable features throughout our [design guide](#)



Staff contracts have been updated to support working from home from a climate and covid safe perspective



Incorporating climate criteria in our grant funds South

We have partnered with [Oxfordshire Greentech](#) to support local businesses to reduce carbon emissions



The 2021 town and parish forum focused on 'climate action – how can we take action together' with the aim to hear from town and parish councils on how they would like to see the climate emergency addressed and what climate action they are taking locally

We are implementing flood alleviation schemes to combat risks arising from climate change



# Measuring and Reporting

To measure our progress in achieving our carbon neutral targets, we divided the actions in this Plan into strategic, direct and enabling actions:

Action category	Explanation	Measuring method
Strategic	Strategic actions are those which change our approach to work and the provision of our services to reach our carbon neutral targets, and these changes will result in reductions in carbon emissions over time. These actions include updates to policy and strategy documents to better address the climate emergency, embedding climate considerations in decision making, and providing training to staff to create behaviour change in our ways of working.	While it will be difficult to measure the specific reductions in carbon emissions from each strategic action, overall reductions in the council's carbon emissions will be seen over time in our annual carbon emission baseline report as a result of taking these actions.
Direct	The results of these actions will produce a quantifiable reduction in carbon emissions from implementing a specific project or making a direct change to a service. For example, we will be able to measure the reduction in our carbon emissions from swapping to electric vehicles, or from implementing a new waste management contract.	Emissions from direct actions will be calculated using the glidepath tool, where we will be able to specifically measure the change in emissions over time.
Enabling	Enabling actions are those where we are encouraging and supporting behaviour change across our district by sharing information, advice and guidance. These actions will contribute to an overall reduction in carbon emissions across the council and district.	We will see the impact of our enabling actions through an overall reduction in carbon emissions in our annual carbon emissions baseline report.

These three categories provide us with the methodology to review our reduction in carbon emissions over the next four years. The Plan also includes the specific reporting measures we will be monitoring for progress of each action, including the reporting type of the measure, whether they will be reported on through narrative, narrative with quantitative elements, or quantitative updates. Progress on actions will be monitored quarterly in line with the Council's Corporate Performance Management Framework, and will be reviewed at each CEEAC meeting and reported to Cabinet. Reviewing progress on the actions quarterly will allow us to keep track of the short- and long-term implementation progress and outcomes of each action. Annually, the council's greenhouse gas emissions report will be reviewed to see the reduction in our overall carbon emissions, monitoring our progress to reach our carbon neutral target.

It is important to note that this Plan is based on national policies and strategies at the time of writing. We hope that those policies and strategies will change over the course of this Plan to include higher, more ambitious standards and therefore some of our actions may be superseded.

## The Plan

The below table presents the actions the council will take to reduce its carbon emissions 2021-24. The plan has been divided into seven themes to categorise the actions. These themes are:

Theme	Goal
Our ways of working	To make climate action inherent in all the council's work by designing and updating our policies, strategies and governance with the climate emergency at their core
Our service delivery	To plan and deliver services to our residents in ways that reduce carbon emissions and prepare our district for future ways of living
Our people	To create a culture of climate action amongst staff and councillors in the workplace
Our land	To approach our land management with sustainable and climate-friendly best practices
Our buildings	To decarbonise our buildings and their operations to ensure they are fit for the future
Our communities	To guide and support the district's businesses, voluntary sector and communities to take action on the climate emergency
Our partners	To work in partnership to reduce carbon emissions across the districts and support county-wide initiatives, making a greater impact together



# Strategic Approach

This plan focuses on how we will reduce carbon emissions from our own operations to make us a carbon neutral council. Our approach to this work is guided by our data and five principles, outlined below.

## Our Data

Looking at our council carbon emission data from our baseline year 2019/20, almost half of our emissions come from our seven leisure centres, while almost 41 per cent of our carbon emissions comes from our waste collection services. It is vital that we tackle our leisure and waste emissions to make the biggest impact on our carbon neutral target, which is reflected in specific actions in this Plan. Other emitters include staff and councillor mileage, our offices and properties, and other service contracts, which are also addressed in actions in this plan.

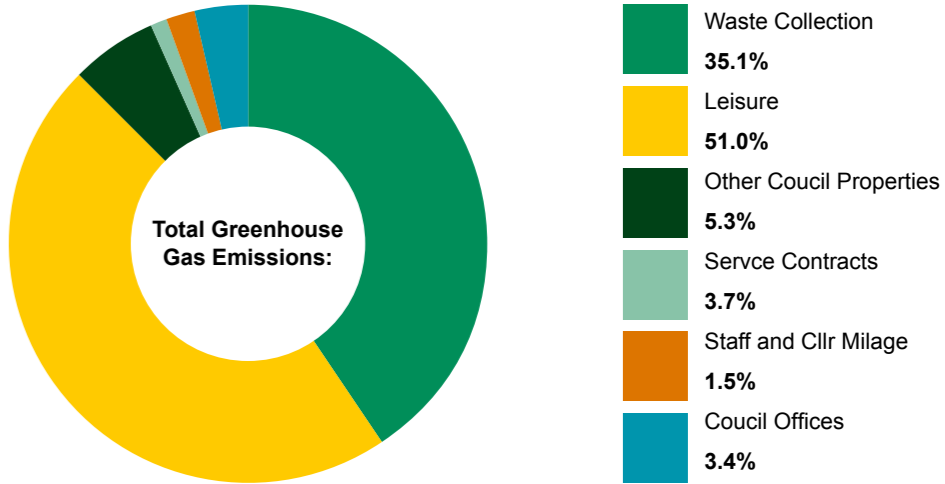
In addition to the quantitative data, we have used qualitative data to develop this plan, including feedback from the Corporate Plan consultation with residents in August 2020, where the climate emergency featured heavily, and from discussions on taking climate action at the Town and Parish Forums held in May 2021.

## Our Principles

This Plan is guided by five principles, which we will embed in our approach to climate action as an organisation and were used to develop the actions in this plan. We will use these principles as a benchmark for future plans and policies we develop and will also use them to inform current projects. The five principles are:

Political commitment to climate action	Political will locally and regionally to drive reductions in carbon emissions is critical in the absence of a statutory duty on local authorities to take climate action. This commitment is evident at South Oxfordshire through the dedicated position of a cabinet member for environment, climate change and nature recovery. This position has a responsibility to ensure that this commitment is embedded across all actions and plans and that climate implications in decisions are considered and examined. Driving forward this commitment to climate action will be vital going forward to make progress on our carbon neutral targets.
Putting climate action at the heart of our decision making	Having climate considerations at the core of our decision making, policies and ways of working is vital so that we create an organisational culture that lasts not just during the lifetime of this Plan but beyond.
Working in partnership across the districts and county	Climate Action needs everybody. We acknowledge that we cannot do this alone and there is collective strength in working in partnership to make a greater impact regionally, by pooling our resources and influence together.
Commitment to inclusive engagement	Addressing the climate emergency is a continual process and we need to ensure that our ongoing climate actions and communications meet the different needs of our communities and environment and are accessible and engaging for all.
Influencing and providing advice	Our engagement opportunities and activities are two-fold: influencing our government to lobby for national changes required to help us achieve our targets and providing advice to our communities, including our residents and businesses, to support their climate action journeys.

Vale of White Horse District Council Greenhouse Gas Emissions 2019/20



Source: South Oxfordshire District Council Greenhouse Gas emissions report 2019/20

The Plan

Our ways of working

Page 27	Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
	Update the Corporate Delivery Framework to include considerations for climate impact and carbon emissions	WOW1	Narrative	Report on the climate impact and carbon emission considerations included in the Corporate Delivery Framework providing examples	strategic	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
	Implement internal governance to progress and monitor the Climate Action Plan	WOW2	Narrative	Update on the internal governance including its structure and approach to progressing and monitoring the Climate Action Plan	strategic	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
	Publish an internal toolkit with guidance for staff on how to assess the climate implications of projects and proposals	WOW3	Narrative	Update on the content of the toolkit and examples of projects and proposal that have used learning from the toolkit for the climate implications section of reports	strategic	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
	Develop and implement measures for monitoring procurement contracts based on carbon emissions and climate action	WOW4	Narrative	Update on monitoring of procurement contracts based on carbon emissions and climate action, providing examples of relevant contracts	strategic	head of finance	Cabinet Member for Finance and Corporate Assets
	Update the contract evaluation quality scoring procedure to include carbon reduction criteria	WOW5	Narrative	Report on how the contract evaluation quality scoring criteria has been updated to include carbon reduction criteria, providing examples of relevant awarded contracts	direct	head of finance	Cabinet Member for Finance and Corporate Assets
	Deliver staff training on the Procurement Strategy which includes understanding of carbon reduction objectives and criterion	WOW6	Narrative with quantitative elements	% of staff who completed the procurement training quarterly / report on how the training has impacted procurement contracts, providing relevant examples	strategic	head of finance	Cabinet Member for Corporate Services and Transformation
	Conduct a review of all report writing templates, adding a climate implications section where missing	WOW7	Narrative with quantitative elements	% of report writing templates that include a climate implications section / narrative on the updates to report writing templates	strategic	head of legal and democratic	Leader of the Council

The Plan

Our ways of working

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Divest direct investments from environmentally harmful activities where possible, whilst protecting the security of tax-payer funds	WOW8	Narrative	BSF1.1 Narrative update on the introduction of the investment strategy and subsequent decision-making around investing	strategic	head of finance	Cabinet Member for Finance and Corporate Assets
Incorporate a policy statement on environment/social/governance factors in the financial implications section of reports	WOW9	Narrative	update on the statement included in Council templates under financial implications	strategic	head of finance	Cabinet Member for Finance and Corporate Assets
Engage with the council's investment portfolio to ask for and review their carbon reduction plans as part of decision making for the treasury management strategy	WOW10	Narrative with quantitative elements	number of investment portfolios reviewed for their carbon reduction plans / narrative on any changes in investments based on investment portfolio carbon reduction plans / % of Council portfolio in Paris Agreement aligned companies	strategic	head of finance	Cabinet Member for Finance and Corporate Assets
Review internal audit processes and where appropriate include risk considerations for the climate emergency	WOW11	narrative	report on how the internal audit processes have been updated to include carbon emission considerations	strategic	head of finance	Cabinet Member for Finance and Corporate Assets
Refine criteria for community infrastructure levy (CIL) funding to maximise opportunities for including carbon reduction measures in projects and supporting climate action projects	WOW12	Narrative with quantitative elements	"PHPN2.3 - Narrative update on CIL spend to support the delivery of local infrastructure  Quantitative elements - Total CIL spend and spend break down"	strategic	head of policy and programmes / head of finance	Cabinet Member Development and Infrastructure
Promote community infrastructure levy (CIL) criteria to all relevant staff to ensure they maximise carbon emission reductions in all CIL projects	WOW13	Narrative with quantitative elements	% of CIL projects that include carbon emission reduction considerations/ relevant project proposals, providing examples	strategic	head of policy and programmes / head of finance	Cabinet Member Development and Infrastructure
Include more ambitious climate criteria in the conditions of our affordable housing grant funding	WOW14	Narrative	Updates on changes to the climate criteria of the affordable housing grant funding and how this has impacted new affordable housing developments, providing examples	strategic	head of development and corporate landlord	Cabinet Member Development and Infrastructure
Include policies in the Joint Local Plan that will help deliver zero carbon development and encourage more sustainable choices	WOW15	Narrative	Narrative update on sustainable and net zero planning policies being developed and included in the emerging JLP	strategic	head of policy and programmes	Cabinet Member Corporate Services and Transformation

The Plan

Our ways of working

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Produce an options paper for setting up a carbon offsetting scheme for developers as part of the new Joint Local Plan	WOW16	Narrative	report on options paper development and suggested ways forward	direct	head of planning	Cabinet Member Development and Infrastructure
Produce an options paper for pool electric vehicles for use by council staff to reduce emissions from business mileage, implementing if approved	WOW17	Narrative	Update on the development of options paper for piloting pool electric vehicles, including on the carbon emission savings and decision making progress	direct	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
Develop and implement an internal communications plan to keep staff updated on climate action work, including useful advice and guidance on how to incorporate climate action into projects and programmes	WOW18	Narrative with quantitative elements	Data on the number of internal communications campaigns on climate action work and a narrative update on the type of information shared and any feedback from staff on the use of the information	enabling	head of corporate services	Cabinet Member Community Engagement
Move to a digital by default approach for virtual meetings where possible given the current conditions around decision making in Local Government	WOW19	Quantitative	% of virtual meetings taken place, benchmark to include CEAC, Scrutiny, Cabinet and Council meetings	direct	head of legal and democratic	Leader of the Council
Improve our use of existing technology to move to digital by default working	WOW20	Narrative with quantitative elements	Update on the use of technology for meetings; data on % of MFD printing	direct	head of corporate services	Cabinet Member for Corporate Services and Transformation

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The Plan

Our service delivery

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
a) Prepare new waste management approach to align with provisions of the Environment Bill	SD1	Narrative	TCE3.2 Narrative report to outline steps to influence partners and our actions to reduce overall waste	direct	head of housing and environment	Cabinet Member Climate Emergency and Environment
b) Specify new waste management contract with route optimisation, collection frequency and vehicle size to minimise carbon emissions	SD2	Narrative		direct	head of housing and environment	Cabinet Member Climate Emergency and Environment
c) Trial electric refuse vehicles and other relevant vehicle options, to identify the most suitable vehicles for reducing carbon emissions whilst maintaining service delivery	SD3	Narrative		direct	head of housing and environment	Cabinet Member Climate Emergency and Environment
d) Replace end of life waste collection vehicles with electric fleet where range available allows	SD4	Narrative		direct	head of development and corporate landlord	Cabinet Member Climate Emergency and Environment
" Explore opportunities for a new waste depot including research into renewable energy supplies "	SD5	Narrative	Update on proposals for a new waste depot, including potential carbon reduction figures	direct	head of housing and environment	Cabinet Member Climate Emergency and Environment
Develop a business case and implement a delivery plan for council vehicles to be zero emission by 2025, where available on the market	SD6	Narrative with quantitative elements	Data on potential carbon reduction savings from switching vehicles to zero emission; narrative report on business case development and delivery plan for doing so, including market options for EVs	direct	head of housing and environment	Cabinet Member for Finance and Corporate Assets

The Plan

Our service delivery

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Install electric vehicle (EV) charge points in council depot and other locations as necessary to meet needs of council fleet	SD7	Narrative with quantitative elements	Data on the number of EV charge points installed for use by council fleet; narrative update on the location of the EV charge points and how they meet the needs of the council fleet	direct	head of development and legal landlord	Cabinet Member for Finance and Corporate Assets
Feedback on planning applications to include signposting to information sources to improve the energy efficiency of proposals	SD8	Quantitative	Data on the percentage of applications that include sign posting to energy efficiency advice	enabling	head of planning	Cabinet Member Community Engagement
Update the council planning and development webpages to signpost to advice on energy efficiency considerations for inclusion in planning applications	SD9	Narrative with quantitative elements	Update on the energy efficiency information provided on the council webpages; data on the number of clicks on the links	enabling	head of planning	Cabinet Member Community Engagement
Work with our town and parish councils who are developing projects that reduce carbon emissions locally by providing advice on planning permissions needed for their projects to be a success	SD10	Narrative with quantitative elements	Report on support provided to town and parish councils on their carbon reduction projects; data on number of carbon emissions reduction projects submitted by town and parish councils	enabling	head of planning	Cabinet Member Community Engagement
Support the implementation of the air quality action plan across the districts	SD11	Narrative with quantitative elements	TCE2.6 Narrative containing updates/changes to AQ monitoring techniques, an update on work with partners to monitor AQ and details of published AQ measures	strategic	head of housing and environment	Cabinet Member Climate Emergency and Environment

The Plan

Our people

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Provide all-staff and councillor training on the council's climate action plan and carbon literacy	P1	Narrative with quantitative elements	Data on % of staff that have taken the climate action plan training; narrative on how staff have integrated the training into their work, using case studies	strategic	head of corporate services	Cabinet Member for Corporate Services and Transformation
Provide enhanced specialist training on latest carbon reduction or climate action approaches to relevant staff and councillors	P2	Narrative with quantitative elements	Data on % of specialist training delivered to staff; narrative on how staff identify the training they need and how they have used the training in their work	strategic	head of corporate services / head of policy and programmes	Cabinet Member for Corporate Services and Transformation
Ensure there is relevant skill and capacity to support grant writing and bidding for climate related funds, maximising the opportunities to include carbon emissions reductions and energy efficiency in all projects	P3	Narrative with quantitative elements	"Dedicated bid writing resource secured; Data on the number of applications to grants and funds that relate to climate action and carbon emission reduction; narrative report on grant writing skills and training that has taken place to maximise opportunities on bid writing"	strategic	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
Implement a green travel plan for all staff and councillors, including a digital by default approach where possible to reduce travel	P4	Narrative with quantitative elements	Data on staff mileage once this plan is implemented and narrative report on the changes to staff travel as a result of the plan	direct	head of corporate services	Cabinet Member for Corporate Services and Transformation
Set up green champions network for interested staff to support climate work	P5	Narrative	Report on outcomes of green champion network meetings, including case studies of green champions to highlight key areas of work and impact of the champions	strategic	head of corporate services	Cabinet Member for Corporate Services and Transformation
Incorporate climate action opportunities within council volunteering scheme for staff	P6	Narrative with quantitative elements	Data on the number of climate action opportunities within council volunteering scheme and data on the number of take up of these opportunities; case studies from staff on how they have engaged with this opportunity	strategic	head of corporate services	Cabinet Member for Corporate Services and Transformation

# The Plan

## Our land

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Following the grounds maintenance operational review, update grounds maintenance operations to enhance biodiversity and tree cover including considering the need for mowing, opportunities to allow for wilding, and reducing the use of pesticides and herbicides where possible	L1	Narrative	Report sharing the updates to the grounds maintenance operations that address the climate emergency and how they support biodiversity	direct	head of development and corporate landlord	Cabinet Member Finance and Corporate Assets
Identify sites for new tree planting and wilding opportunities on our land or through partnership opportunities on privately owned land to support natural carbon capture	L2	Narrative	Report on identification of sites for new tree planting opportunities, including plans to plant trees on these sites	direct	head of development and corporate landlord	Cabinet Member for Finance and Corporate Assets
Prepare a business case and, if approved, implement a local renewable energy project, such as a solar farm, to address unavoidable council emissions	L3	Narrative with quantitative elements	Data on the amount of renewable energy produced and emissions offset; narrative update on the progression of plans for this project and how the renewable energy produced neutralises council emissions	direct	head of development and corporate landlord	Cabinet Member for Finance and Corporate Assets
Deliver the Park and Charge scheme, installing EV charge points in our car parks, in partnership with Oxfordshire County Council	L4	Narrative with quantitative elements	Data on the number of EV charge points installed in council car parks; narrative update on the partnership approach for delivering this project	direct	head of development and corporate landlord	Cabinet Member for Finance and Corporate Assets
Develop an options paper for installing public EV charging points on additional council premises, including funding sources available	L5	Narrative with quantitative elements	Update on the business case development for installing public EV charging points; data on energy use of the points, including how much charge they provide to EVs	direct	head of development and corporate landlord	Cabinet Member for Finance and Corporate Assets

# The Plan

## Our buildings

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
a) Complete energy efficiency and site decarbonisation assessments for all leisure centres	B1	Narrative with quantitative elements	Data on the energy efficiency of all leisure centres; narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	direct	head of policy and programmes	Cabinet Member for Finance and Corporate Assets
b) Following site assessments of leisure centres, prepare for external funding opportunities, including soft market testing	B1	Narrative with quantitative elements	"BSF1.2 Narrative update as to current initiatives to increase external funding for Council activities, with details of additional resources committed to support these activities  Specific elements which should be included - proportion of spend on leisure/community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure"	direct	head of policy and programmes	Cabinet Member for Finance and Corporate Assets
a) Complete energy efficiency and site decarbonisation assessments for all non-leisure operational properties	B2	Narrative with quantitative elements	Data on the energy efficiency of all non-leisure centres; narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	direct	head of policy and programmes	Cabinet Member for Finance and Corporate Assets

The Plan

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
b) Prepare for external funding opportunities for non-leisure properties, particularly properties with an end-of-use heating plant, including carrying out soft market testing	B2	Narrative with quantitative elements	"BSF1.2 Narrative update as to current initiatives to increase external funding for Council activities, with details of additional resources committed to support these activities  Specific elements which should be included - proportion of spend on leisure/community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure"	direct	head of policy and programmes	Cabinet Member for Finance and Corporate Assets
Include carbon and energy reduction targets in management plans for the monitoring of site operations including all leisure centres to enforce and encourage low carbon operational behaviour in council assets	B3	Narrative with quantitative elements	Report on the changes to the carbon and energy reduction targets in the criteria for monitoring operations and report on the changes to operational procedures to meet carbon and energy reduction targets; data on carbon emissions from operations	direct	head of development and corporate landlord	Cabinet Member Development and Infrastructure
Develop a policy to agree an energy efficiency standard for new asset acquisitions and council owned builds	B4	Narrative	Update on the development of the energy efficiency standards policy for new asset acquisitions and builds, including case studies of how this has been implemented	direct	head of development and corporate landlord	Cabinet Member for Finance and Corporate Assets

Our buildings

The Plan

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Implement an external communications plan which shares updates on the climate action work undertaken by the council, and advice and guidance to residents, businesses and the voluntary and community sector on reducing carbon emissions. To include:	C1	Narrative	WIOI2.3: narrative update on comms and engagement activities which interface with communities, schools and other local organisations	enabling	head of corporate services	Cabinet Member Community Engagement
(a) Advice and guidance on circular economy principles and how to implement them, especially for businesses and the voluntary and community sector	C1	Narrative			head of corporate services	Cabinet Member Community Engagement
(b) Advice and guidance on energy efficiency of operations, including consideration for delivery options and the energy efficiency of buildings used by businesses and the voluntary and community sector	C1	Narrative			head of corporate services	Cabinet Member Community Engagement
(c) Share climate friendly lifestyle changes, including ways to make homes more energy efficient	C1	Narrative			head of corporate services	Cabinet Member Community Engagement
(d) Promote climate funding opportunities for businesses, voluntary and community sectors, and residents	C1	Narrative			head of corporate services	Cabinet Member Community Engagement
(e) Promote community sharing and reuse to reduce waste and unnecessary consumption	C1	Narrative			head of corporate services	Cabinet Member Community Engagement
(f) Promote relevant housing energy efficiency schemes, including grants, to residents, landlords and housing associations	C1	Narrative			head of corporate services	Cabinet Member Community Engagement

Our communities

The Plan

Our communities

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Include in Community Employment Plans considerations for addressing the councils climate neutral targets through commitments such as green skills training, sourcing through a local and sustainable supply chain, supporting local social enterprises and charities and accessing local employment	C2	Narrative with quantitative elements	Update on the conditions of Community Employment Plans that address the climate emergency and how they are being implemented by developers; data on the number of Community Employment Plans implemented with conditions that address the climate emergency	strategic	head of development and corporate landlord	Cabinet Member Community Engagement
Support communities with their neighbourhood planning by providing up-to-date advice and guidance on climate measures and actions, encouraging climate considerations to be at the core of neighbourhood plans	C3	Narrative with quantitative elements	"Data on the number of neighbourhood plans developed; Narrative update on the types of climate actions incorporated into neighbourhood plans"	enabling	head of policy and programmes	Cabinet Member for Corporate Services and Transformation
Support taxi drivers in switching to electric vehicles, including reviewing options to incentivise the switch through fees and charges	C4	Narrative with quantitative elements	Data on the number of taxi drivers driving electric vehicles and narrative update on the support to taxi drivers for doing so	enabling	head of housing and environment	Cabinet Member Healthy Communities
Organise quarterly climate focused network meetings for town and parish councils, and voluntary and community organisations, linking with existing networks	C5	Narrative with quantitative elements	Data on number of meetings held; narrative update on the agendas, outcomes and actions from the meetings	enabling	head of corporate services	Cabinet Member Community Engagement

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The Plan

Our partners

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
Build relationships with town and parish councils to support and encourage their climate action initiatives	OP1	Narrative	Update on how the council has worked with town and parish councils on climate action initiatives, including case studies	strategic	head of policy and programmes	Cabinet Member Community Engagement
Identify areas in our community that are most vulnerable to the effects of climate change to ensure they are properly supported and protected to promote wider community wellbeing	OP2	Narrative	Update on the identification of areas most vulnerable to the effects of climate change and how the council has supported them to adapt to these changes, including through initiatives such as Better Housing Better Health	strategic	head of policy and programmes	Cabinet Member Corporate Services and Transformation
Work with Oxfordshire County Council to support active and sustainable travel infrastructure initiatives	OP3	Narrative with quantitative elements	PHPN2.10 Narrative update on progress toward completion of map, once map completed, this should transition to an annual review of the accuracy of map	direct	head of policy and programmes	Cabinet Member Corporate Services and Transformation
Work with the Oxfordshire Future Partnership on a county-wide approach to reducing carbon emissions, building on the strategic vision and Pathways to Zero Carbon Oxfordshire	OP4	Narrative	Update on progress on Oxfordshire Future Partnership's county-wide approach to reducing carbon emissions, including examples of projects and programmes that address the strategic vision and Pathways to Zero Carbon Oxfordshire	strategic	head of policy and programmes	Cabinet Member for Strategic Partnerships and Place

# The Plan

## Our partners

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	Vale Cabinet Lead
With our partners, support the development of a coordinated retrofit programme for Oxfordshire through our role in the Environmental Advisory Group of Oxfordshire Future Partnership	OP5	Narrative	TCE3.8: Narrative report on work influencing work, comms activity and direct engagement with residents.	direct	head of policy and programmes	Cabinet Member Strategic Partnerships and Place
Support Registered Social Landlords in applying for retrofit funding, such as Social Housing Decarbonisation Funding	OP6	Narrative	Narrative update on engagement with Registered Social Landlords on retrofit funding	direct	head of housing and environment	Cabinet Member Healthy Communities
Use our membership of Oxfordshire Local Enterprise Partnership (OxLEP) to ensure rapid growth of the green economy	OP7	Narrative	Update on the council's influence in OxLEP to ensure rapid growth of the green economy, including examples of projects and programmes that address this work	strategic	head of policy and programmes	Cabinet Member for Strategic Partnerships and Place
Support and influence the Oxfordshire Plan 2050 ensuring climate considerations are integrated throughout the plan	OP8	Narrative	TCE3.7 narrative report on work to support the Oxfordshire Plan in accordance with TCE3.7	strategic	head of policy and programmes	Cabinet Member for Strategic Partnerships and Place
Utilise the opportunity of the Oxford to Cambridge Arc to advance corporate objectives around the Climate Emergency	OP9	Narrative	TCE3.6 a narrative update on the work of the Oxford-Cambridge arc and our influencing activity	strategic	head of policy and programmes	Cabinet Member for Strategic Partnerships and
Support the Thames Valley Rivers network to meet their aims and use this group to facilitate and influence work cross party and cross boundary to end pollution in the river and promote the sustainable use and enjoyment of the River Thames	OP10	Narrative	Update on work with the Thames Valley Rivers network, including case studies of projects and programmes that have been implemented to meet the aims of the network	enabling	head of policy and programmes	Cabinet Member Climate Emergency and Environment
Engagement across the energy sector on activity required to move to carbon neutral and work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	OP11	Narrative	Update on engagement with the energy sector and examples of work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	direct	head of policy and programmes	Cabinet Member Corporate Services and Transformation
Partner with Good Food Oxfordshire to support their Good Food Strategy for Oxfordshire, ensuring climate considerations are included throughout the strategy	OP12	Narrative	Update on the development of the Good Food Strategy for Oxfordshire, including examples of climate considerations	strategic	head of policy and programmes	Cabinet Member Corporate Services and Transformation

# Climate Emergency Advisory Committee



Report of Head of Policy and Programmes

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Executive member responsible: Councillor Catherine Webber

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To: Climate Emergency Advisory Committee

DATE: 10<sup>th</sup> January 2022

## Climate Action Fund

### Recommendation(s)

- (a) That the Climate Emergency Advisory Committee (CEAC) review the Climate Action Fund policy and guidelines and recommend to Cabinet their approval
- (b) That CEAC endorse the launch of the Fund and the Head of Policy and Programmes making final award decisions, in consultation with the relevant cabinet members
- (c) That CEAC members promote the fund within their communities to help ensure a wide reach of applicants

### Purpose of Report

1. To advise CEAC on the proposed policy, guidelines and desired outcomes for Vale of White Horse District Council's Climate Action Fund (CAF) and describe its position within the wider context of the Council's climate emergency work.
2. To detail the proposed decision-making process and the approval pathway for applications and outline the timeline for the CAF launch and subsequent stages of evaluation, decision making and awarding.

### Strategic Objectives

3. The CAF invites applications for projects which will inspire and deliver action to address climate change through community cohesion and partnership working. The guidelines state that projects should contribute to the achievement of the

council's Corporate Plan priorities (2020-24): tackling the Climate Emergency, building healthy communities and working in partnership.

4. As laid out in the Corporate Plan 2020-24, a draft Climate Action Plan (CAP) has been developed, which sets out actions that will help the Council achieve carbon neutrality through direct initiatives using our statutory powers, strategic policymaking, or by enabling behaviours and working with others. The CAP and CAF projects are therefore closely intertwined and it is intended to promote the CAF alongside the CAP launch. As well as closely follow projects funded by the CAF, to create case studies that can be used in our ongoing strategic communications plan.

## Background

5. A climate emergency was declared by the Vale of White Horse District Council at Full Council on 13 February 2019. The motion outlined the intention for the Council to consider adopting an early carbon neutral target. At Cabinet on 6 December 2020 the following climate action targets were agreed:
  - For Vale of White Horse District Council to be carbon neutral within our own operations by 2030, with an aim for a 75 per cent reduction in carbon emissions in our own operations by 2025
  - For Vale of White Horse to be a carbon neutral district by 2045, with an aim for a 75 per cent reduction in carbon emissions in the district by 2030.
6. At Full Council on 12 February 2020, whereby Council approved its budget for 2020/21, a revenue budget 'Community Climate Initiatives' bid was approved, for support for community initiatives to help tackle climate change, for the one-off sum of £50,000.
7. During 2020/21 many officers were refocused to support the council's Covid-19 response. This led to a temporary pause of this work.

## Proposed Policy and Guidelines

8. The proposed CAF policy is attached at **Appendix A**
9. One of the central threads of the CAF is for it to invite applications from residents and groups at the beginning of their climate journey and encourage those who have not undertaken projects with this focus before, to do so. The intention is to provide an extremely accessible, inclusive fund. For example, the criteria do not require applicants to outline a project's proposed carbon emission savings, in order to avoid any barriers to application. For more established groups, the guidelines ask they support and encourage potential new members.
10. Key to this fund is the desired outcome for residents and communities to have an increased awareness and knowledge of the climate emergency through and after implementation of a project. For example, if a project application was received for the building of a community wildflower garden, the project should include signage in the local area which explains the importance of wildflowers and biodiversity to the environment.

11. The fund rules and eligibility requirements are based on the template of South Oxfordshire District Council's Councillor Community Grant Scheme, as a successful scheme which Council officers have working experience and knowledge of. Officers propose that this will help ensure the fund application and evaluation stages run as smoothly as possible.

## **Decision-Making Process and Approval Pathway**

12. A simple scoring matrix has been created by officers in order to fairly assess applications; each criterion within the application will be marked on a scale of 0 to 2, as to how well the application meets the criteria for the fund (0 – Not at all, 1 – Satisfactory, 2 – Good). As this is a new fund and application interest is unknown, a third point will be used and awarded for 'very good/excellent' if we receive a significant number of applications and need an extra element to help decision making. The proposed scoring matrix is attached at **Appendix B**.
13. The Community Enablement team will check eligibility of the applications and if eligible, Insight and Policy officers will prepare a short summary of the application, including key information from the application, concerns and recommended scoring to the Insight and Policy Manager and Head of Policy and Programmes. The Head of Policy and Programmes will then make award decisions in consultation with the relevant cabinet members for Climate and Community Enablement, Cllr. Catherine Webber and Cllr. Bethia Thomas.
14. A timeline for the CAF launch and subsequent stages of evaluation, decision-making and awarding is attached at **Appendix C**. Officers propose the scheme to open in March 2022.

## **Climate and ecological impact implications**

15. This fund addresses the climate emergency by seeking to fund projects which actively tackle climate change and/or enhance biodiversity across the Vale. The fund will support the Council to achieve their climate emergency targets and aspirations set out in the Corporate Plan 2020-24

## **Financial Implications**

16. At Full Council on 12 February 2020, whereby Council approved its budget for 2020/21, a revenue budget 'Community Climate Initiatives' bid was approved, for support for community initiatives to help tackle climate change, for the one-off sum of £50,000.
17. As confirmed at Council 12 February 2020, this is a one-off fund and it will be open for one round, closing six weeks later. Any CAF budget not awarded will return to the council's general reserves.

## **Legal Implications**

18. None

## **Risks**

19. None

## **Other Implications**

20. None

## **Conclusion**

21. Launch of a CAF highlights to Vale residents the Council's commitment to our climate emergency targets and recognises the importance of a shared responsibility to protect the planet.
22. It is envisaged that the CAF will inspire and enable groups across the Vale to take climate action and demonstrates the Council's resolution to building lasting partnerships and networks to meet the climate challenge.
23. The approach taken by officers when scoping and creating the policy and guidelines for this fund, was one of accessibility and inclusivity, in order to capture a wide range of applications from across the Vale, regardless of where groups and residents are currently at on their climate action journey.

## **Appendices**

- Climate Action Fund Policy and Guidelines – Appendix A
- Climate Action Fund – Scoring Matrix – Appendix B
- Timeline – Climate Action Fund – Appendix C

# Climate Action Fund - 2021/2022



Vale of White Horse District Council have a budget of £50,000 to award to projects across the Vale which support communities to take action on climate change.

We recognise the importance of our shared responsibility to protect the planet. Our Corporate and Climate Action Plans detail our aims and targets to help the District thrive and tackle the Climate Emergency. We want to inspire and enable our communities to take action and have developed this fund to enable groups across the Vale to do so.

Projects could focus on areas such as:

- The natural environment
- Energy
- Waste and consumption
- Transport and travel

You don't have to be an expert on these areas to apply, we are just as keen to hear from people who are starting to think about climate change and are at the beginning of their journey to take action to address the climate emergency, as we are to hear from more established groups.

Organisations that receive funding will be invited to join a learning network which will provide opportunities for groups to collaborate and share experiences.

## Basic Rules of the Scheme:

- Projects must take place within Vale of White Horse district for the benefit of Vale residents
- The minimum grant you can apply for is £250 and the maximum is £5,000
- You can apply for revenue costs or capital items
- We can fund up to 100 per cent of the total cost of a project (budget permitting)
- The project must complete within 12 months of the award decision
- Any unallocated budgets at the end of the financial year will return to the council's general reserves
- The scheme will be open for one round
- A decision will be made within approximately six weeks of the scheme closing

## Who is eligible?

- Town/parish councils and parish meetings
- Town/parish councils can collaborate with local unconstituted groups and apply on their behalf
- Local 'not for profit' organisations, this can include a company limited by guarantee which does not distribute any surplus it makes to its member, whose primary purpose is to benefit the residents of Vale of White Horse who can:
  - Provide with their application a copy of a recent bank statement in the name of the organisation applying (no more than two months old)
  - Provide on request a copy of the organisation's detailed financial records e.g. income/expenditure/reserves for the most recent complete financial year– or projections for new organisations
  - Provide on request a copy of their governing document (like a constitution, set of rules, articles of association etc) that demonstrates they are a 'not for profit organisation' and the project they are applying for matches the organisation objectives
  - Confirm their organisation has named officers, members, or trustees on a management committee/board.

To mitigate against any misuse of a grant or to the council's reputation from this relaxed criterion to apply for a grant, officers will request the governance and financial documents mentioned above for every fifth application, and any organisations who have not received council funding in the last 12 months.

## Who is not eligible?

- Other local authorities/public sector bodies (for example Oxfordshire County Council, NHS trusts). Please note: Town/parish councils and parish meetings are eligible to apply
- Schools, colleges, universities
- Groups who raise funds on behalf of or will improve/create facilities that will predominately benefit an ineligible organisation
- Individuals (this includes making any payments to individuals on behalf of community groups)
- Profit-based businesses (private businesses)
- Political and lobbying groups
- Organisations who operate a grant scheme of their own or who budget for giving grants/donations in their annual budget. Please note: Town/parish councils and parish meetings are eligible to apply

- Nationwide organisations (except where they have a local constitution and/or local bank account. We may also make exceptions if a project clearly relates to a local hub/branch of the organisation)

## **What kind of work/services can we fund?**

We will fund projects which inspire and deliver action to address climate change through community cohesion. Organisations must ensure that they have support from the wider community and projects should contribute to the achievement of the council's Corporate Plan priorities (2020-24): tackling the Climate Emergency, building healthy communities and working in partnership.

To meet the criteria for this fund, we would like projects to effect and drive change, making a positive impact on the climate through:

- Increasing awareness and knowledge of the climate emergency
- Encouraging residents and/or groups that are at the beginning their journey to take action to address the climate emergency. If you are an established group we would like you to support and encourage potential new members
- Building community connections and cohesion through working in partnership. For example, this could include doing a project in partnership with a local community sports team

### **Appropriate projects could include, but are not limited to:**

- Organising a community clothes/toy/household items swap and/or loan scheme to support waste minimisation
- Building a community wildflower garden with signage which explains the importance of wildflowers and biodiversity to the environment
- Organising and hosting a community learning event on climate action
- Replacement of existing flood lighting at local tennis court to LED lighting
- Putting in cycle racks by the local shops/services and enhancing wayfinding in a local community to encourage walking and cycling as alternative modes of transport

## **What we will not fund:**

- Retrospective funding for work/projects that will complete before our decision is made (We will consider projects that have started; however, we will not be able to fund any retrospective costs.)
- Projects that do not demonstrate a clear benefit to the community in which they are taking place
- Statutory activities/requirements that either the council or another public-sector organisation is responsible for delivering, such as schools, public

highways, public rights of way and road safety measures. We will consider activities that a parish council has the powers to deliver, but not a statutory duty to provide

- Litter picking activities
- Recurring revenue costs, like salaries, rent, rates and maintenance (like boiler servicing). We will consider salaries for a one-off pilot projects – lasting no longer than 3-6 months. We will also consider room hire to hold regular climate action group events or meetings.
- Costs that relate to other council services e.g. planning applications or building regulation fees
- Alcoholic refreshments
- Clothing such as uniforms. We will consider safety kit such as high-visibility clothing
- Projects that specifically benefit private businesses
- Political activities, lobbying or campaigning
- Projects that don't align with the council's equalities objectives and/or the Equality Act 2010

## **Opening and closing dates**

The scheme will open in March and will have one round, closing six weeks later. We will publicise the dates on our website and through our social media platforms.

## **Application and Award Process**

1. Organisations apply using the council's online grants management system ('the system'), accessible from our website [www.southoxon.gov.uk/grants](http://www.southoxon.gov.uk/grants). Applicants should read the guidance notes on our website before completing an application.
2. We'll usually make our decision within six weeks of the scheme closing date.
3. Council officers will check the eligibility of the application (including the additional checks if required) and liaise with the applicant, if necessary, to establish eligibility.

If eligible, officers will prepare a short summary of the application including key information from the application, concerns and recommended scoring to the relevant head of service usually within three weeks of the scheme closing.

4. The relevant head of service will then make award decisions in consultation with the relevant cabinet member. Their decisions are final and aren't subject to appeal or call-in.

5. Once the community enablement team receive the award decision, they will save it on the grants system, publish the decision on the council's website (in summary once the scheme closes) and either;
  - a. send a grant offer letter to the applicant that will include our standard (and any special) conditions and a grant acceptance form they must complete and return
  - b. inform the applicant that they were unsuccessful.
6. The applicant must sign and return the acceptance form to the community enablement team, confirming they will meet all our conditions and give the bank details for their organisation.
7. On receipt of the acceptance form the community enablement team will release the grant payment in line with the offer letter, following agreement from the relevant head of service. **All payments must be made by BACs to an account in the name of the organisation making the grant application.**

## Standard conditions

- The organisation must spend the grant on the project listed in their application and within 12 months from the decision to award a grant or they will return the funding
- If requested, the organisation will return a proportionate amount of the grant if the project costs less than expected or they receive additional funding towards the project. The minimum request will be £50.
- The funding is non-transferrable unless agreed by the council in writing in advance of any spending. Any unspent funds will be returned to the council upon request. The minimum request will be £50.
- The organisation will comply with all relevant statutes and regulations related to its status, objectives and delivery of its core activities
- The organisation must have appropriate policies in place to safeguard children, young people and vulnerable adults, and comply with equalities, GDPR, COVID safety, and any other relevant legislation.
- The organisation must consult the community enablement team before making significant changes to the project/work covered by the grant and officers will confirm with the councillor(s) that they agree to these changes before responding to the applicant.
- The organisation will acknowledge the council's support in any press, publicity or promotion of the project.
- The organisation acknowledges the council accepts no responsibility or liability for this project or the facilities it provides now or in the future.

## Monitoring the grants

- The grants system will record all applications, decisions and remaining balances. We will publish grants awarded on the council's website.
- The community enablement team will monitor every grant awarded to ensure spending is appropriate.
- If the awarded project has not started by the expiry date (12 months from the award date) and is unlikely to do so in the next three months, the organisation must repay the grant in full to the council. If the project has started but is not complete the officers, at their discretion allow a single, three-month extension to the grant, by which time work/spending must be completed.
- If the project experiences delays due to COVID, organisations can request in writing a limited extension which will need to be approved by the Head of Service.
- All grant repayments will return to the council's general reserves.
- Any climate action fund budget not awarded by 31 March 2023 will return to the council's general reserves as carry forwards will not be allowed.
- If repayments are necessary, the community enablement team will liaise with the organisation to recover the funds, keeping the relevant ward councillor informed.

For more information about the scheme, advice on potential project or other possible funding sources, organisations are encouraged to contact [climateaction@southandvale.gov.uk](mailto:climateaction@southandvale.gov.uk).

## Climate Action Fund Criteria – Scoring Matrix

Criteria	Description / corporate plan link	Score	
Increasing awareness and knowledge of the climate emergency	The project will result in increased knowledge and understanding of the climate emergency for the community	0 – this project will not result in any learnings 1 – this project will result in some awareness and/or learnings on the climate emergency for the community 2 – this project will result in increased awareness and/or knowledge on the climate emergency for the community 3 – this project will result in significantly increased awareness and/or knowledge on the climate emergency for the community	
Encouraging residents and/or groups that are at the beginning of their journey to take action to address the climate emergency N.B. An established group could support and encourage potential new members	Ensure the project particularly aims to include those groups that have historically been marginalized or those that have been hard to reach	Established Group	New Group
		0 – this project does not encourage new members and/or groups that are at the beginning of their journey to take action to address the climate emergency 1 – this project encourages some new members and/or groups to take action to address the climate emergency 2 – this project encourages many new members and/or groups to take action to address the climate emergency 3 – this project encourages a significant number of new members and/or groups at the beginning of their journey to take action to address the climate emergency and	0 – this project does not attract residents and/or groups that are at the beginning of their journey to take action to address the climate emergency 1 – this project encourages some residents and/or groups to take action to address the climate emergency 2 – this project encourages many residents and/or groups to take action to address the climate emergency 3 – this project encourages a significant number of residents and/or groups at the beginning of their journey to take action to address the climate emergency and provides a

		provides a focus on historically marginalised groups	focus on historically marginalised groups
Building community connections and cohesion through the development and/or delivery of the project to help address the climate emergency	Building strong communities and connections with a sense of place and community identity	0 – this project does not build community connections or cohesion 1 – this project builds some community connections and cohesions 2 – this project builds community connections and cohesion 3 – this project is exemplary in building community connections and cohesion	
Embracing working in partnership through the development and/or delivery of the project to help address the climate emergency	Working in partnership with other councils, authorities and businesses, non-profit organisations, community and residents' groups, to achieve the aims and objectives effectively, efficiently and fairly	0 – this project does not embrace working in partnership 1 – this project embraces some working in partnership 2 – this project embraces working in partnership 3 – this project is exemplary in working in partnership	
Long term benefits to the community and climate as a result of the project outcomes	Long term outcomes that benefit the community and address the climate emergency	0 – no long-term benefits 1 – some long-term benefits to the community and climate 2 – good long-term benefits to the community and climate 3 – exemplary long-term benefits to the community and climate	

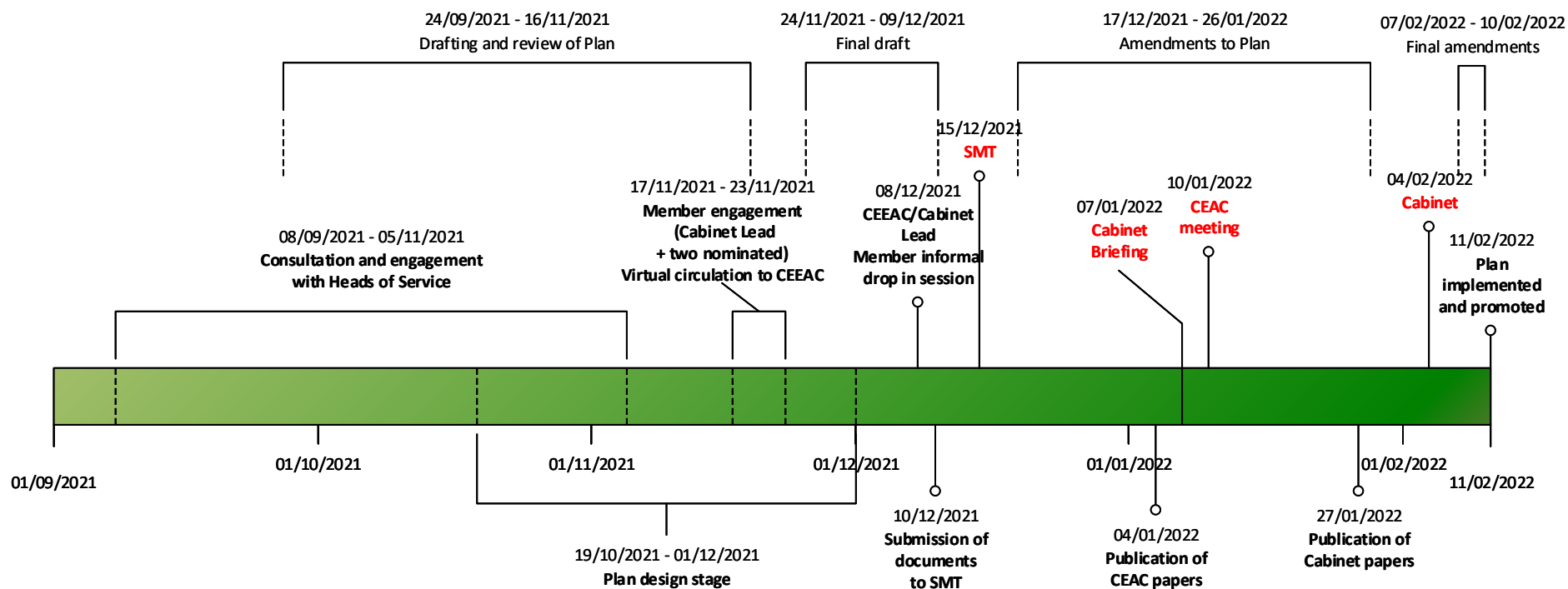
The following points/funding formula is an example based on using a 3 points system, with a significant number of applications received. As this is a new fund and application interest is unknown, the funding formula will be considered and decided based on the volume of applications received.

Points	Funding
0-1 / 0-3	0-25% funding
2-4 / 4-7	25% - 50% funding
5-7 / 8-11	50% - 75% funding
8-10 / 12-15	75% - 100% funding

# Climate Action Plan and Climate Action Fund Timelines *Version 2*

Vale of White Horse District Council

## CLIMATE ACTION PLAN



# Climate Action Plan and Climate Action Fund Timelines *Version 2*

Vale of White Horse District Council

## CLIMATE ACTION FUND

