

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

These actions will support the Councils aims to become carbon neutral by encouraging staff action

BEHAVIOUR CHANGE – Demand Reduction (for transport and energy use in buildings)						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO₂e)	Indicator
Work from home assessment	Desk based assessment of pre and post COVID-19 travel patterns & levels of working from home	End March 2021	Robert Laban	Staff resource	Unknown	Assessment completed
Green commuting	Identify incentives that could be used to encourage sustainable modes of transport e.g. the Easit network	Incentives in place by end March 2022	Sebastian Stevens	Staff resource 2	126	Employee commuting miles & mode
Reduce business travel & encourage sustainable modes	Build on virtual meetings to reduce travel & explore incentives to encourage sustainable modes of transport.	End March 2022	Robert Laban	Staff resource & cost of incentives	15	Business miles
Staff training	Carbon literacy training for all staff; to include energy reduction activities.	Initiate by June 2021	Robert Laban	5	117	% staff trained
Feedback to staff on carbon/energy reduction	Develop a staff campaign to raise awareness of progress to reduce the council's footprint and the role staff can play in reducing energy consumption.	Campaign agreed end 2020	Alison Turner	Staff time	Included in above	Campaign agreed
Lead by example	Communications plan to promote the councils carbon reduction work to wider public & organisations	Plan agreed end 2020 & then ongoing	Alison Turner	Staff time	N/A	Plan in place
Carbon data	Collate carbon data and produce an annual monitoring report on the council's carbon emissions	Annually (by end July)	Gareth Jones	Staff time	N/A	Carbon data

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These actions are to reduce emissions within the direct control of the Council (scope 1 and 2)

TRANSPORTATION AND FLEET – Demand Reduction						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO2e)	Indicator
Route optimisation for Refuse Collection Vehicles (RCV)	Complete trail of relevant technology Complete review of new routes Assess decommissioning of any RCV	End of March 2021	Mark Neal	TBD	95	RCV mileage
Eco-training for drivers	Knowledge to plan journeys to reduce business miles and encourage fuel efficient driving. Use for fleet drivers & essential users	Introduce in 2021 All appropriate staff trained end March 2022	Mark Neal	2	53	% staff trained
TRANSPORTATION AND FLEET – Alternative Fuel						
EV charge points	Determine nos. of charge points required to facilitate increased nos. of EV's (link to county wide EV network project)	End March 2021	Mark Neal		Not applicable	Nos. installed
Switch to Electric Vehicle Cars and Vans	Develop a strategic plan for vehicle replacement to EV. Minimum of 6 vehicles switched over this period	End March 2022	Mark Neal	180 (for 6 vehicles)	164 (all cars/vans in the fleet)	% fleet low emission
Trial low emission RCV's	Trial to give more accurate cost and savings data, and the practical implications of these vehicles for when the fleet needs to be replaced in 2027. (Part of inter authority Waste Collection Authorities Forum)	End 2021	Mark Neal	0	0 (until RV's are replaced)	Data from the trial

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These actions will reduce emissions that are within the direct control of the Council (scope 1 & 2), apart from where they relate to leased buildings which are scope 3.

PROPERTY – Energy Efficiency						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO ₂ e)	Indicator
Retrofit operational and leased buildings - audits	Complete audits for a minimum of 10 buildings to provide detailed costs for retrofitting and where practical installing renewable/low carbon energy technology	End March 2021	Brian Elliott		0 (until implemented)	Audits completed
Retrofit programme	Use the above to produce a fully costed retrofit programme	April 2021 to March 2022	Brian Elliott	Staff time	Unknown until outcome of audits	Schedule of works in place
External lighting – on street, surface car parks etc.	Complete a survey to identify lighting suitable to switch to LED and the potential to install sensors	June 2021	Brian Elliot	6	0	N/A
External lighting replacement programme	Use the above to produce a external lighting replacement programme	End March 2022	Brian Elliot	Staff time	Unknown until outcome of survey	Reduction in carbon emissions

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These actions apply to emissions that are outside the direct control of the Council (scope 3)

PROCUREMENT – reduce carbon emissions through the supply chain						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO ₂ e)	Indicator
Improved supplier data and reporting	Produce a template and guidance for suppliers on collating energy data for the council to enable more accurate monitoring of its carbon footprint. Introduce with new larger contracts.	September 2021	Helen Peacock	Staff time	Enabling action	% of contractors supplying data
Sustainable procurement policy	Introduce a new policy or charter. Use this to ensure that all new contracts include ambitious sustainability commitments and drive down carbon emissions in the supply chain	March 2021	Jo Newton-Smith	Staff time	3,340 per annum (once implemented)	Policy approved

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These actions will ensure that natural based solutions can be maximised as part of the council's approach to offsetting

PARKS AND COUNTRYSIDE – sequestration and offsetting						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO₂e)	Indicator
Assess carbon sequestration opportunities from council land	<p>Review and map the councils land use to determine existing natural assets (which should be protected) and opportunities for carbon sequestration from nature based solutions e.g. tree planning, restore grassland.</p> <p>Set this in context of the whole District and link to Wilder Horsham District.</p>	End March 2021	Pete Crawford	5 (use a consultant)	Enabling action	Mapping work completed
Develop an offsetting strategy	Define the principles and priorities for the use of offsetting to achieve the carbon neutral target	End March 2022	Pete Crawford	10 (use a consultant)	Enabling action	Strategy in place
Protect and enhance natural capital stock - trees	<p>Tree management plan to determine opportunities for new planting, deal with losses due to disease and impacts on the landscape.</p> <p>Links to the above action points and the Wilder Horsham District project</p>	End 2021	Pete Crawford	30 (already in the budget for replacement tree planting)	TBD	Plan in place