

Appendix 2- Action Plan

Ref	Action	Measure/ Target	Working with	Timescale	Department Lead
Reduce Carbon Emissions from our own activities to achieve Carbon Neutrality by 2040					
1.1	Development of a Refreshed Climate Change Strategy to replace and consolidate the Climate Change Strategy and Climate Change Adaptation Plan 2013-20 (see para 6.3.1 in the report.	Climate Change Strategy Developed	Council & Partners	2021	Environmental Health
1.2	To consider joining APSE energy to assist in the measurement and reduction of carbon emissions	APSE membership	Council	2021	Mark Rizk
1.3	Review of staffing resources to deliver all aspects of the action plan and to increase partnership working	Resources allocated to fund a Climate Change Post (MTFS budget setting procedure-as per 7.1 in the main report)	Council	2021	Environmental Health
Measure and Monitor our Energy consumption					
2.1	Annual monitoring of carbon emissions from all Council Buildings and assets to monitor carbon reduction.	Annual Monitoring completed	Council	Annually	Facilities Management
2.2	Carry out a carbon audit of all Council Buildings and assets to provide a baseline for current carbon emissions.	Identify all Council Buildings and Assets Baseline carbon audit complete	Council Council	2021 2021	Facilities Management

2.3	Review of all electricity meters and consideration of additional meters to enable increased monitoring of electricity usage	Consideration of additional electricity meters	Council	2022	Facilities Management
Reduce our Energy Consumption and Emissions					
3.1	To audit the amount of single use plastic currently used in all assets and implement a plan to remove all single use plastic and replace with reusable options where possible.	80% reduction in single use plastics	Council	2021	All departments
3.2	Audit all parks and open spaces and develop an action plan to increase sustainability including the replacement of all lighting with LEDs and increased provision of recycling bins etc.	All council lighting to be replaced by LED's Action Plan completed	Council & Partners	2022 2022	Open Spaces
3.3	Work with all contractors to promote the reduction of carbon emissions	Information on climate change reduction measures provided to all contractors Environmental Management Policies obtained for all contractors Carbon emissions data collected for all contractors	Council & Contractors	2021 2021-2022 2022	All Departments All Departments All Departments
3.4	Investigate energy generation options across the Council estate and work with external organisations to consider the use of heat energy networks and renewable energy sources such as solar and wind power.	Report developed for the consideration of energy generation in Council buildings.	Council & Partners	2023	Facilities Management

3.5	To review the current recycling provision within Council buildings with a view to increase recycling rates.	Increased recycling provision e.g. increase in the number of bins.	Council	2022	Facilities Management
3.6	Develop and deliver an improvement plan for all Council buildings to reduce energy consumption.	Improvement plan developed Improvement plan successfully implemented	Council	From 2022 following the completion of the baseline carbon audit	Facilities Management
3.7	Consolidate and review the Councils energy tariff with a view to using a green renewable energy tariff.	All Council energy tariffs consolidated All Council energy supplied using a green energy tariff Review tenants contracts to ensure energy is supplied using a green energy tariff	Council	2023 2025	Programmes and Transformation Facilities/ Estates
3.8	Introduce a specification and social value approach to our procurement process to ensure all contractors and suppliers have an environmental management policy to minimise their environmental impact.	75% of suppliers with an environmental management policy	Council & Contractors	2023	All managers who engage in Procurement
3.9	Achieve ISO:14001: Environmental Management for all Council buildings (leisure centre buildings are already compliant through the Council's leisure contractor Everyone Active)	Accreditation complete	Council	2024-2025	Facilities Management

Measurement of Carbon Emissions from vehicles

4.1	Measure and review carbon emissions to establish a baseline for all non-waste collection council vehicles and develop a plan for all council vehicles to be powered by electric or renewable fuel sources	Baseline audit completed All council vehicles replaced with electric vehicles	Council & Partners	2022 2025+ years	Waste Management, Facilities and CCEO's
4.2	Measure and review carbon emissions to establish a baseline for the waste collection processes and develop an options appraisal to replace all waste collection vehicles with low emission fleet vehicles.	Baseline carbon audit completed Options appraisal for the procurement of low emission fleet vehicles Replacement of waste collection vehicles with low emission fleet vehicles	Council & Partners	2022 2025-2027 2030	Waste Management
Promote green travel and transport for our staff					
5.1	Consider the use of staff incentives to promote the use of electric vehicles through staff incentives	Increase % of staff using electric vehicles	Council	2021-2024	HR
5.2	Review the staff travel plan to promote alternative modes of transport to work conducting a staff survey to enable monitoring of effectiveness	Increase % of staff commuting to work by sustainable modes of transport	Council	2022	HR/ Environmental Health
5.3	Review and improve all shower facilities and drying rooms in Council Buildings	Increase % of staff commuting to work by sustainable modes of transport	Council	2023	Facilities Management
5.4	Consider the installation of EV charging points in staff carparks	Increase % of staff using electric vehicles	Council	2025	Facilities Management/ Environmental Health

5.5	Consider the provision of an electric vehicle car pool for officers to use whilst undertaking site visits	Reduce the amount of carbon emissions through alternative transport arrangements	Council	2025-2027	HR/ Facilities Management/Environmental Health
Reducing the borough's emissions by 2040 and preparing for climate change					
Protect and Enhance our Environment					
6.1	Continue and improve on the Green flag awards- biodiversity	Green Flag Awards achieved	Council & Partners	Ongoing	Open Spaces
6.2	Develop and implement a Centenary woodland management plan (aimed at improving biodiversity) and use this as the basis for developing other areas within the borough	Plan developed Plan implemented	Council & Partners	2022 2025	Open Spaces
6.3	Explore how the Council can better access funding for climate change related work including working with partners to develop a co-ordinated approach to secure funding	Increased funding	Council & Partners	2022	Environmental Health
6.4	Develop a sustainable planting programme to increase the use of Council grown plants and increase biodiversity in town centres and public areas.	Sustainable planting programme developed Reduction in the amount of plants bought in from external suppliers.	Council & Partners Council & Partners	2022 2025	Horticulture/ Open Spaces
6.5	To encourage sustainable parkland as part of the Washlands improvement plan in partnership with the Environment Agency	Washlands Improvement Plan completed	Council & Partners	2025	Open Spaces

6.6	Identify and implement water saving and water reuse measures that can be put in place across the organisation	Options investigated and developed Use of grey water for street cleaning vehicles	Council & Partners	2025 2025-2030	Facilities Management/ Waste Management/ Open Spaces
6.7	Monitor and encourage tree planting in the borough working in partnership with the national forest.	Increased number of trees planted.	Council & Partners	2030	Open Spaces
Improving Public Transport					
7.1	Develop an action plan for the introduction of electric charging points in Council car parks and implementation of council incentives to increase usage.	Action plan developed Increased number of charge points Increased usage of electric charging points	Council & Partners	2022 2023 2030	EH & CCEO
7.2	Support the improvement of electric vehicle infrastructure across the borough	Increase in the amount of electric charging points	Council & Partners	2025	Environmental Health/ Enterprise
7.3	Continue to secure public transport improvements through the planning application process as part of all major redevelopment schemes	Increased public transport provision-measure to include increased passenger numbers	Council & Partners	2030	Planning
7.4	Develop a sustainable cycling strategy and encourage cycle path improvements and on street infrastructure to facilitate more cycling	Increased amount of cycle pathways	Council & Partners	2030	Environmental Health / Enterprise
Improved Air Quality					
8.1	Raise awareness and promote behaviour change around idling vehicles	Reduction of carbon emissions	Council	ongoing	Environmental Health/ Community and

					Civil Enforcement
8.2	Monitor and review air quality across the borough to determine whether national air quality objectives are being met	DEFRA annual monitoring report completed Air Quality Annual Status Report Completed	Council	Annually Annually	Environmental Health
8.3	Air Quality Management Plan Developed and Implemented	Plan developed and implemented Improvement in Air Quality	Council & Partners	2021 2030	Environmental Health
8.4	Consider the incorporation of financial incentives within the Taxi Licensing Policy to encourage Electric Vehicle's (Taxi's already required to meet euro 4 and euro 6 by April 2022)	Reduction of carbon emissions from taxis	Council & Partners	From 2022	Licensing
8.5	Work with schools to encourage use of public transport, walking and cycling to school	Increase in use of sustainable transport	Council & Partners	2025	Environmental Health/CCEO's
8.6	Work with the bus transport companies to encourage less polluting models of buses.	Reduction of carbon emissions from buses	Council & Partners	2030	Environmental Health
Reduce Fuel Poverty					
9.1	Investigation and enforcement of the minimum energy efficiency standards in private rented accommodation	Reduction of the number of properties with an EPC of band E or below	Council & Partners	ongoing	Environmental Health
9.2	Partnership working with Staffordshire Warmer homes for the ongoing delivery of warmer homes funding to provide 1 st time gas central heating and replacement boilers.	Monitor the increase in the % of people provided with 1 st time central heating or replacement boilers	Council & Partners	2022	Environmental Health

9.3	Review/consider working with Beat the Cold to target fuel poor or vulnerable households with energy efficiency measures including funding under ECO or ECO Flex and advice on renewable energy generation.	Baseline and set Annual targets for the amount of households supported to improve energy efficiency and/or reduce fuel poverty through measures installed and advice provided	Council & Partners	2025	Environmental Health
9.4	Encourage reduction in household waste through education	Maintain top quartile performance on waste reduction and recycling- Corporate Plan Target – EHW12 & EHW13	Council	2030	Waste Management
Reduce the quantity of waste					
10.1	Encourage businesses/organisations to adopt a low waste approach for food and packaging through an education program	Program delivered. Reduction in refuse	Council	2023	Waste Management
10.2	Encourage and promote the use of garden allotments and use of green spaces for growing food	Baseline exercise to determine number and occupancy levels Set % Increase in allotment in use	Council & Partners	2030	Open Spaces
Planning and Sustainable Development					

11.1	Consider the development of a Climate Change SPD as a material consideration in the determination of planning applications to provide high quality sustainable development that minimises the adverse impacts of climate change.	Climate Change SPD considered	Council	2021	Planning/ Environmental Health
11.2	Investigate viable options for new developments to adapt to a changing climate that would satisfy the requirements of the NPPF, and allow us to develop local plan energy and climate change mitigation policies. This will incorporate the results of an inter-authority Climate Change & Mitigation Study led by Newcastle Under Lyme Borough Council in partnership with Keele University.	Review Local Development Plans to include policies which ensure that they make a contribution to both climate mitigation and adaption. Adopt proactive strategies to mitigate and adapt to climate change, and move new development towards a low carbon and energy efficient future	Council & Partners	2030	Planning
Communication and Engagement					
12.1	Partnership working with businesses and partner organisations e.g. Staffordshire County Council, Western Power, National Farmers Union and the National Forest for example, to discuss and influence actions that can be taken to reduce carbon emissions in the borough	Increased partnership working	Council & Partners	Ongoing	Environmental Health/ Regeneration
12.2	Attend technical officer working groups with partners to encourage the reduction of	Continued work with Staffordshire Partners to	Council & Partners	Ongoing	Environmental Health

	carbon emissions through relevant inter-authority strategies, plans and initiatives	support the climate change evidence base for Staffordshire Work with the LEP and West Midlands Combined Authority to support joint actions and initiatives			
12.3	Introduce staff groups to promote sustainability and encourage identification of further actions to be taken forward	Staff Groups implemented	Council & Partners	Ongoing	Environmental Health
12.4	Introduce a cross party member group to discuss strategies and actions going forward	Cross Party member groups established	Members	Ongoing	Environmental Health
12.5	Develop and deliver a communications and engagement plan	Social media advice and information on climate change	Council	2021	Programmes and Transformation
12.6	Refresh the Council's webpages to ensure that all residents and businesses can access information that supports them to make positive choices in relation to climate change, including information on energy management and efficiency, biodiversity and water conservation	Website updated	Council	2021	Programmes and Transformation / Environmental Health
12.7	Consider the development of a Citizens Group to influence and assist carbon reduction throughout the borough	Citizens Group established	Council & Partners	2022	Environmental Health
12.8	Undertake a Citizens Survey to establish public opinion and ideas for climate change and carbon reduction	Citizens Survey Completed	Council & Partners	2022	Environmental Health
12.9	Raise awareness with schools and parish councils of action they can take on climate	Increased number of projects to address climate change	Council & Partners	2022	Environmental Health/CCEO's

	change and encourage local environmental projects.				
12.10	Introduce a programme of Climate Change training for staff to ensure they have a basic level of knowledge around climate change	100% of staff received climate change training	Council	2022 & ongoing	HR