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Runnymede
BOROUGH COUNCIL

Corporate Management Committee

Thursday, 18 April 2024 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: T Gracey (Chair), C Howorth (Vice-Chair), D Coen, MD Cressey, L Gillham, S Jenkins, R King, M Nuti, S Ringham, P Snow, D Whyte and M Willingale

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.

2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: gary.lelliott@runnymede.gov.uk).**

3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration
Part I

Matters in respect of which reports have been made available for public inspection

Part II

Matters involving Exempt or Confidential Information in respect of which reports have not
been made available for public inspection

Runnymede Borough Council

Corporate Management Committee

Thursday, 21 March 2024 at 7.30 pm

Members of the Committee present:	Councillors T Gracey (Chair), C Howorth (Vice-Chair), A Balkan (In place of M Willingale), D Coen, MD Cressey, L Gillham, S Jenkins, R King, M Nuti, S Ringham, P Snow and D Whyte.
In attendance:	Councillors T Gates and I Mullens.

156   **Notification of Changes to Committee Membership**

Councillor Balkan substituted for Councillor Willingale.

157   **Minutes**

The public and exempt minutes of the meeting held on 22 February 2024 were confirmed and signed as a correct record.

158   **Apologies for Absence**

There were no apologies for absence.

159   **Declarations of Interest**

There were no declarations of interest.

160   **Referral from the Environment and Sustainability Committee - Sustainable Fleet Management Strategy**

The discussion at the recent Environment and Sustainability Committee was noted. Members were supportive of the strategy, with it being stated that this work could be a useful basis for the sharing of similar services with other local authorities.

It was **resolved** that the proposed Sustainable Fleet Management Strategy be:

1. Endorsed.

2. Recommended to the Council for adoption.

161   **Net Zero Carbon Toolkit**

It was noted that this piece of work stemmed from a motion at a meeting of the Council. The Committee agreed that the toolkit was a useful resource.

It was **resolved** that:

1. The amendments made to the original Net Zero Carbon Toolkit, as detailed in Appendix 2 of the officer's report, be noted.

2. The Net Zero Carbon Toolkit, as contained in Appendix 1 of the officer's report, be adopted and promoted to relevant stakeholders as part of the 2024/25 Planning, Economy and Built Environment Service Area Plan.

3. Authority be delegated to the Corporate Head of Planning, Economic and Built

Environment to update the Toolkit as appropriate to reflect updated policy, best practice guidance, regulations and legislation.

162   **Climate Change Communications Plan 2024/25**

The Committee heard that there was a constructive debate at the Climate Change Member Working Party.

The Committee agreed that the plan provided a useful mechanism for the Council to use its resources effectively, target where there was potential to have the greatest impact, and ensure the even distribution of effort across the borough.

Some members felt that the plan not including the crossings at Vicarage Road, Pooley Green, and Thorpe was regrettable. Officers agreed to reconsider the crossings which would be the focus of the campaign as part of the early evidence gathering stage.

It was **resolved** that the proposed Climate Change Communications Plan 2024-25, as contained at Appendix A of the officer's report, be agreed with an implementation date of 1 April 2024.

163   **Service Area Plans for Assets and Regeneration, Finance, Customer, Digital and Collection Services, HR, Legal and Governance and the CEX Office and the Corporate Action Plan 2024/25**

There was discussion about the deliverability of some workstreams, particularly due to workloads associated with the Non-Statutory Best Value Notice (NSBVN). However, some members felt that both residents and staff welcomed aspirational service area plans. Additionally, some of the planned activities in the service area plans were linked to the wider efficiencies programme and responding to the NSBVN.

It was **resolved** that:

1. The 2024/25 Service Area Plans for the following areas be approved:

    - Assets and Regeneration
    - Finance
    - Customer, Digital and Collection Services
    - Human Resources
    - Legal and Governance
    - Chief Executive's Office

2. The collective Corporate Action Plan, collated from planned activity across all Service Area Plans and for delivery in 2024/25, be approved.

164   **Corporate key performance indicators - proposed indicators and targets for 2024/25**

The Committee reviewed the proposed corporate indicators and targets for 2024/25. It was noted that in addition to the performance indicators monitored at a corporate level, that some service areas had separate service performance indicators that were reported to the relevant service committee.

There was discussion about whether performance indicators could be linked to the findings of audits. It was stated that whilst the results of audits were closely monitored by senior officers and committees where necessary, such findings did not always lend themselves to the creation of measurable targets. Additionally, some activities related to statutory duties placed upon the Council where there was no discretion around the performance of

services.

It was confirmed that further information on performance indicator F1 (percentage of invoices paid in 30 days), and in particular whether this disproportionately affected payments to smaller businesses, could be provided in due course.

It was **resolved** that:

1. The proposed 2024/25 Corporate Performance Indicators descriptions, as shown at Appendix A of the officer's report, be approved.

2. The proposed 2024/25 quarterly/annual targets be approved.

3. The amended process for reporting corporate performance for member scrutiny be approved.

165   **Treasury Management Report - Q3 2023/24**

The Committee was pleased to note that the Council's treasury management function had performed strongly.

The report was noted.

166   **Gender pay gap**

The Committee was pleased to note that there had been a reduction in the Council's mean average gender pay gap. It was felt that the Council's adoption of flexible working arrangements had made senior roles more attractive to women.

The report was noted.

167   **Remodelling of the pay scales**

The remodelling of the Council's pay scales was necessary due to the upcoming increase in the National Living Wage.

Work on the simplification of the Council's pay and reward structure was due to begin early in the upcoming financial year. This was however a complicated task that necessitated benchmarking with a number of comparator authorities. Runnymede was however believed to pay less than most other nearby local authorities, although it was not considered an outlier. It was hoped that there would be staff involvement in the upcoming review of the pay and reward structure.

It was **resolved** that:

1. The re-modelling of the pay scales, in line with Option 2 set out in the officer's report, be approved.

2. The Chief Executive be delegated authority to conclude negotiations with the recognised trade union and implement a new arrangement.

3. The implementation of the new National Living Wage rate, with effect from 1 April 2024 (in accordance with the legislation), be approved.

168   **Annual Review of the Constitution 2024**

The Committee was supportive of most of the Constitution Member Working Party's

(CMWP) proposed changes to the Constitution. It was noted that, should the Council agree to them, the amendments would be in effect for the annual meeting of the Council on 15 May 2024.

Members felt that the proposed timeline in Standing Order 27.5 was unduly long.

There was extensive debate on the proposed amendments to the process for appointing to outside bodies.

The Committee supported the concept of simplifying the appointments process, in particular not undertaking three rounds of appointments in the coming months.

The removal of mandatory nomination forms, and the ability to appoint individuals not nominated in advance, was challenged. It was held that such a process did not facilitate the appointment of individuals with sufficient knowledge and skills. Consequently, the ability to nominate individuals at the time of consideration i.e. during a meeting was also challenged. This viewpoint was contested, with some feeling that the need to complete nomination forms in advance unduly deterred members putting themselves forward for consideration, resulting in there being reduced representation for residents on some outside bodies. Disappointment was also expressed over the perceived inability of some members to trust their colleagues.

Additional concerns were raised around the removal of requiring annual reports from those appointed to outside bodies. This belief was again challenged on the basis that it unduly deterred people from nominating themselves. It was also stated that in many instances, such reports were not forthcoming.

Some members expressed disappointment over these concerns not being raised at the CMWP. The low level of attendance at some member working parties was noted.

It was proposed and seconded that the amendments put forward by the CWMP, in relation to not requiring mandatory nomination forms and annual reports from appointed representatives, not be recommended for agreement by the Council. A named vote was requested on this proposal, with the voting noted as follows:

<u>In favour of requiring the mandatory completion of nomination forms and annual reports (6)</u>

Councillors Balkan, Gillham, Jenkins, R. King, Ringham and D Whyte.

<u>Against requiring the mandatory completion of nomination forms and annual reports (6)</u>

Councillors Gracey, Howorth, Coen, MD Cressey, Nuti and Snow.

Abstentions (0)

As the vote was tied, Councillor Gracey exercised a second/casting vote in accordance with Standing Order 39.10.

The proposal recommending the mandatory completion of nomination forms and annual reports **FELL**.

It was **resolved** that the Council be recommended to adopt the proposed changes to the Constitution, as detailed in the officer's report, to come into effect at the beginning of the municipal year i.e. 15 May 2024, subject Standing Order 27.5 being amended to read:

"Members who wish to request that a particular item of business be included on the agenda for a meeting must consult with the Chief Executive and other chief officers as appropriate,

with a view to defining the scope of any such item, prior to giving notice under this Standing Order. Notice must be given in writing to the Chief Executive by 9.30am of the tenth working day before the meeting."

169   **Exclusion of Press and Public**

By resolution of the Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in Schedule 12A to Part 1 of the Act.

170   **Referral from the Environment and Sustainability Committee - Procurement of rural refuse collection vehicles**

It was noted that the Environment and Sustainability Committee was supportive of the proposal and that it was planned for the new vehicles to run on hydrotreated vegetable oil when the depot was equipped to store it.

It was **resolved** that a capital estimate for the sum set out in the officer's report, to meet the cost of purchasing the vehicles as set out in the report, to be financed from the equipment replacement reserve, be approved.

171   **Gazetteer system procurement**

The Committee was pleased that this service would benefit from the use of modern software.

It was **resolved** that:

1. The procurement approach (an open tender using the 'Find a Tender Service'), for the contract value as set out in the officer's report, be approved.

2. A capital estimate for the sum set out in the officer's report, drawing down from the pre-approved capital provision held in the Capital Programme for the Digital Transformation Programme, be approved.

172   **Replacement Finance Management System**

The Committee supported the long overdue update of the Council's principal financial management system, which had been previously delayed due to pandemic related workloads. It was noted that the proposed facility would operate more efficiently with better integration with a range of systems in use by departments across the Council. It was hoped that, once the new system had been implemented, a review of processes could be undertaken with a view to making all processes more efficient.

It was **resolved** that:

1. The procurement approach (a competitive procurement procedure) for a new Financial Management System be approved.

2. Authority be delegated to the Assistant Chief Executive (S151), for the Council to enter into a contract of up to 10 years (plus optional extensions of up to 5 years), for the provision of a new Financial Management System up to the value of the sums stated in the officer's report.

173   **Update on Abbey Groves**

The Committee lauded the comprehensiveness of the officer's report.

The Committee was disappointed that this asset had underperformed, which was largely attributable to the previous tenant's insolvency. Some members questioned whether sufficient scrutiny had been undertaken when the asset was acquired.

The ongoing void costs and volatility of the property market dictated the need to dispose of the asset as swiftly as possible. It was hoped that the prospective purchaser would bring employment opportunities to the Chertsey area.

The purpose of the proposed overage clause, which sought to safeguard the Council's financial position, was clarified for the Committee.

It was **resolved** that:

1. The results of the marketing exercise be noted.

2. The disposal of the freehold for the asset known as Abbey Groves, to the purchaser stated in the officer's report, be approved.

3. Authority be delegated to the Assistant Chief Executive (S151), in consultation with the Chairman and Vice-Chairman of the Corporate Management Committee, and the Corporate Head of Assets and Regeneration, to agree the terms of the disposal, including the Deed of Overage, provided that the deal fulfilled the Council's statutory obligation of best consideration reasonably obtainable.

174 **Debt write off**

The Committee noted that the majority of the write-off related to a single asset, and that all of the proposed write-offs were considered to be irrecoverable.

It was **resolved** that the write offs in respect of the bad debts be authorised in accordance with the provisions set out in the officer's report.

175 **Release of growth provisions**

The Committee received an overview of the current staffing arrangements within the Assets and Regeneration team. The current workload, particularly due to staffing shortages and responding to the NSBVN, was undeliverable within the current level of resource. The use of agency staff would be carefully monitored to avoid such costs from rising unnecessarily.

It was **resolved** that the release of £100,000 of the budget provision outlined in the 2023/2024 budget, to cover the temporary costs of staffing shortages within the Assets and Regeneration Team over the next 6 months, be approved.

176 **Letting at ADD1**

The Committee agreed that the proposed tenant's activities would complement the offerings of other businesses in the Addlestone One development. The prospective tenant was confident that their offering would be successful.

It was **resolved** that:

1. A lease be granted on the terms set out in the officer's report.

2. Authority be delegated to the Assistant Chief Executive (S151), in consultation with the

Chairman and Vice-Chairman of the Corporate Management Committee, and the Corporate Head of Assets and Regeneration, to make necessary amendments to the proposed terms in order to ensure that the letting progressed to completion, provided the deal continued to fulfil the Council's statutory obligation of best consideration reasonably obtainable.

(The meeting ended at 10.03 pm.)   Chair

Report title	Disability Confident Status
Report author	Kate Enver, Corporate Head of Human Resources and Organisational Development
Department	Human Resources and Organisational Development
Exempt?	No

Purpose of report:

- **For information**

Synopsis of report:
This report provides the committee with an update on the Councils progress to achieve Disability Confident - Employer (Level 2) Status and future aspirations to reach Disability Confident - Leadership Status (Level 3).

1. **Context and background of report**

1.1 Based on the census in 2021, 17.7% of the population in England considers themselves disabled under the Equality Act 2010: day to day activities are limited a lot due to their disability. This is one in five of the working population that considers themselves as disabled. Within Runnymede 5.6% of our local population consider themselves to be a person with a disability. 3% of our workforce has shared with us they recognise themselves to be a person with a disability under the Equality Act 2010 definition.

1.2 Over the past nine years, between July to September 2013 and the same quarter in 2022, the number of disabled people in employment has increased by 2.0m from 2.9m to 4.9m and this is likely to continue to increase as we have an ageing population.

1.3 Employing disabled people is not an act of charity, it's a reflection of a business that strives to be inclusive of everyone, wants to tap into skills and experience wherever they are found and supports everyone to give their best, ultimately benefitting the Council and wider community RBC serves. This is particularly important when considering 40% of RBC workforce are resident within the borough.

1.4 Statistically disabled people are more likely to seek employment than non-disabled people in the public sector. Therefore, it is in the best interest for our local community and the Council to ensure that RBC facilitates and enables people with a disability to gain employment by actively encouraging careers within local government.

1.5 The Disability Confident Scheme was introduced by the Department for Workforce and Pensions in 2013 by the then coalition government. Since its inception the Disability Confident scheme has been creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

1.6 It was developed by employers and disabled people's representatives to make it rigorous but easily accessible for employers to implement with free resources to support self-assessment.

1.7 The 3 levels are designed to support organisations on their Disability Confident journey, meaning you must move through stages 1 and 2 to achieve level 3. The 3 levels are:

    i.   Disability Confident Committed employer (Level 1)
    ii. Disability Confident Employer (Level 2)
    iii. Disability Confident leader (Level 3)

1.8 Currently RBC is holds level 1 a Disability Confident Committed employer. The plan is to work towards achieving: -

    i.   Disability Confident Employer (Level 2) by September 2024
    ii. Disability Confident Leader (Level 3) by June 2025

1.9 The success to any implementation of an equalities scheme is that the commitments are properly embedded within the organisation and the officers concerned are confident about delivering the initiatives to, in this case, support people with a disability to successfully gain employment, career development and feel psychologically safe to ensure they can be their whole self at work.

1.10 Therefore, it is important to thoroughly and honestly use the Disability Confident self-assessment tools to ensure the organisation is actively implementing the key activities to achieve the next level of assessment and this is recognised by employees throughout the organisation, especially those with lived experience.

1.11 To successfully reach Disability Confident – leader status would be an achievement for the Council and one that will take a considerable amount of work from colleagues throughout the organisation but one that would undoubtedly be a benefit to our workforce, local community and enhance our reputation as an employer of choice.

2. Progress on moving to Disability Confident – Employer Level 2 status

2.1 To help organisations identify if they can move through the Disability Confident scheme levels the DWP have provided a suite of self-assessment tools. The HR Department have been completing the self-assessment tool quarterly to set targets to develop the Council actively working towards Level 2. The self-assessment is grouped into two themes:

    o   Theme 1 – Getting the right people for your business
    o   Theme 2 – Keeping and developing your people

2.2 Appendix 1 shows the most recent self-assessment completed in March 2024. This self-assessment provides confidence and reassurance that RBC is developing and actively becoming more disability confident through this work. We can now demonstrate meeting all the essential criteria to apply for Level 2.

2.3 The self-assessment tool also helpfully identifies areas for development across the Council to improve our support to disabled people accessing employment and growing a career in local government within RBC. These will be progressed over the course of the next year and where at all possible achieved prior to submitting our formal application through the scheme for Disability Confident – Employer Level 2 status.

2.4   Prior to submitting our application in September 2024, it is important that those colleagues with lived experience of disability within our Council recognise the initiatives that have been implemented. This will give assurance that not only do we meet the criteria, but our application is authentic, and an accurate reflection of how employees with a disability feel their employee experience is within RBC.

3.   Policy framework implications

3.1   The Disability Confident Scheme is a key initiative that supports the Council to meet the Equality Act 2010, it is a tool to enhance our reputation as an employer of choice within the disabled community, ensuring we are accessible to all citizens. Expanding our talent pool is also priority within the Talent Management Strategy as well as actively demonstrating how we are committed to the Equality, Diversity and Inclusion of disabled employees within the Council.

4   Resource implications/Value for Money

4.1   Minor reasonable adjustments would be expected to be paid for by the employer within departmental budgets e.g. to meet workstation risk assessment requirements as they do for any employee on joining the organisation. However, an employee who requires bespoke, complex or several reasonable adjustments to fulfil their role successfully could apply to the Government's Access to Work Scheme for support. This scheme could give a grant to help pay for things like:

- specialist equipment and assistive software
- support workers, like a BSL interpreter, a job coach or a travel buddy
- costs of travelling to work, if you cannot use public transport
- adaptations to your vehicle so you can get to work
- physical changes to your workplace

4.2   It does not matter how much the employees earns. If they are eligible for an Access to Work grant, it will not affect any other benefits they get and they will not have to pay it back. The Council may need to purchase equipment from specified suppliers or pay some costs up front and claim them back later through the scheme within designated timescales, via the employees online Access to Work account. The HR Business Partners will help and advise managers and employees through this process following the comprehensive national guidance on the Government website.

5.   Legal implications

5.1   The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

5.2   It replaced previous anti-discrimination laws with a single piece of legislation, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

5.3   The specific provisions relating to disability are: -

- extending protection against indirect discrimination to disability
- introducing the concept of "discrimination arising from disability" to replace protection under previous legislation lost as a result of a legal judgment
- applying the detriment model to victimisation protection (aligning with the approach in employment law)

- o   harmonising the thresholds for the duty to make reasonable adjustments for disabled people
- o   extending protection against harassment of employees by third parties to all protected characteristics
- o   making it more difficult for disabled people to be unfairly screened out when applying for jobs, by restricting the circumstances in which employers can ask job applicants questions about disability or health.

5.4   By becoming a Disability Confident - Employer level 2 demonstrates further commitment to supporting the legal rights of disabled people in employment and evidencing RBC's adherence to the Equality Act 2010 specifically with regard to people with a disability.

6.   Equality implications

6.1   The work to enhance our Disability Confidence level from 1 to 2 and become a Disability Confident – Employer has been discussed with the Equalities Group, who are supportive of the work. Some members of the Group confirmed they can see the improvements and have used some of the new resources and support across the organisation e.g. the publication of the Neurodiverse support to employees, the introduction of the Mental health first aiders and the support to retain employees who become disabled during their employment.

7.   Environmental/Sustainability/Biodiversity implications

7.1   N/A

8.   Risk Implications

8.1   The risks of not progressing with the Disability Confident Scheme is the RBC will not be able to assess if it is an inclusive employer of choice for disabled people, reduces   the talent pool to recruit and retain people from and potentially may inadvertently discriminate against disabled people by not implementing inclusive recruitment, retention and development initiatives.

9.   Other implications – Discussions with our recognised Trade Union UNISON

9.1   UNISON are a member of the RBC Equalities Group and support the commitment and work that has gone into developing our practice to enhance our support to employees with a disability.

10.   Timetable for Implementation

10.1   The intention is to submit an application for Level 2 by September 2024 and if good progress is made to further apply for Disability Confident Leader Status – Level 3 in June 2025.

11.   Conclusions

11.1   RBC has made consistent progress over the last year to ensure that it can authentically apply to become a Disability Confident – Employer (Level 2) this year and has clear aspirations to become a Disability Confident – Leader in the future.

12.   Background papers

N/A

13.   Appendices

Appendix 1 – Disability Confident – Self Assessment March 2024.

Employer Evidence Template

Use this template to record your evidence, further actions or comments for consideration as you go through your self-assessment. The amount of evidence required will vary depending on the size and nature of your business.

This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.

This is for your records and you do not need to send it to us.

Employers name	Runnymede Borough Council
Disability Confident Reference number (DSC000…)	DCS036198
Date	March 2024
Completed by and contact details	Chantelle Morris, Recruitment and Retention Manager
Theme 1 – Getting the right people for your business The employer must have agreed to all of the following actions.	

Criteria **As a Disability Confident employer, our business is:**	Evidence	Comments or further action required
1. Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc.	- 3% of RBC's workforce have shared with us they have a disability. - 33% of our National Graduate Programme /Graduate trainees have shared with us they have a disability under the Equalities Act 2010 definition. - We have a minimum of 9 Apprenticeship placements in the council.	- Build in work experience placements to Departmental Managers attraction plans particularly for hard to recruit to specialities. - Join Disability job boards.

	- Part of the implementation of the new HR and Payroll system is a new module for recruitment onboarding. This part of the system is called Eploy. It provides a new function for unpaid work experience opportunities through the portal. - The council have partnered with Brooklands College SEND department to provide work experience placements for students with disabilities as well as with Surrey Choices to support young adults and adults to gain work experience and skills to support them with their employability. - Advertise vacancies with DWP and attend their job fairs. Main contact JULIE.SARWAL@DWP.GOV.UK	
2. <mark>Providing a fully inclusive and accessible recruitment process</mark>.	- We currently offer assistance with completing application forms & provide reasonable adjustments at the point of interview invitation. - Equalities, Diversity and Inclusion is covered in the management development programme. - Eploy the new module with the HR & Payroll System for onboarding has been	- There will be guidance for hiring managers on Eploy to help them with EDI during the recruitment process (Phase 2 of project, scheduled for Q1 2024/25).

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		built to offer anonymised shortlisting and a guaranteed interview scheme for those who meet the minimum job specification criteria to increase inclusivity and reduce the risk of discrimination and unconscious bias for people with a disability.	
3. <mark>Offering an interview to disabled people who meet the minimum criteria for the job.</mark>	- Eploy has been built to offer anonymised shortlisting and a guaranteed interview scheme for those who meet the minimum criteria, for the job specification, to increase inclusivity and reduce the risk of discrimination and unconscious bias WEF May 2024.	- Our current process is to manual to be able to identify all candidates who meet the minimum criteria for the job but we will be able to provide a guaranteed interview scheme with the Eploy system launch from May 2024.
4. <mark>Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.</mark>	- Reasonable adjustments are offered to candidates for the competency-based exercises such as additional time or receiving the task prior to their interview attendance. - Additional support to complete tasks such as the use of a PC rather than handwritten assessments as an example would also be implemented.	- Reasonable adjustments guidance for hiring managers will be added to Eploy (Phase 2 of project Q1 2024/25) - Increased awareness to hiring managers of reasonable adjustments via 'lunch and learn' sessions.
5. <mark>Must proactively offer and making reasonable adjustments as required.</mark>	- We offer reasonable adjustments in the interview invitation email inviting candidates to share with us how we can	- Raise awareness of reasonable adjustment passport across the

	best support them through the selection process. - Adjustments are currently arranged via HR to keep specifics of the candidates condition confidential. - A reasonable adjustments passport is offered to all candidates and employees, which was originally trialled with the NGDP scheme.	council in disability awareness campaigns.
6. <mark>Encouraging our suppliers and partner firms to be Disability Confident</mark>.	- Clause added to supplier agreement 10/11/23 by Patrick Tuite Head of Procurement.	
7. <mark>Ensuring employees have sufficient disability equality awareness training</mark>.	- All individuals complete the EDI awareness training on the SLP e-learning portal. - Providing Hiring managers with External Recruitment and Selection training, which raises awareness of discrimination and the importance of reasonable adjustments - RBC have Mental Health First aiders and they have regular meetings to discuss raising MH awareness across all sections of the council.	- General disability awareness could be increased with awareness days or lunch and learn sessions. For example, raising the profile of who we can support . - FAQ's section will be included in the Eploy system with guidance for managers on adjustments and awareness of key disabilities. - Raise awareness to hiring managers on the purpose of reasonable adjustments is to level the playing field rather than

		current conception of preferential treatment.
		- Research whether we could join the sunflower scheme or other relevant awareness schemes.
		- Run lunch and learn workshops for managers to raise awareness on disabilities and how they can support their staff.

Theme 1 – Getting the right people for your business		
You must agree to at least one of the following activities.		
Activity	**Evidence (only for the activities you have agreed to in your self-assessment)**	**Comments or further action required**
1. Providing work experience.	Work experience and unpaid work placements portal has been built and is now live. We have agreed 4 student placements to date.	
2. Providing work trials.		
3. Providing paid employment (permanent or fixed term).	We offer paid employment and advertise roles at the job centre alongside other platforms.	
4. Providing apprenticeships.	We have apprenticeships via the apprenticeship levy at the council and utilise the job centre to advertise these, having a total of 9 apprentices at any one time.	
5. Providing a traineeship.		
6. Providing paid internships or support internships (or both).		

Theme 1 – Getting the right people for your business		
You must agree to at least one of the following activities.		
Activity	**Evidence (only for the activities you have agreed to in your self-assessment)**	**Comments or further action required**
7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.		- Source organisations and job boards (we may be able to do this automatically through Eploy).
8. Engaging with Jobcentre Plus, Work and Health programme providers and local disabled people's user led organisations (DPULOs) to access support when required.	- All jobs are posted with Jobcentre Plus. - All jobs are advertised with DWP - Work Experience placements are actively promoted to Brooklands College SEND department and Surrey Choices	- Research Work and Health Programme providers and local disabled organisations that could support us.
9. Providing an environment that is inclusive and accessible for staff, clients and customer.	- We have inclusive facilities with a lift, disabled access at reception, disabled parking spaces, wheelchair accessible toilets, bespoke workstation assessments, accessible IT functionality, hearing loops, quite rooms for neurodivergent employees, adjustable ventilation system in our HQ.	- We should explore obtaining power assisted door opening as an improvement to the internal access within the building. - System to book a disabled parking space in employee car park could be improved.

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| Theme 1 – Getting the right people for your business |||
| You must agree to at least one of the following activities. |||
Activity	**Evidence (only for the activities you have agreed to in your self-assessment)**	**Comments or further action required**
10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.	- Link to DWP has been added to recruitment page along with MOD links to support candidates in their job search. - Offering mock interviews with the council as part of work experience and recruitment events	

Theme 2 – Keeping and developing your people		
The employer must have agreed to all of the following actions.		
Criteria **As a Disability Confident employer, my business is:**	**Evidence**	**Comments or further action required**
1. Promoting a culture of being Disability Confident.	- Mental Health first aiders group that meets regularly to arrange activities to improve employee wellbeing and raise awareness of positive mental health. - Mental Health awareness in newsletters and offering wellbeing initiatives such as workplace massage and free counselling sessions. - The Wisdom app has been introduced with our new occupational health provider. - Inclusive policies supporting individuals who could be experiencing debilitating symptoms in the menopause at work policy & a carers policy for individuals who have carer responsibilities. - The following dates have been added to our awareness schedule for 2024:	- Increased awareness. - Lunch and learn for managers to promote a culture of being disability confident and ensuring our employees with lived experience feel supported and psychologically safe at work.

	Neurodiversity Awareness week- 18th-24th March 2024 Neurodiversity Celebration Week (neurodiversityweek.com)	
	- Launch of our Neurodiverse Intranet pages providing all employees with an understanding of the spectrum and how teams and managers can help employees within the workplace.	
	Invisible disabilities awareness week 20th-26th October 2024 2023 Invisible Disabilities Week Oct 15– 21	
	- Promotion of senior leaders with hidden disabilities within our workforce and how they have overcome their challenges to develop their careers and reach senior management.	
	- 'Share not declare' you have a disability with us on MYView our HR & Payroll system to help inform how we can est support you at work.	
	Disability awareness day 14th July 2024 Welcome to DAD (disabilityawarenessday.org.uk)	
	- Training options for the new HRIS and ATS for individuals who may need additional support, resources, formats and longer times to support them to learn how to use the new HR systems.	

	International Persons with a Disability day 3rd December 2024 - Celebration and thanks to all of our employees with a disability who contribute so much to the work of our Council.	
2. **Supporting employees to manage their disabilities or health conditions.**	- Individuals are using a reasonable adjustments passport. - OH referrals to support managers and individuals with managing a disability or health condition in the workplace. - Reasonable adjustments passport promoted to all staff on the intranet and through the recruitment onboarding process. - Proactive advice and guidance to support about Access to Work and support to implement the recommendations from the scheme. - Intranet advice and guidance to employees with a disabilities, their managers and their team members e.g. Neurodiversity	- Expand the intranet advice and guidance to employees with a disabilities, their managers and their team members on specific disabilities, suggested by colleagues with lived experiences. - Expand our lunch and learn sessions on specific disabilities suggested by colleagues with lived experiences. - Invite guest speakers and bespoke disability organisations to help advise, guide and educate in specific areas e.g. Supporting employees with Cancer

3. **Ensuring there are no barriers to the development and progression of disabled staff**.	- All staff are provided with appraisals and the opportunity to have regular 1-2-1's with their line manager. - There are corporate and departmental designated training budgets available to support career development and progression. - All service areas have a dedicated HRBP who will be able to provide additional support and guidance on development and progression for individuals. - Introduced the adjustments passport will support internal candidates with the interview process when applying for an alternative role within the council. - Learning and Development opportunities are provided in mixed media formats to ensure maximum accessibility, with a mixture on on-line and in person events and opportunities.	- Review the learning and development of those employees who have shared with us they have a disability and seek their views of the support available to inform future initiatives.
4. **Ensuring managers are aware of how they can support staff who are sick or absent from work**.	- Sickness management training held by HR Business Partners. - OH referrals when additional guidance and support is required.	- Run lunch and learn workshops. - Reassurance at departmental team meetings of the support available to managers on a regular basis and

	- Sickness process has been improved and information on staff pages for managers have been improved. - HR Business Partners are proactively reviewing sickness absence within departments providing advice and guidance to managers on how to support a person with a long term health condition or a disability to balance their needs and work.	bespoke advice linked to the raising of initiatives timetable.
5. <mark>Valuing and listening to feedback from disabled staff</mark>.	- Employees with a disability are members of the Equalities Group. - Ensure we can identify specifically and purposefully the views of employees with a disability in responses planned for the Culture survey which is part of the Best Value review Notice Culture workstream (due in Q1/2 of 2024-25).	- Once we have collected the up-to-date data in our new HR and Payroll system we could consider sending a pulse survey to disabled employees to gain feedback on how valued and heard they feel. - Eploy will be able to send out a candidate survey to gain valuable feedback on their recruitment and onboarding process. - Introduce a Disability Confident working group whose membership would be employees with a disability and those with lived experience as allies for the group.

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6. <mark>Reviewing this Disability Confident employer self-assessment regularly. (At least annually</mark>)	- The HR Resourcing and Operations Manager has been completing quarterly reviews to assess our progress in a planned and systematic way to work towards achieving level 2 status.	

Theme 2 – Keeping and developing your people.		
The employer must have agreed to take <mark>at least one</mark> of the following activities.		
Activity	**Evidence (only for the activities you have agreed to in your self-assessment)**	**Comments**
1. <mark>Providing mentoring, coaching, buddying and or other support networks for staff.</mark>	- Coaching and mentoring are provided to employees if identified through the development review process as part o annual and six monthly and monthly performance review and supervision process. - The Equalities Group have been active for more than a decade and are reviewing their Terms of Reference to see how they can take on a wider remit of support to employees including those with a disability.	- We could introduce a buddying system for the employee's induction. - We could introduce an RBC mentoring scheme. - We could consider introducing networking events for employees with disabilities and long-term health conditions. - Introduce EDI champions within the council who will meet on a quarterly basis to discuss ways of improving EDI in the council (similar to MHFA group) a discussion for the Equalities Group to consider.
2. <mark>Including disability awareness equality training in our induction process</mark>.	- EDI awareness is in the core e-learning modules for all inductions.	- The induction training is basic and perhaps we could include further detail in our corporate induction.

3. Guiding staff to information and advice on mental health conditions.	- Wellbeing guidance on the staff pages signposting individuals to counselling and useful links. - Mental health first aiders have been trained and are actively promoted and socialised across the Council. - Links to how to sustain 'good mental health' are actively promoted.	- New OH provider 'Health assured' will provide resources for awareness and internal promotion. - The intranet pages could be revised and expanded to ensure support for employees with a disability and disability awareness topics are more readily available.
4. Providing occupational health services if required.	- We provide pre-employment OH questionnaire as part of the onboarding process. - We provide OH assessments if required throughout an individuals employment. - A new Employee Assistance Programme was launched in January 2024.	
5. Identifying and sharing good practice.		- This could be covered in the EDI group, similar to the MHFA there is a Teams group where we all share resources and best practice.

		- FAQ's section on Eploy will help us to share best practice to hiring managers for the recruitment and onboarding process. - Information on staff pages on being a disability confident employer and key resources and guidance. - Lunch and learn workshops.
6. <mark>Providing human resource managers with specific Disability Confident training</mark>	- HR have registered with the Disability Confident Scheme and will be notified when they are holding specialist training workshops. - HRBP's have been trained as Mental Health First Aiders - Recruitment and retention manager attending CMI Level 7 - Strategic Approaches to Equality, Diversity and Inclusion March 2024 - 2 HRBP's & Recruitment and retention manager are attending The Fourth Annual Progressing Neurodiversity at Work 2024 conference on 28th March - The Equalities Group were provided with re-fresher training which also	

	covered the needs of Disabled People from and EDI and EQIA perspective. - Head of HR has been trained in Brain Injury Awareness, Mental Health Awareness, Deaf Awareness, Neurodiversity and physical disability and wheelchair navigation.	

Report title	**Shared Prosperity Fund Update**
Report author	Paul Hadfield, Economic Development Manager
Department	Planning, Economy, and Built Environment
Exempt?	No

Purpose of report:

For information and to resolve.

Synopsis of report:

To provide an update on the development of the Runnymede Shared Prosperity Fund (SPF) Investment Plan.

Recommendation(s):
To note:
- **Progress on the development of the SPF Investment plan as detailed in section 2**

To approve :
- **A grant of £26,000 to Brooklands College to improve access for residents to basic skills, including literacy, numeracy and digital skills,**
- **A grant of £24,000 to Surrey Coalition of Disabled People to support a programme of digital inclusion.**
- **A grant of £15,000 to Surrey Careers Hub to support work experience, apprenticeships and employment for young people.**

Further details on the grant allocations are in paragraph 2.8 below.

1. **Context and background of report**

1.1 The Council's Shared Prosperity Fund (SPF) Investment Plan was approved by the Department for Levelling Up, Housing and Communities (DLUHC) on 11 January 2023.

1.2 An MOU between DLUHC and Runnymede Borough Council sets out the terms of the agreement for the delivery of the SPF programme in the borough. It states that SPF funding should be used to deliver the interventions, outputs and outcomes detailed in the Investment Plan.

1.3 The SPF is the key Government funding stream which supports levelling up. The primary goal of the SPF is to build pride in place and increase life chances across the UK. There are three UKSPF investment priorities:

  o Communities and place.

o   Supporting local business.

o   People and skills.

1.4   The £1M budget for the investment plan is spread between April 2023 and March 2025. Over £916,000 (91%) of funding is allocated to 2024/25.

	2023-24	2024-25	Total
Revenue	£73,756	£732,950	£806,706
Capital	10,057	183,237	193,294
Total	£83,813	£916,187	£1,000,000

1.5   The following provides a summary of the objectives and scheduling of activity over the two years for each of the three SPF priorities in the Runnymede Investment Plan.
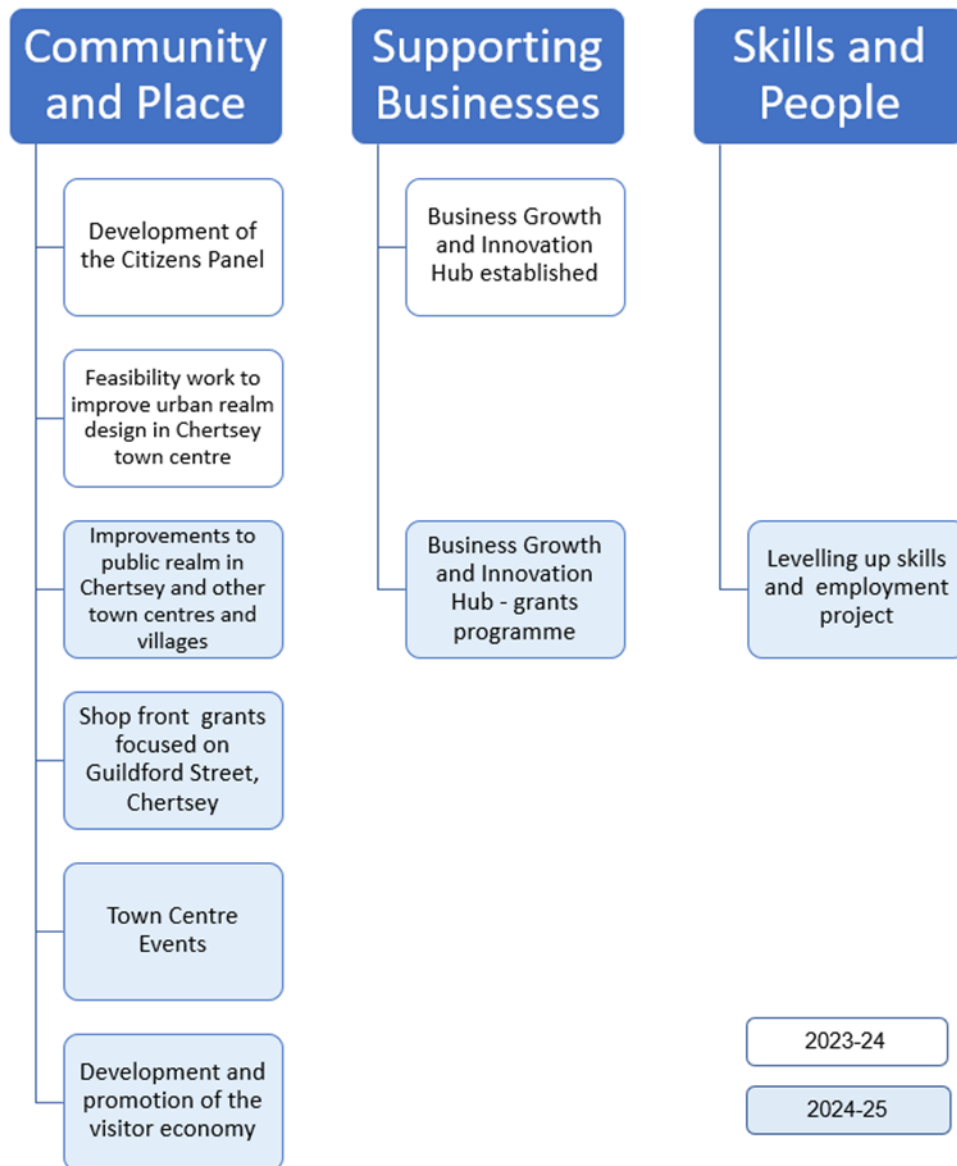
2   **Update on the SPF programme**

2.1   An update on the development of the SPF programme was provided to members in March 2023 and to CMC on 14 September 2023. A further update was provided to the Regeneration and Major Projects Members Working Group in December 2023.

2.2   The following provides an update on progress since September 2023.

Priority 1 Communities and place

2.3   The objectives for the Communities and Place priority are to level up Runnymede residents' pride in their places through improvements to the urban environment, a stronger social fabric and better life chances. Building on our £160 million investment into Addlestone and Egham town centres, our next place shaping objective is to deliver improvements to Chertsey Town Centre – our third major town. Chertsey is therefore the focus for the SPF investment in Community and Place. This funding will enable the Council to take some initial steps to improve the town centre environment. At this stage, however there can be no further commitment for regeneration in Chertsey until we are clearer on the Council's capital position.

Priority 1 Communities and place		
Project	**Progress to date**	**Budget**
Citizens Panel Set up a Citizens' Panel, made up of representatives from across our resident and business communities to enable Runnymede Borough Council to conduct both qualitative and quantitative market research and to reach all segments of the community, combining social media with face-to-face panels or paper-based questionnaires.	The Citizen`s Panel will be developed in 2024/25 and is being led by the Head of Community Services.	£10,000
Levelling Up town centres and villages through retail and tourism Deliver improvements which will build pride in Chertsey Town Centre's heritage and identity and improve the vibrancy and vitality of the town. We will transform Guildford Street into a central community, social, cultural and entertainment hub, encouraging pedestrians, improving safety, air quality, health, and wellbeing to increase footfall and dwell time through investment in the historic environment and urban realm. The Communities and Place SPF programme will include the following:	**A feasibility study to improve the urban realm design in Guildford Street in Chertsey** will be completed by March 2024. The study is building on the recommendations of the revised Chertsey Masterplan Refresh 2022. The study is engaging with stakeholders, undertaking a public consultation, and producing recommendations for improvements for Guildford Street. These will be funded utilising £356,000 of SPF in 2024/25.	£371,000

• improved wayfinding and interpretation, planting, new street furniture. • improved accessibility through installation of bollards to enable pedestrianisation, and active travel improvements. • investment in the improvement of shop fronts • the establishment and development of innovative markets and arts, heritage and cultural events.	**Town Centre Wayfinding Improvements** A contractor will be appointed to carry out a wayfinding audit and to develop proposals for new signage in the Boroughs three main town centres**.** The audit and report on recommendations for improving wayfinding will be completed by July 2024. The purchase and installation of new signage will be completed by March 2025.	£119,000
	Investment in the improvement of shop fronts The consultants who will be undertaking the feasibility work on improving the public realm in Guildford Street will also complete a guide for improving shop fronts on Guildford Street. The guide will inform the allocation of grants to businesses in 2024/25. The funding will support up to 20 businesses with grants of between £5,000 and £20,000. Businesses will need to contribute at least 15% match funding.	£165,000
	Support to develop the tourism and visitor economy. In 2024/25 a strategic working group of stakeholders and businesses in the borough`s tourism and visitor economy will be established. The group will help develop an action plan to support the sector.	£15,000
	Town Centre Events. A calendar of events in the	£30,000

	three main Town Centres will be delivered in 2024/25.	

Priority 2 Supporting Business

2.4 The Runnymede Economic Development Strategy 2022-2026 identified an opportunity to accelerate business growth by focusing support to help scale up new, small and micro businesses, increase innovation, and support growth clusters in the tech sector, ie Cyber Security and Createch.

2.5 Following an open tender process Coast to Capital were appointed in September 2023 to deliver a business growth and innovation service, to encourage business start-ups, innovation, and growth.

2.6 Runnymede Business Boost was launched on 1st November 2023. It targets small and micro businesses based in Runnymede, which have been trading for one year, or have become incorporated. The support includes business coaching, peer to peer support and access to small grants which unlock growth potential.

2.7 The service is not aimed at businesses which are lifestyle businesses which do not have potential to grow or businesses which are struggling and are at risk of closing. These businesses will be signposted to other advice and information services.

Priority 2 Supporting Business		
Project	**Progress to date**	**Budget**
A Business Growth and Innovation Hub will be established to help entrepreneurs, business start-ups and small micro businesses to scale up. The hub will provide specialist advice, coaching and mentoring particularly for cybersecurity, creative/immersive technologies, and low carbon businesses. It will assist businesses with expert development of growth plans. A grants programme will provide small grants of up to £5,000 to business to support innovation and growth. Grants will be targeted at small and micro businesses based in Runnymede, which have been trading for one year, or have become incorporated. The grants programme will incorporate business support which will ensure that businesses are viable and have business growth plans in place.	Runnymede Business Boost has made a good start. It has been established in Royal Holloway University of London`s Enterprise Hub. In the first 3 months: • 120 businesses have received advice to date. • 8 businesses have received in depth mentoring and coaching, • 2 peer to peer networking events have been completed. • Grant funding of £22,319 has been awarded to support the growth of 6 businesses. • A series of workshops with Royal Hollaway University of London will begin in March 2024 focusing on supporting innovation and growth.	£184,000

2.8 The Runnymede Economic Development Strategy 2022 to 2026 includes the priority to ensure that residents have the appropriate qualifications and skills to access local employment opportunities. The objectives for the SPF investment in People and Skills is to upskill residents in the local areas of greatest deprivation, levelling up opportunities towards entering work, mitigating the current mismatch between skills and vacancies in the borough and supporting growth of the local economy.

Priority 3: People and Skills		
Project	**Progress to date**	**Budget**
We will deliver employment support to hard-to-reach groups. This will include employability skills, job search skills, understanding your skills and motivation, confidence building, presentation skills, interview techniques, networking skills, understanding self-employment, volunteering, and work experience. We will work with partners to provide specialist support with financial management, and support with housing and mental health and other barriers which prevent people from deprived communities progressing into employment. We will increase the number of local businesses investing in skills and employment and providing employer talks and visits to workplaces, work placements and apprenticeships.	**Improving employment for young people** DWP funding has been secured to fund the Elmbridge and Runnymede Youth Hub up to September 2024. The Youth Hub will therefore continue to provide young people with support to access employment without the need for support from SPF. In 2024/25 £15,000 of SPF will be awarded as grant funding to the Surrey Careers Hub to build links between local employers, colleges and education providers and develop quality work experiences leading to improvements in careers support and employment and apprenticeships for young people. Groups of students, teachers and career advisors will visit employers during the autumn and winter terms. 90 students from 6 schools to benefit.	£15,000
	Strengthening pathways to employment for people aged 25 and over. Following an open tender process £24,000 of SPF was awarded to Room for Work to deliver career support programmes specifically designed for residents aged over 45 year old. 24 residents will complete careers support	£85,000

	programmes and 15 will be supported into employment. £26,000 of grant funding will be allocated to Brooklands college to improve basic skills including digital skills, literacy, numeracy and employment skills for 150 residents. Support will be delivered in Community settings and will focus on supported residents in areas of deprivation. The support will enable access to training which is funded by the adult education budget. £24,000 of grant funding will be allocated to the Surrey Coalition of Disabled People to deliver the Tech to Community Connect project. The project was developed during the Covid 19 pandemic as a means of improving digital inclusion and reducing rising levels of loneliness and isolation amongst people who are house bound. 40 residents will benefit from one to one support from a Tech Angel and the loan of a tablet to get online. The support will benefit residents with disabilities and those living with a long term health condition.	

3 Policy framework implications

3.1 The SPF is designed to help deliver the Government`s Levelling Up Agenda. The aim of the funding is that 'By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.'

3.2 The SPF Investment Plan supports the council`s Economic Development Strategy 2022 -2026, which aims *'to build on the Borough`s economic strengths to support a resilient, productive, low carbon and high-value economy. The Council wants to ensure that Runnymede continues to be a leading economy, in Surrey, the wider sub-region, and the UK'.*

3.3 The SPF investment strategy will support the following priorities

o Priority 2: Maintaining competitive advantage through business engagement, strengthening business networking.

o Priority 3: Developing the vitality and vibrancy of our town centres and growing the tourism and leisure economy

o Priority 4: A dynamic workforce for a high-tech, creative economy

3.4   The SPF Investment Plan supports the following Corporate Strategies:

- **The Empowering Communities Strategy 2022 ,** by improving engagment with residents through the development of the Citizens Panel.

- **The Climate Change Strategy 2022-2030** by supporting businesses to become more sustainable, supporting the development of businesses working in the green economy and by raising awareness amongst residents of skills and employment in the green economy**.,**

- **The Health and Wellbeing Strategy 2022-2026**, by supporting residents with health issues and poor mental health back into employment.

4   Resource implications

4.1   Our SPF expenditure in 2023/24 is £76,801 representing 91.6% of our allocation for the year. The underspend is due to delays with the delivery of the Citizen Panel. The SPF guidance allows local authorities to carry over any underspend into 2024/25 providing a credible plan is provided which sets out how the funding will be spent.

4.2   A request to carry over the £7,012 of underspend will be set out in the next monitoring return to UKSPF which is due on 1 May.

5   Legal implications

5.1   There are no direct legal implications flowing out of this report as it merely provides an update on various projects being undertaken using SPF funding. Clearly each project may have legal implications and those will addressed as each project is progressed and delivered.

6   Equality implications

6.1   The Council has a Public Sector Duty under the Equalities Act 2020 to have due regard to the need to:

a.   Eliminate unlawful discrimination, harassment, or victimisation.
b.   Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
c.   Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics.

6.2   An equalities impact assessment was completed for the Economic Development Strategy in April 2022. This included an assessment of the work covered by the SPF Investment Plan.

7   Environmental/Sustainability/Biodiversity implications

7.1   The SPF Investment Plan will support Runnymede`s Climate Change Strategy 2022-2030, by supporting businesses to become more sustainable, supporting the development of businesses working in the green economy and by raising awareness amongst residents of skills and employment in the green economy.

7.2   In line with some of the key corporate objectives, the feasibility study aims to unlock the potential for Guildford Street to create a greener environment and encourage a circular economy (a concept advocated by the Council's climate change strategy).

7.3   The feasibility study aims to facilitate changes to Chertsey Town Centre which would. encourage localised events that people can cycle or walk to. This is in line with the 20-minute neighborhood concept which is supported by the Council's Climate Change Strategy, by bringing essential services within easy reach of local. communities by walking, cycling and public transport.

8.   Risk Implications

8.1   None.

9.   Other Implications

9.1   None.

10.   Timetable for Implementation

10.1   N/A

11.   Conclusions

11.1   N/A

12.   Background papers

None

13.   Appendices

None

Report title	Climate Change Update
Report author	Sarah Hides, Principal Climate Change and Sustainability Officer
Department	Planning, Economy and Built Environment
Exempt?	No

Purpose of report:

For information

Synopsis of report:

This report seeks to update the Committee on the various activities which have been undertaken, are ongoing or are planned to help the Council and the Borough of Runnymede meet its net zero targets, by 2030 and 2050 respectively.

1. **Context and background of report**

1.1 The Council's Climate Change Strategy which was adopted in October 2022 contains the strategic objective to, 'Reduce Carbon emissions from Council operations to Net Zero by 2030'. More widely, the Council will be using its reasonable endeavours to help the Borough of Runnymede meet the national target of achieving net zero carbon by 2050.

1.2 Councillors have requested regular update reports from officers to detail the activities being carried out across the Council which are likely to impact on the Council's response to climate change and contribute to meeting the above mentioned targets.

2. **Report and, where applicable, options considered and recommended**

2.1 At the Environment and Sustainability Committee meeting of 9th March 2023, and Corporate Management Committee of 23rd March 2023, officers produced a climate change update report which sought to bring the Committee up to date in terms of the various activities being carried out across the Council to help the organisation respond to the challenges of climate change and meet local and national net zero targets. It was agreed at the March 2023 Corporate Management Committee meeting that the Climate Change Team would produce similar reports biannually. The second report was produced for September 2023's Corporate Management Committee and this third report follows on from that September version, and provides updated information to reflect changes which have occurred in the intervening period.

2.2 In producing this latest update report, staff from all service areas within the Council have been approached for their input. Information is presented in a simple tabular format. A table has been produced for each service area, with additional tables also produced for the Chief Executive's Office and the Central Climate Change Team (the latter is part of the wider Planning, Economy and Built Environment service area, however, given the length of the table for this service area and the Climate Change team, officers have split it into two). These tables can be viewed at Appendix 1. Each table lists the name of the relevant activity,

gives a brief description of it, lists any relevant committee report(s) and then provides any relevant update which has occurred since September. A number of new activities are also captured. These are clearly annotated in the second column from the left. An additional column has been added on the left-hand side of the table which shows the action IDs from the Corporate Business Plan and Climate Change Action plan that are relevant to each project.

2.3   Each Service Area table has up to three sections as follows:

-Relevant activities completed since the September 2023 report In the interest of keeping the update report as succinct as possible, the focus of this section is on recently completed activities. Therefore, any completed activities that were previously listed in prior update reports and which have had no change of status or update since the last report, have been removed from the table and transferred to a separate list of completed activities, presented at Appendix 2.

-Current/ongoing activities

-Planned activities: This largely relates to activities due to be commenced in the 2024/25 financial year. These projects and defined smaller pieces of work/initiatives which flow from the Council's Corporate Business Plan and its supporting strategies. Many of these planned activities have been taken from the 2024/25 Service Area Plans.

2.4   As well as speaking to staff from each service area, other sources of information which have been reviewed in producing this report are:
•   Published information on the Council's website;
•   Information obtained from the Council's Project Management Office;
•   The Forward Plan produced by Committee Services.

2.5   In reviewing this report, Members are asked to remember that not all of the activities reported have/are being undertaken specifically in response to climate change. For example, the driver for undertaking a number of the projects/activities has been to make efficiencies in the Council's processes (for example, the introduction of Hybrid Mail), or to respond to statutory requirements (for example the production of the Borough Local Plan). Some of these activities do however have additional benefits of helping the Council deliver more environmentally friendly services/policies which will contribute to the Council's response to climate change. For completeness, these activities have been reported. The report also sets out the activities which are being specifically undertaken to help the Council respond to climate change, for example the production of the 2024/25 Climate Change Communications Plan.

2.6   Officers will continue to work to refine the Climate Change updates provided to Members, working to fill gaps in information where they exist. For example, officers are working to extend the range and estimation accuracy of carbon emission impacts for projects where this is possible to calculate.

3.   **Policy framework implications**

3.1   All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have been assessed for their wider policy implications. Future planned activity through the Service Area Plans across the Authority have been designed to ensure that the objectives of the Council's Corporate Business Plan and supporting corporate strategies can be delivered over their lifetime.

4   Resource implications/Value for Money

4.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their resource and financial implications assessed. Activities beyond this current financial year would be set out in future Service Area Plans adopted by the Council.

5.   Legal implications

5.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their legal implications assessed. Future planned activities will need to have their legal implications considered at the relevant stages, as appropriate.

6.   Equality implications

6.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their equality implications assessed. Future planned activities will need to have their equality implications considered at the relevant stages, as appropriate.

7.   Environmental/Sustainability/Biodiversity implications

7.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their environmental/ sustainability/ biodiversity implications assessed. Future planned activities will need to have their implications in terms of environment, sustainability and biodiversity considered at the relevant stages, as appropriate.

8.   Other implications

8.1 Future activities listed in the report will be assessed for other implications as appropriate.

9.   Timetable for Implementation

9.1 The various activities listed in this update report all have their own timetables. Further climate change update reports will seek to provide further information on the timescales for delivery for different projects where possible through discussion with the Council's Project Management Office and Service Heads.

10.   Background papers

10.1 None-relevant committee reports are hyperlinked as appropriate in the Service Area updates.

11.   Appendices

Appendix 1: Climate Change updates by Service Area
Appendix 2: Climate Change Activities completed by September 2023

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		Completed activities		
CEX020 7.1/7.1.1	Project Management template updates and future climate change reporting	The Project Management Office (PMO) has reviewed and updated the business case and project charter templates to include a mandatory section on climate change impacts. Each proposed new activity or project will therefore need to identify and detail any direct or indirect impacts of the proposal on climate change, whether the activity is expected to result in a decrease or increase in carbon emissions and any environmental benefits. Service Areas are also working with the PMO to retrospectively add this information for existing activities.	N/A	STATUS UPDATE. The second climate change dashboard was published in the Members area on MS Teams in February 2024. A number of amendments to the dashboard have been made in response to member feedback.
MTFS015 n/a	NEW/ONE OFF: Corporate Risk Register	A new Risk Management Framework was approved by Standards and Audit Committee and Full Council in October 2023. The Project Management Office (PMO) will develop a dashboard as part of the corporate reporting system to communicate the risk portfolio to Standards and Audit Committee on a six-monthly basis to keep elected members abreast of the highest priority risks identified and the mitigation in place.		A comprehensive review of the Corporate Risk Register was undertaken by the Climate Change Team in December 2023 to more accurately capture the risks associated with climate change faced by the Council. Climate change risks will be reviewed regularly moving forward so that an up to date picture is presented in future corporate reporting.
		Live activities		
n/a 5.8	Community Cool Hubs	This initiative, funded by RBC, will provide cool environments to give relief to people during periods of excessive heat as part of our emergency planning function. However given		NO CHANGE in status as there has been no reason to trigger this initiative since the last update report was completed.

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		that hot weather events are likely to continue due to the effects of climate change, a longer term solution needs to be developed. This initiative will be subject to a future growth request and therefore will be dependent on the financial position of the Council at that time.		Note that this would be a climate change adaptation measure.
ED026 5.3.2	ESSO Pipeline Investment Fund	Esso's Environment Investment Programme (EIP) comprises a range of localised projects along the replacement pipeline route to carry out activities such as creating habitats to benefit biodiversity. Through this fund, £50,000 has been secured for tree maintenance and planting on Chertsey Meads. To be delivered by 2025 by the Environmental Services Team.	n/a	STATUS UPDATE. A priced up plan for improvement works to the Meads was agreed. Project includes arboricultural and wetland works. Arboricultural works complete. Wetland works due to be completed by Autumn. 1050 trees have been planted as part of this project mainly to fill gaps in existing hedges and to create new hedgerows (all native species sourced locally from Chobham). A very rough estimation for the carbon sequestered by the new trees in the hedgerow is 1.8tC/y. For the entire hedgerow it is roughly 5.4tC/y assuming it is minimally managed based on figures from Utilising hedgerows for landscape scale carbon sequestration-Matthew Axe 2015 (Royal Agricultural University, Cirencester).
n/a 3.8	Continued representation on Heathrow Strategic Planning Group (HSPG)	An officer represents the Council on the HSPG and contributes to discussions regarding the future of Heathrow Airport, its plans for expansion, carbon emission reductions and the impact of its activities on the surrounding communities. In relation to carbon emissions, Heathrow's Net Zero Plan (Feb 2022) confirmed that in calculating their carbon footprint, they included all the emissions linked to their business, from	n/a	NO CHANGE. The Head of External Projects will continue to represent the Borough including by responding to relevant consultations and will update Members through the relevant committee/ Regeneration and Major Projects Working Party as appropriate. Officers would be happy to also provide a member briefing/ presentation to the Climate Change Working Party on the decarbonisation and wider sustainability initiatives being undertaken/ explored

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		the operation of the airport itself. This included all their buildings and vehicles, passenger and colleague travel to and from the airport, the flights that depart from Heathrow all the way to their destination, and more. This shows that 99.9% of Heathrow's carbon emissions are Scope 3, which means they do not directly control them. However, they can influence these emissions and they are included in their decarbonisation strategy. In 2021, the emissions from Heathrow were calculated as follows: Scope 1 (Emitted directly from sources Heathrow owns or controls): 29,091tCO2e (0.35%) Scope 2 (Emitted indirectly from purchased energy): 0tCo2e (0%) Scope 3: All other indirect emissions upstream and downstream. This is dominated by emissions from flights: 8,228,185tCO2e (99.65%)		by Heathrow and being discussed with the HSPG. This includes wider opportunities for the Heathrow affected boroughs.
MTFS004 5.6	Net Zero Places: Phase 1 Innovate UK + City Science	RBC, as part of the wider Heathrow community secured stage 1 funding of circa £100,000 (£7,000 for Runnymede) to evaluate non-technical barriers (such as financing, governance, regulation, and engagement) to achieving carbon net zero from Innovate UK (part of UK Research and Innovation) in partnership with City Science. The ultimate aim is to help places and businesses accelerate the delivery of the transition to Net Zero. In the	None	STATUS UPDATE HSPG were unsuccessful in securing the major bid with Innovate UK. However, a smaller bid for £150k has been secured which will be utilised to further the baseline information and business case of the main proposal. In line with this, the project taken forward will be in the area of Waste to Energy (Sustainable Aviation Fuel), testing the premise for Carbon Credit generation and certification via retrofit and EV charging. This will include a review and update of the HSPG area Joint

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		first phase of the programme, 31 projects from across the UK, have been awarded a share of £2m through a competitive process, to carry out feasibility studies to understand what approaches to test in their local area.		Spatial Planning Framework regarding the use of planning policy to reduce carbon emissions and an initial review of the Local Area Energy Plan (LAEP). RBC is the lead local authority for this bid with projects in partnership with HSPG, City Science, and Hounslow BC. The projects started on the 1st February 2024 and will be delivered over the next 18 months. In the interim RBC remains engaged with its partners for the main project and are now actively looking for funding and / or investment to progress this. Key updates to be provided through the Regeneration and Major Projects Working Party
CC010 5.5/5.5.1/ 5.5.2	River Thames Scheme	This wider scheme will include the creation of two new river channels which will: • Reduce flood risk to homes, businesses and infrastructure. • Provide new habitats and landscape enhancements. • Create new publicly accessible open spaces with footpaths and cycleways to enhance connectivity Active and sustainable travel initiatives are expected to be incorporated into the scheme. New and improved habitat areas for wildlife will also connect with existing nature sites and wildlife corridors to support biodiversity.	None	The current expectation is for the works to start in 2026, with commissioning of the River Channels currently expected to be 2030. STATUS UPDATE: Public consultation has occurred since the last update report. Slippage in start date of consultation from November 2023 to 22nd January 2024. Consultation ended on 4th March. This was a statutory consultation which sought the public's views on updates that had been made to the scheme design since the 2022 public consultation. The project is now officially nominated as a climate change adaptation initiative as well as a flood alleviation scheme. Key updates to be provided through the Regeneration and Major Projects Working Party

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
n/a 3.8.2	Heathrow Surface Access	RBC to work with other Boroughs and Districts to develop a consensus position and lobby the Government in progressing this scheme to enhance public transport options to Heathrow from Surrey/achieve a modal shift to public transport to reduce harmful air quality impacts/carbon emissions associated with private car use. This is lead by the External Projects team. There are no fixed timescales for this activity at the time of writing.		NO CHANGE Officers continue to be part of discussions with principal entities. Key updates to be provided through the Regeneration and Major Projects Working Party
HWB074 5.8	NEW Review emergency flood plan	Audit of supplies held at the Chertsey depot to be conducted and restocked as necessary to fulfil requirements identified in the revised flood plan. Applied Resilience and Surrey CC will be liaised with to ensure response expectations of all parties are aligned. Identify and formalise arrangements at potential emergency hubs in suitable locations to be used as distribution/ information points during flooding situations will be identified and formalised. It will be ensured that all contact details are updated and circulated to all relevant parties.		Officers are continuing to review emergency stocks held at the depot with a view to considering additional amendments to existing policies that may be required as well as mechanisms for disposal of stock which is no longer fit for purpose/no longer needed. This activity has been added to this report as it is a form of climate change adaptation.
Planned activities				
CEX018 7.4.2	Procurement relaunch	Launch of a number of procurement led initiatives, including but not limited to revised CSOs, Procurement Strategy and Contract Management Framework	n/a	Not started but has the potential to help embed the Procurement Strategy 2023-2026 and its supporting policies (including the Sustainable Procurement policy).
n/a 7.1/7.1.1	Preparation of 2025/26 Service Area Plans	Will set the priorities for each Service Area for the 2025/26 financial year.	n/a	Not started but likely to include some activities which will assist the Council in its response to climate change.

Service Area: Central Climate Change Team (part of the Planning, Economy and Built Environment Service Area)

Lead Officer: Georgina Pacey/Sarah Hides

CBP Action ID and <u>CCAP Action ID</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
Completed activities				
CC001 <u>n/a</u>	Climate Change Study (Stage 1)	The main purpose of the Climate Change Study stage 1 was to establish the Council's carbon emissions baseline and improve and streamline the Council's carbon monitoring, measuring and reporting methodologies. The Stage 1 work has also estimated carbon emissions trajectories for various mitigation pathways out to 2030 and 2050. The emissions baseline year has been chosen to be 2019 to be in line with Surrey County Council reporting.	Thursday 14th July 2022 - Corporate Management Committee Corporate Management Committee, 14th September 2023	STATUS CHANGE – MOVED FROM LIVE TO COMPLETED. The Runnymede Climate Change Study: Council Estate and Area GHG Baseline has been complete and published.

n/a 1.7	Help to Heat funding: Sustainable Warmth: LAD3	Sustainable Warmth encompasses the third phase of Local Authority Delivery (LAD3) scheme, for on-gas properties and Home Upgrade Grant 1 (HUG 1) for off-gas properties. The scheme is part of the wider £75m contract for Decarbonisation of Housing in Surrey, awarded to ThamesWey by Surrey County Council in Quarter 2 last year.		STATUS CHANGE – MOVED FROM LIVE TO COMPLETED. The project commenced in October 2022 and closed in September 2023. Under this scheme 85 energy efficiency improvement measures were installed in Runnymede. 60 under LAD3 (on-gas properties - value of works totalling £358,496.71 saving 17.4TCO2e/year) and 25 under HUG1 (off-gas properties - value of works totalling £363,494.50 saving 27TCO2e/year). Delivery partner: Action Surrey
n/a n/a	Graduate Climate Change and Sustainability Officer post appointed	The vacant Energy Manager post within the Climate Change Team has been regraded to provide a Graduate Climate Change and Sustainability Officer post for a 2 year period.	None	STATUS CHANGE - MOVED FROM LIVE TO COMPLETED. This post has been successfully recruited and the new officer (Dan Callaghan) started in the Climate Change Team on 4th September, bolstering the resource of the team.
CC060 n/a	Runnymede Climate Change Action Plan	The purpose of the Climate Change Action Plan (CCAP) will be to set out a series of mitigation and adaptation actions that will need to be implemented in order to reduce both the Council's own operational emissions and the emissions from Runnymede as a whole, in accordance with objectives and targets in the Climate Change Strategy 2022-2030. The CCAP will be the subject of periodic reviews so that updated versions can reflect any new information gathered about potential new projects and activities.	Corporate Management Committee, 25th May 2023 Corporate Management Committee, 22nd February 2024	STATUS CHANGE - MOVED FROM LIVE TO COMPLETED. A draft Climate Change Action Plan was drafted following consideration of responses received through the Council's online climate change survey which ran for 6 weeks over the summer period, as well as from focus groups and 1:1s with various organisations/groups and discussions with Service Heads. Following consideration at Climate Change Members Working Party in September 2023, the CCAP was considered at Corporate Management Committee in February 2024 before being formally adopted by the Council on 29th

			Full Council, 29th February 2024	February (subject to a number of minor amendments being made).
n/a n/a	NEW/ONE OFF ENTRY Declaration of a climate Change Emergency	Over 120 councils in Britain have declared a climate emergency. Such a declaration is a public acknowledgement that the serious impacts of climate change present a clear and present threat to our world.	Full Council 7th December 2023	At Full Council on Thursday 7 December 2023, Runnymede Borough Council resolved to declare a climate emergency, which means it will use its reasonable endeavours to continue its work to meet the Council's target of net zero operational emissions by 2030, and to use its sphere of influence to support the Borough and its communities to achieve the 2050 national net zero target for the UK.
	Live activities			
n/a 7.3, 7.3.1 and 7.3.2	Carbon Literacy Training: Members and Senior Officers	Carbon Literacy is an understanding of the causes and impacts of our everyday carbon emissions – the fundamental awareness that offers a starting point for making real change in the way we tackle climate change.	Thursday 23rd March 2023 – Corporate management Committee	STATUS UPDATE: Officers are currently exploring options to deliver training to newly elected members and to a wider cohort of officers from across the Council in the financial year 24/25. Options for delivering shorter courses will also be looked at.
CC003 8.2, 4.6, 3.9, 8.2.1	TITLE CHANGE: Climate Change Communicatio n Plan 2024/25	The purpose of the annual Climate Change Communication Plans is to promote 2 campaigns a year which will encourage environmental behaviour changes amongst the Borough's population.	Corporate Management Committee, 25th May 2023 Corporate Management Committee, 21st March 2024	The Climate Change Communications Plan 2024-25 has been developed based on resident feedback, internal discussion with relevant service areas, external discussion with relevant organisations, suitable literature, and feedback from Members following presentations at the Climate Change Working Party in November and January. This information has been utilised by officers to steer the campaign focus areas and develop the engagement approaches in the Plan. Two themes are the focus of the plan for the FY 24/25 (which was approved at Corporate Management Committee in March 2024). The proposed campaigns target anti-idling, which

				aligns to Action ID 3.9 of the Climate Change Action Plan, and food waste, which aligns to Action ID 4.6 of the Climate Change Action Plan.
CC003 8.2, 8.2.2, 4.6.5	GBGW 2024	This an annual celebration of local climate change action where local communities run a range of events as part of Local Green Weeks to celebrate how communities are taking action to tackle climate change and protect green spaces	Corporate Management Committee, 14th September 2023	In September 2023 a report was brought to CMC to summarise the events run during the course of the 2023 GBGW and to consider the successes and lessons learnt. The Committee was also asked how they would like the Council to participate in the 2024 GBGW. It was agreed that in 2024 the Council would support, promote, coordinate provide assistance, and participate. Officers are currently working to help deliver and support a range of activities to take place during the 2024 GBGW and the comms team will begin advertising the GBGW and ways to participate to residents in the near future. £3,000 has been allocated through the RBC Youth Development Fund for Brickies environmental workshops in 6 junior schools in the borough. This will provide a total of 22 workshops to an estimated 650 children. Funding has also been ringfenced through an alternative source for a Green Skills event organised by Elmbridge and Runnymede Youth Hub, which engaged 4 schools and around 70 students in 2023. Additional groups/activities currently being developed include: -'Our beautiful borough' nature and wildlife photography competition being used as a lead-in event from 15 April to 2 June. There is interest in this from multiple photographic clubs in the borough and also schools. -Litter picks have already been organised with Chertsey Clean Up (2 litter picks in Addlestone and

				Chertsey) and New Haw Litter pickers (2 in New Haw). We expect more to be organised closer to the week. -Surrey libraries, alongside Virginia Water library and New Haw library, have stated that they will run events throughout the week. -The Council's Biodiversity Officer is planning to organise an event at Chertsey Meads related to biodiversity and conservation. -There are several other groups across the borough currently working on providing a schedule of events. These include St Johns Egham, the Hub Englefield Green, Holme Farm, Salvation Army Addlestone, and a community growing project at Stroude Road allotments. -The Climate Change team is also developing ideas to engage RBC employees during the week.
CC003 n/a	NEW Climate Change Web Pages and Newsletter	Updating and redesigning the Climate Change web pages of the council website to make them more user friendly and helpful to residents. Initiation of quarterly climate change newsletter.		A phased upgrade is taking place of the website which will go live later this year. As part of the enhancement of the website and linking to our focus on communications, the first climate change newsletter was released in December 2023. These will be sent out on a quarterly basis to residents and interested parties who have signed up to receive them (which currently stands at 460 individuals).
CC019/H WB034/ CC005/ MTFS00 4 1.3.6, 7.2	NEW Identifying funding opportunities	Working with relevant Service Areas and the Grants and Bids Writer to identify relevant grants and funding streams to support emission reductions from council operations and across Runnymede and support the delivery of the Climate Change Action Plan	N/a	Since the last Climate Change Update Report, the Council submitted a bit to the Social Housing Decarbonisation Fund – see Housing section for more detail. As set out in the CEX section, £150,000 has been secured through the Innovate UK fund, and £40,000 has been secured to produce a Borough Design Code (see Planning, Economy and Built Environment section). Officers are currently

				exploring submitting a bid through the SALIX Low Carbon Skills Fund.
n/a

1.7 | NEW Supporting and facilitating home energy efficiency improvements schemes across the borough | Continue to support our partners such as SCC and delivery agents such as Action Surrey and Happy Energy to promote funding opportunities and schemes providing grants and advice for residents for energy efficiency home improvements | Community Services Committee, 4th January 2024 | This action is ongoing. Additionally, the Council is due to issue a Statement of Intent to facilitate and support residents access to ECO 4 funding. This follows the decision of the Community Services Committee in January. The ECO4 scheme is one of many mechanisms the Government has established in helping households decarbonise their homes. The ECO4 scheme provides grants to fund energy-efficient upgrades to homes reducing emissions, electricity and energy bills. These grants pay for new heating systems like boilers, loft or cavity wall installation and other measures designed primarily to increase energy efficiency and reduce fuel poverty and energy costs. |
| CEX010

7.1.3 | NEW Refining and improving emissions monitoring | Improve and streamline the Council's carbon emissions and energy monitoring, measuring and reporting methodologies, in accordance with recommendations made in the Climate Change Study (which may include ongoing officer training). | | Ongoing. Since the last Climate Change Update, the Housing and Assets and Regeneration Teams have signed up to LASER Energy Bureau which will allow the Council to better monitor carbon emissions and energy savings from its buildings. See Assets and Regeneration and Housing sections for more info.

Officers have also started exploring ways to help Service Areas add more information into officer reports on potential carbon reductions/increases associated with different activities, for example through the use of conversion factors for green house gas reporting from reputable sources. |
| n/a

7.13, 7.13.1 | NEW Support the delivery of SCC's Greener Futures | Continue to support delivery of SCC Greener Futures Climate Change Delivery Plan.and continue to engage with SCC and other Surrey authorities on joint carbon reduction opportunities. | | Officers regularly attend Greener Futures Partnership Steering Group meetings and SCC Climate Change Officer meetings. |

and 7.13.2	delivery plan and relevant joint carbon reduction opportunities,			
n/a 7.1.5	NEW Refine and increase carbon impact modelling	Work to cost and carbon impact model the actions set out in the Climate Change Action Plan (and other actions as they are developed).		Officers are working to refine and extend the range of carbon impact estimations associated with Council projects and actions.
CEX010 7.1, 7.1.2 and 7.3.2	Production of 2022/23 carbon emissions report	This will set out the Council carbon emissions for the 2022/23 financial year.	Corporate Management Committee, 18th April 2024	STATUS CHANGE – MOVED FROM PLANNED TO LIVE ACTIVITY Report is presented elsewhere on this agenda.
CC061 7.11	NEW Production of a Sustainable Fleet Management Strategy (SFMS)	The SFMS sets out to provide an environmentally sustainable operational fleet which delivers safe, reliable services to the community and was affordable to the Council, One of the three guiding objectives is around the reduction of harmful green house gases and other local pollutants from the Council's fleet.	Environment and Sustainability Committee, 7th March 2024 Corporate Management Committee, 21st March 2024	Work on the development of this strategy commenced in October 2023. Led by the Climate Change Team working collaboratively with a range of Service Areas. The strategy was endorsed by the Environment and Sustainability Committee on 7th March. Also endorsed at Corporate Management Committee on 21st March. Due to be considered for adoption at Full Council on 25th April.
Planned activities				
CEX010 7.1, 7.1.2 and 7.3.2	NEW Production of 2023/24 carbon emission report	This will set out the Council carbon emissions for the 2022/23 financial year.		Not Started

CCAP Action ID 5.8	NEW Climate Change Adaptation	As a member of the Greener Futures Partnership Steering Group, review Surrey County Council's Climate Change Adaptation and Resilience Strategy and identify how Runnymede Borough Council can contribute to its delivery.		Not started
CEX010 7.1	NEW Climate Change Action Plan: First Review	As agreed in Full Council in Feb 24, the CCAP will be reviewed in September	Corporate Management Committee, 22nd February 2024	Not started
CC003 8.2,8 2.3	NEW Facilitating Carbon Literacy training within the borough	Explore opportunities to support partners to deliver carbon literacy training to a wider audience within the Borough		Not Started
CEX010 7.1, 7.1.1	NEW Service Area Plan CC action monitoring	Adopt and monitor relevant carbon reduction/adaptation priority actions as part of annual Service Area Plans		Not started progress on relevant activities to be picked up on climate change dashboards and biannual CC update reports to CMC.
CC042/ CC063/ CC064 3.3, 6.7, 6.7.1	NEW Electric Vehicle Strategy - delivery	Deliver actions contained in the adopted Electric Vehicle (EV) Strategy for Runnymede to support the transition to electric vehicles. Actions seek to help create a supportive policy environment; enable the creation of new EV charging infrastructure; promote EV benefits to a wider audience; and explore opportunities for joint working with partners to encourage wider take-up (by the Council for its own fleet and by Council employees, as well as private users). Actions also consider the use of e-bikes.	Electric Vehicle Strategy (runnymede. gov.uk)	The Climate Change Team are working with the appropriate service areas to explore EV charging infrastructure options for fleet and public charging infrastructure in our car parks. See report elsewhere on this agenda which relates to EV charging at the Civic Centre.
n/a 1.9	NEW Mapping fuel poor/low EPC	Explore ways of mapping fuel poor households against poor energy efficient homes to target funding/ energy saving advice / support to		This work is taking place as part of our work to promote ECO 4 with community services – mapping EPC data with council tax reduction.

	household to target energy efficiency support	households experiencing fuel poverty and for those where improvements could see the biggest benefits.		
n/a 7.1.4	NEW Climate change champions	Explore benefits of appointing Climate Change & Nature Champions across the Council (Councillors and employees) to help drive delivery of climate change actions throughout members' communities.	N/A	Work is planned to initiate groups of interested officers throughout the council to give feedback in the development of climate change strategies impacting staff. For example, the green travel strategy.
CC007 7.14	NEW Lobbying for resources	Work with partners to put the case forward to central government, trade sectors, and other relevant bodies to gain the resources and powers necessary to meet local and national net zero targets.		For the 2023/24 financial year, the Greener Futures Steering Group agreed a number of key objectives, one of which was to, *'Put the unique Surrey case forward to central government to gain the resources and powers necessary to meet our net zero targets'.* To deliver this objective, it was agreed that before the end of the financial year, a joint statement from the Partnership Board to Government ministers would be issued to ask for consistent funding for Local Authorities to support delivery of our Net Zero targets. This statement was to be drafted by Councillor Marisa Heath: Cabinet Member for the Environment. Officers have written to SCC to confirm if this statement was written and sent, and to request a copy.

Service Area: Assets and Regeneration   **Lead Officer:** Alex Williams

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
Completed activities				
n/a 7.1.3	LASER Energy Bureau	Amongst other things, having LASER Energy Bureau means that the Council will have access to regular Energy Monitoring Reports (cost and consumption, C02 etc) for its Assets and Regeneration Estate. The bureau service will allow the Council to better monitor carbon emissions and energy savings. A dedicated LASER analyst will monitor all of the Council's energy data and provide a breakdown of results based on our agreed specific criteria (i.e. carbon data will be presented in a format to meet our needs).		CHANGE IN STATUS – PLANNED ACTIVITY TO COMPLETED Contract started on 1st January 2024 and for a period of 5 years. No further updates to be provided on this activity.
Live/ongoing activities				
CC017 1.5, 1.5.4	LED Lighting surveys- operational buildings	LED lighting surveys have been carried out for Civic Centre and Chertsey Depot by LASER. The results of these surveys are awaited but will provide information on the cost of upgrading the lighting in both buildings and the carbon emissions savings associated.		STATUS UPDATE: Laser have undertaken a full survey of the Civic Centre. To move forward with the project, further electrical surveys need to be undertaken to ascertain the condition of the existing wiring and supply which will enable Laser to understand the controls and adaptations required for the project. There are some logistical issues we need to overcome due to the Civic Centre being a 24/7 operation. The Assets and Regeneration Team is working on a solution for this.
AR016 1.5.4	Civic Centre building upgrades	This will include replacement of the roof at the Civic Centre, and upgrades/replacement of the Building Management System (BMS), heating, ventilation, air conditioning (HVAC),	[Corporate Management Committee, 14th September 2023](#)	STATUS UPDATE: This is a Grade A corporate project. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		windows mechanism and the lifts. As part of this, it will be explored whether there are any opportunities for installation of renewable or low carbon technologies, subject to cost and pay back.		project. The Q4 update is presented elsewhere on this agenda. This project will include replacement of roof at Civic Centre, BMS, HVAC, Windows mechanism, Lifts.
AR016 n/a	Civic Centre usage	This relates to how much of the internal space at the Civic Centre is required for RBC own staff, stakeholders and tenants (including Surrey Police and SCC), and consideration of how to optimise the use of the space to provide a secure sustainable future for the Civic Centre.	n/a	n/a at current time. Updates as relevant will be provided in future reports.
n/a 1.5, 1.5.4	Operational Assets Conditions Surveys and Mechanical and Electrical condition surveys	These surveys will be carried out across the whole of the operational estate both in respect of our building fabric and the mechanical and electrical plant which make up our unique portfolio. This survey work will help provide a better understanding of where adaptations are required across our estate, including those which will help us work towards our 2030 net zero carbon target.	Corporate Management Committee, November 2023	STATUS UPDATE. Officers are in the process of completing the contract documentation for the new FM Provider who will act as a principal contractor. The contract was signed on 28.3.24. The condition surveys have been instructed and will commence as soon as the contract is signed. The outcome of these surveys evidencing cost and liability along with where appropriate sustainable measures could be directed for the asset base will be reported to Committee in the Autumn
CC014 1.5, 1.5.3	Moving to Greener Energy Supplies	To review and rationalise all power contracts and transition to renewable energy contracts where cost effective to do so, and seeking minimal financial impact to the Council's budget position.	None	NO CHANGE The Council has signed the access agreement for the 2024-2028 LASER Framework period. Officers will be working alongside LASER to explore the options for transitioning its energy supplies across its estate to greener supplies when existing agreements come to an end.

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
AR018 n/a	Portfolio climate change initiatives	Climate change initiatives across portfolio – where possible we will investigate options for sustainable measures within the operational estate subject to budget provision		As and when mechanical and electrical plant expires – (reaches end of useful life) across the operational estate, sustainable measures will be investigated as a possible replacement option subject to cost and viability.
CC024 4.5	Improving availability and use of recycling facilities in Council's operational non- residential buildings.	Officers are working to ensure the Council's operational non-residential buildings and facilities have full recycling services, including food waste, with clear communications in place to ensure they are well used.		STATUS UPDATE. In March 2024, food waste recycling was introduced at the Civic Centre. Staff notified by the internal e news, and signage has been placed in the Tea Points with information on what can be recycled.
CC017 n/a	NEW EPC rating surveys of all Operational Assets	Complete EPC Rating Survey of all Operational Assets to review & rationalise all energy saving functions including lighting - deliver services e.g., the Civic Centre		Linked to condition survey work of our operational assets
AR019 1.5, 1.5.1	Decarbonisation plans for Assets and Regeneration (A and R) Estate	This activity will involve producing decarbonisation plans for the Assets and Regeneration estate to determine the climate change initiatives required to help achieve the Council's 2030 net zero carbon target for its operations and services. A growth bid of £500,000 capital spend has been approved (to be spent over 5 years) for climate change initiatives for the Council's operational buildings.	None	STATUS CHANGE: MOVED FROM PLANNED TO LIVE ACTIVITY Once the ongoing Asset Challenge is complete, this will help determine which buildings should be prioritised for decarbonisation.
	Planned activities			

| CBP ref

CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
AR044

1.5, 1.5.4 | Strategic Review of Council owned Carparks | To ensure required upgrades are considered/delivered as part of any upgrades for ANPR or EV charging installation e.g. switch to LED lighting, upgrade electrics, renew carpark surfacing etc | Environment and Sustainability Committee, 13th September 2023 | Due to commence in 2024/25 Financial Year. Linked to ANPR and EV charging initiatives |

Service Area: Community Services   **Lead Officer:** Darren Williams

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
Completed activities				
HWB040 n/a	Meals at Home Service Review	A review of service delivery options has been completed for Meals at Home, within which consideration was given to the fleet to be used, in conjunction with operational processes and risk. The number of required vehicles was also reviewed.	Thursday 16th March - Community Services Committee	STATUS UPDATE - MOVED FROM LIVE TO COMPLETED ACTIVITY It was agreed that the Meals at Home fleet (for Runnymede and Surrey Heath) be transitioned to an electric fleet and use of this new fleet commenced in May 2023. The March Community Services Report also secured approval (£15,000) for the supporting EV charging infrastructure. There are 7 new EV vehicles in the fleet for the 2 Boroughs and 1 diesel vehicle has been retained. Runnymede contractually has 4 EVs, and Surrey Heath 3 EVs and the diesel. The diesel vehicle is to be swapped between the 2 boroughs every 6 months. This move should decrease emissions by at least 1.1 tonnes per vehicle a year, or 61%. The EV charging infrastructure is not yet in situ but the business continuity plan is in place and the service is operating.
n/a n/a	Biodiversity Officer appointed	This new post, approved at June Community Services Committee will ensure that the Council has a specialist in house advisor in this important area. The officer will sit within the Open Spaces and Community Development team but will also work closely with the	Community Services Committee, 15th June 2023	STATUS UPDATE – MOVED FROM LIVE TO COMPLETED ACTIVITY Interviews held on 9th August 2023. Officer now in post (Andi Roy).

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
		Planning and Climate Change teams (as well as other service areas across the Council) as required.		
Ongoing/live activities				
n/a 7.15	NEW Community Grants Review	Review the criteria in the Council's Community Grants programme to ensure that they can be awarded towards climate change initiatives/groups.		This has been delayed given BVN and the need to determine the available finances for future grant policy. It is hoped this will be taken forward to June 2024 Community Services Committee
CSCD009 5.2	NEW Green & Blue Infrastructure Strategy	Working with the Planning business unit, develop a new Green and Blue Infrastructure Strategy for the borough	Community Services Committee, 16th March 2023	See entry in Planning, Economy and Built Environment Department. This strategy is part written and due to be handed over to the Community Services Team to take over the lead imminently.
Planned activities				
n/a 5.3.4	NEW Management of existing meadows	To involve undertaking an analysis of the current meadow sites across the borough, relating to management, maintenance and current condition, to gain an understanding of possible future requirements required to improve/enhance these sites. Consideration will also be given to further areas that could be naturalised	Environment and Sustainability Committee, 11th January 2024	Not started. This is a new objective to be taken forward by Community Services, following discussion at Environmental Services Committee in January 2024.
HWB045 5.7	NEW Allotment Site Opportunities	To identify demand for additional allotment sites within the borough and consider options for	n/a	Not started

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
		increased provision of individual allotments and community led allotments/growing projects.		
CC034 7.7, 7.7.1	NEW Meals on Wheels Sustainability	Review waste associated with Meals on Wheels and Day Centres meal services, and sustainability of meals served, including considering the sourcing and ingredients of meals and challenge providers to meet environmental objectives.		Not started
CSCD010	NEW Park & Open Space Development Plans	Commence writing plans for park and open spaces sites across the borough (minimum 5 for agreed sites), incorporating development, assets, income generation opportunities, facilities, maintenance arrangements, biodiversity plans etc.		Not started
CSCD016 7.11	NEW Implement the approved outcomes of the Community Transport review	Implement the approved outcomes of the Community Transport review, both in terms of social value services provided by the Council and any contract opportunities that are agreed to be pursued.		Not started
CSCD025	NEW Work in partnership with Surrey County Council on potential	SCC are currently operating a scheme whereby they will match EV vehicle purchases, with the provision of two further EV		Not started

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
	EV fleet for Community Transport	vehicles, to Community Transport providers. Opportunity is to be explored to determine whether viable for RBC/SHBC to enter such an arrangement, and if so, to progress to implementation		

Service Area: Customer, Digital and Collection Services   **Lead Officer:** Linda Norman

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
	Live/ongoing activities			
n/a 7.9	Disposal of IT Assets sustainably ongoing	in 2022, a new contract was put in place for the disposal of IT hardware and peripherals across the Council. Stone Group who are ISO:14001 accredited were appointed. Their collection service includes the data erasure, disposal, and refurbishment of IT hardware, cabling and peripherals. Stone Ltd have been accredited by Valpak for its Zero landfill policy. The asset disposal solution will ensure that no hardware is sent to landfill. The Council will be rewarded for recycling its IT assets responsibility with Stone Ltd by planting trees in The National Forest as part of Stone's ongoing commitment to a sustainable future. In addition, this initiative with the Stone Group now generates a modest income stream for the Council.	Thursday 24th February 2022 – Corporate Management Committee	Review of the success of the IT disposal contract will be carried out on an annual basis, assessing the degree to which IT hardware has been reused and recycled and making improvements as required. Approx. £1800 refunded to the council through sale of reconditioned hardware . 3 year contract. As this is now a BAU/ongoing activity, this entry will not be reported in future climate change update reports.
CC059 1.5.4	Review all Car Parks to Establish Potential to install EV Charging Point Facilities	Officers are working to facilitate public charging points across the borough on Council owned land, subject to demand and available funding. The initial focus is on Council owned car parks but there is future potential to look at other locations in the longer term.	Environment and Sustainability Committee, 6th June 2024	STATUS UPDATE: Officers have been working with the Energy Saving Trust to identify suitable locations for EVC installation. Report of findings and proposed carparks recommended to be prioritised for EV charging due to go to Environment and Sustainability Committee in June 24

n/a n/a	Hardware Refresh for Councillors	Committee approval was given in July 2023 to begin procurement and rollout of replacement IT devices for Councillors in early 2024. This would allow new devices to be deployed following the May 2024 elections. Committee approval was also given to extend the replacement cycle for councillor IT devices from four years to a minimum of six years. Devices may be replaced sooner if they are lost, stolen, or beyond economic repair. The committee report considers in detail environmental considerations associated with the roll out.	13th July Corporate Management Committee	STATUS UPDATE: Devices delivered, initial build of software completed. Awaiting details of elections, induction booked for 11 May 24 for hand out of devices and IT induction, to encourage Cllrs to go paperless.
CC038/ CDCS012 7.8, 7.8.7	ANPR introduction and Pay and Display Parking Machine Upgrade	A business case has been approved to upgrade the Pay and Display machines in the Council's car parks. This upgrade will be linked with ANPR technology and aims to provide a contactless system and allow paperless permits. A contactless system will mean that operatives will no longer be required to collect money from the machines, which will result in a cost saving to the Council and also reduce carbon emissions from vehicle trips. As part of the upgrade to the machines in the car park, the use of renewable technologies will be explored to power the machines, for example, the use of solar technology.	Environment and Sustainability Committee, 13th September 2023	STATUS UPDATE: Part 2 reports were presented to the September meeting of the Environment and Sustainability Committee on the procurement of replacement of pay and display machines and use of ANPR in 4 car parks. Currently within tender process. Currently going through clarification questions with potential suppliers. Evaluation of tenders planned for end of March 24.
OD39/ CDCS014/ CDCS012	One Account Enhancements	Further enhancements to the Council's OneAccount to include an online Parking portal to digitalise the parking service and increase the Council's online offer is		STATUS UPDATE: In Nov 23 the parking portal was integrated with the One Account website. Officers will also be reviewing how the

ID 7.8, 7.8.5, 7.8.6		planned, and this is set out in the 2023/24 Service Area Plan for this department.		Council takes payments in FY 24/25.e.g. reviewing use of paper permits etc.
	Planned activity			
n/a 7.8	Reviewing multifunctional devices	Rationalise the number of printers and create more email forms. Collaboration with housing department to save paper.		Not started
CDCS008 7.10	Waste and Recycling Software Improvements	Included in the 2023/24 Service Area Plan for Customer, Digital and Collection Services is an initiative to carry out improvements to the Council's waste and recycling software. This will improve efficiency of waste collections and allow real time access for customers to report missed bins. From a climate change perspective, this will also enable optimisation of waste collection rounds	Corporate Management Committee, 14th December 2023	Following approval at Corporate Management Committee in December 2023, this project will commence in 2024/25 and will be reported on in the quarterly PMO updates as a Grade B project.

Service Area: Environmental Services   **Lead Officer:** Helen Clark

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
Completed activities				
CC005 5.3/ 5.3.2	Local Authority Treescape Fund (LATF)	The LATF is the key Government offer for local authorities (LAs) to restore tree cover in non-woodland areas which may have been impacted by issues such as disease, habitat degradation or ageing tree stock. The fund is focused on planting and natural colonisation of trees in areas outside of woodlands, including parklands, riparian zones, urban areas, beside roads and footpaths as well as trees in hedgerows and field boundaries (not hedgerows themselves).The fund is open all year and offers capital funding is offered to successful applicants. The Council has historically worked with Surrey County Council to access this fund.		The RBC application for treescape funding via SCC the following was secured: 2021-22 – £10,044 (including only planting) 2022-23 – £13,027 (including ground preparation, planting and three years of maintenance) 2023-24 – £6294.50 (including ground preparation, planting and three years of maintenance) As a result of this funding, the Council has been able to plant approx. 2879 trees at sites including Chertsey Meads, Homewood Park, Thorpe Lea, Bishops Way and Aviator Park.
Live/ongoing activities				
ES001 7.11/7.11.1	Grounds Maintenance	Embedding new Grounds Maintenance arrangements. This could include amended practices which have a positive impact for climate change/the environment.		NO CHANGE In progress, new BAU. Started in February 2023. Ongoing

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
ES002 1.5/1.5.1	Depot Refurbishment	Relevant to the Council's response to climate change, the specification for the Depot Refurbishment contains the following key elements: -EV Vehicle charging points: The viability of installing EV charging points will be reviewed and a minimum of two spaces allowed for within the scheme subject to feasibility (i.e. that there is adequate power on the grid to achieve this). -Mechanical Plant: A condition survey of the existing mechanical plant and equipment throughout the site is to be undertaken. Where plant and equipment is at its end of life, there will be an allowance for a specification to upgrade to meet current regulations and improve efficiency throughout the site. This is to include heating and ventilation of all occupied areas and consideration will be given to renewable/low carbon technologies to help the Council meet its 2030 Net Zero Carbon target for its operations.		This Grade A corporate project commenced in September 2022. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q4 report is reported elsewhere in this agenda. EV charging points were installed in Autumn 2023. It is proposed that this project is not reported in future Climate Change Update reports given that the works to the fuel tank and HVO transition have been separated from this wider project and are reported elsewhere in this table. The remaining elements of the wider Depot project are primarily related to addressing health and safety concerns and are therefore less relevant to future iterations of this report.
CC037 5.3/5.3.2 & 5.3.3	Re wilding, replanting and green projects	Includes the Sustainable Planting Policy which incorporates planting principles that will help guide the Council in meeting challenges posed by our changing weather systems, offer support to native species, and encourage biodiversity.	Environment and Sustainability Committee, 17th November 2022	STATUS UPDATE. Parks and Open Spaces planting is currently being undertaken by the Open Spaces Team and is scheduled to be competed in April. Moving away from annual bedding plants and using

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
				perennials and drought resistant plants to minimise future maintenance and watering. All the beds will be topped up with strulch which is a type of mulch which helps retain moisture in the ground.
CC024 4.4	Recycling initiatives	The following initiatives are being rolled out at the time of writing this report: • Dedicated communal collection project (ongoing) –creating a round specifically that collects bulk bins from flats in order to get a more consistent overview to see why flats struggle to dispose of their waste; • Flats above shops (ongoing) – where possible exchanging the bulk bins to individual lockable bins so that it can prevent fly-tipping and the public from using their bin, and overall reducing the amount of overflowing bins across the borough; • Food waste project (ongoing) – Improving our own housing stock by introducing more food waste bins, and delivering toolbox talks; • Recycling improvements project (ongoing) – Working with JW (Joint waste) to improve the boroughs recycling through leaflets, recycling bin modifications; • Pilot introduction of recycling bins within parks and on the High Street. The project to start at the Runnymede Pleasure Grounds. -Contamination work (Autumn 2022) –The Surrey Environment Partnership (SEP)		STATUS UPDATE: Remains on going. The recycling team have discussed increasing comms and additional food waste bins in all the councils communal housing stock. Continuous improvement will look to be made during the start of Summer 2024. The dedicated communal collection project will tie together with Digital Services who are working on optimising routes for the waste team. Aim for completion end of 2024.

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		worked with RBC to analyse the borough's contamination rates in individual bins. This looked at contamination rates in specific geographical areas of the borough.		
CC026 3.5/3.5.1	Monitoring Air Quality	Dynamic monitoring of air quality is being undertaken to determine if any areas meet the criteria to establish an Air Quality Management Area. The Council works with SCC where existing road infrastructure is contributing to poorer air quality.	Environment and Sustainability Committee, 7th March 2024	STATUS UPDATE: The draft AQAP was taken to Committee on the 7th of March. Due for consultation end in April 2024.
ES008 4.2	SEP 2025	A recommendation is being brought to E and S Committee in March 2023 to adopt the Surrey Environmental Partnership approach to waste prevention and recycling in Surrey for the next three years known as SEP 2025; and approve Runnymede Borough Council's Service Delivery Plan relating to SEP 25.	Environment and Sustainability Committee, 9th March 2023	STATUS UPDATE: The Council is awaiting a Service Delivery Model from the SEP. This is due to be received in late 2024 (delayed due to DEFRA announcing the Simpler Recycling Plans which will start in 2026).
CC030 7.11/7.11.1	HVO review	The switch is dependent upon a new fuel tank and fuel management system being purchased for the depot. The cost of the switch to HVO fuel (£100k revenue growth for additional cost of HVO fuel) was approved as part of the budget in February 2023.	Environment and Sustainability Committee, 7th March 2024	STATUS UPDATE – MOVED FROM PLANNED TO LIVE ACTIVITY HVO to become the preferred fuel choice for the Council's fleet from the 2024/25 FY. In terms of emissions reductions possible through use of HVO, based on the fuel usage for the 2023 calendar year and the 2023 emission conversion factors from the Department for Energy Security and Net Zero (DESNZ), it is estimated that a 100% transition to HVO could result in a greenhouse gas emissions saving of up to 648 tonnes of CO_2e per year.

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
				Taken against the 657 tCO2e generated by the diesel fuel use, this represents a significant potential reduction in emissions (98.6%).

Refurbishment of the existing fuel tank and installation of the fuel management system will be completed in early April 2024. The Council is due to receive its first delivery of HVO fuel in April 2024. |
| **Planned activities** | | | | |
| ES023

7.11/7.11.1 | NEW Implementation of Sustainable Fleet Management Strategy | The Sustainable Fleet Management Strategy (SFMS) seeks to streamline and coordinate the Council's activities associated with the management of its fleet. The strategy also sets out a road map to transition the Council's fleet to net zero carbon emissions in line with climate change commitments set out in its Climate Change Strategy (adopted October 2022). | Environment and Sustainability Committee, 7th March 2024 | If the SFMS is adopted at Full Council on 25th April 2024, the Environmental Services Team will be the lead team which will coordinate its implementation. Other service areas who will be involved in/support the implementation of the strategy includer Community Services, Customer, Digital and Collection Services, Finance, Climate Change, Procurement and Human Resources. |
| ES003

5.4/5.4.1 | Tree Surveys | Identify condition of council owned tress in the borough to look at risks and mitigation. | | 2024 start expected |

Service Area: Financial Services   **Lead Officer:** Paul French

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
	Live/ongoing activities			
F006/ OD047 7.8/7.8.1	Joint HR/Payroll System Initiative	This new system will assist in making work flow efficiencies. An additional benefit is anticipated to be the reduction in the need for paper documentation.		STATUS UPDATE: This Grade A corporate project commenced in May 2023. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q4 update is presented elsewhere on this agenda.
Planned activities				
OD048 7.8/7.8.3	New Financial Management System [FMS]	Given the need to focus resources on the joint HR/Payroll system, there are no additional projects in the next financial year. However, subject to committee approval, the tendering for the implementation of a new financial management system is proposed which is anticipated to transform workflow practices and significantly reduce the need for paper documentation across the Council. Delivery of this initiative is anticipated to take 2 years.		Not started but will be reported as a Grade A corporate project. Once the project has commenced, Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. Once the project has commenced, officers in the Climate Change Team will seek to quantify its impact in terms of reducing paper usage.

Service Area: Housing Services   **Corporate Head:**   Maggie Ward

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from September 2023), and any additional relevant information
Completed activities				
n/a	Moving energy supply to LASER contract for communal areas and IRL	The Housing Department is in the process of moving approximately 40 of its energy supplies for its communal areas onto the Council's wider LASER energy contract. This will mean for the 2024-2028 flexible procurement framework period with LASER that the majority of all of the Council's scope 2 energy suppliers will be under this LASER arrangement. Not only is this expected to have cost avoidance benefits based on the success of previous frameworks with LASER, but moving the Housing Estate communal supplies on to this framework will open up various routes to assist in achieving our 2030 Net Zero Carbon target via energy supply agreements.		STATUS CHANGE: MOVED FROM LIVE TO COMPLETED ACTIVITY. New framework period commenced in October 2023. No further updates to be provided on this activity.
H009	IRL Boilers	Two gas boilers in our Independent Retirement Living require replacement (Beomonds and Floral House)	Housing Committee, 7th June 2023	STATUS CHANGE: MOVED FROM LIVE TO COMPLETED ACTIVITY The March and June Housing Committee meetings in 2023 gave permission for two boilers to be upgraded. Upgrading two IRL boilers is estimated to reduce emissions by an estimated 50 tons per annum.
n/a 7.1.3	LASER Energy Bureau	Amongst other things, having LASER Energy Bureau means that the Council will have access to regular Energy Monitoring Reports (cost and consumption, C02 etc) for its Assets and Regeneration Estate. The bureau		CHANGE IN STATUS – PLANNED ACTIVITY TO COMPLETED Contract started on 1st January 2024 and for a period of 5 years. No further updates to be provided on this activity.

		service will allow the Council to better monitor carbon emissions and energy savings. A dedicated LASER analyst will monitor all of the Council's energy data and provide a breakdown of results based on our agreed specific criteria (i.e. carbon data will be presented in a format to meet our needs).		

Live/ongoing activities				
CC019 1.3.1 and 1.3.2	Working to EPC C rating by 2030 (some upgrades as part of the Decent Homes Programme will contribute to meeting this target)	Currently RBC has 757 properties with an energy efficiency rating below a C. All of these properties are general needs accommodation. 443 of these properties will achieve a C rating by the installation of new doors, windows, boilers etc. via RBC's 'Decent Homes' programme. The remainder 331 will require additional work on top of what is planned under the Council's capital programme to achieve a C rating. At the beginning of 2022 it was estimated that £8.78m of investment will be required in the Council's housing stock to deliver the target of 'ensuring all RBC owned social housing units have an energy efficiency rating of C or above by 2030'. £1,790,000 has come through the LAD1 (this amount includes 30% match funding from RBC. A further £3.7m of work identified to improve the energy performance of the Council's housing stock will use resources from within the Housing Revenue Account Business Plan and will be phased over 4 years from 2022 – 2026. This leaves a shortfall of approx. £3.29 million.	Wednesday 8th March – Housing Committee	STATUS UPDATE: This Grade A corporate project commenced in January 2022. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q4 update is presented elsewhere on this agenda. This project has the potential to reduce emissions from the Council's social housing stock substantially from the 9,529 tCo2e reported for 2022/23. The Climate Change Team will be working with the Housing Team to better understand the proposed trajectory of works so that year on year estimates of emissions reductions can be captured and reflected in future updates.
HO21 and CC020	New homes EPC A (incorporates	All new homes constructed by the Council's Housing Department will be constructed to		NO CHANGE: The development of the Council's new build housing schemes as

CBP Ref/CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March
1.4.2	Development of a new Council House building programme)	meet EPC A, pending further evidence around viability and feasibility at the detailed design stage.		undertaken by the Housing Department are Grade A corporate projects. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. Q4 update published elsewhere on this agenda. As these projects mature, the Climate Change Team will be working with the Housing Department to better understand the green credentials of these new homes.
H027 4.4	Reduction of waste to landfill	This is an ongoing process with tenants to maximise recycling rates, including increasing the number of food waste bins used by Council house tenants and investment in 'refuse areas' at Council-owned housing blocks to promote recycling, and reduce the amount of waste going to landfill.		This project commenced in March 2021. STATUS UPDATE: Officers have met with the Recycling team and agreed to provide better data on blocks of flats and joint comms/education to tenants. Anticipate that new Tenancy Service Manager (start in April 2024) will pick up this work when their employment begins.
Planned activities				
CC021 1.3/ 1.3.5	NEW Council Heating Plan	This activity will involve the development of a Council Heating Plan to transition away from gas.		Not yet started

Service Area: HR and Organisational Development   **Corporate Head:** Kate Enver

CBP Ref/CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March

				2023), and any additional relevant information
Live activities				
CC045 7.12/ 7.12.4	Active Travel for employees	Review existing and develop new policies to encourage colleagues to adopt Active Travel to commute to work through: • Green Travel policy for employees • Salary Sacrifice Scheme to purchase bicycles. • Season Ticket Loan Scheme for commute to work.		CHANGE IN STATUS: PLANNED TO LIVE ACTIVITY Early work underway. First action will include staff surveys and focus groups. The Climate Change Team will be working with Human Resources to deliver this activity.
OD047	NEWLY LISTED Rollout of new HR and Payroll System	Activity involves the procurement and implementation of a new HR and Payroll solution to underpin the transformation of the HR and Payroll services.		This is a Grade A corporate project. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q4 update is presented elsewhere on this agenda. The project is listed in the Climate Change update report as this new system will replace all paper forms currently used by the HR team which will further reduce the paper use of the Council.

Service Area: Planning, Economy and Built Environment (minus central Climate Change Team which is reported separately)

Corporate Head: Ashley Smith

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
	Completed activities			
CC062 Not in CCAP as adopted at time of adoption	CHANGE IN STATUS Development of Electric Vehicle Strategy	The main purpose of the EV Strategy is to develop a borough wide approach in the period up to 2030 to encourage the transition from petrol and diesel vehicles to electric vehicles (EVs) as part of a sustainable transport system. The Strategy will also encourage the use of e-bikes.	Corporate Management Committee, 23rd November 2023 Full Council, 7th December 2023	STATUS UPDATE – MOVED FROM LIVE TO COMPLETED ACTIVITY Electric Vehicle Strategy was endorsed by Corporate Management Committee in November 2023, before being adopted at Full Council in December 2023. The published EV Strategy can be viewed at: Electric Vehicle Strategy – Runnymede Borough Council
n/a 1.2.1	CHANGE IN STATUS Climate Change Study part 2 (Local plan evidence on Climate Change)	The stage 2 work considers various ways that the revised Local Plan can be strengthened in response to climate change. It is made up of the following 5 tasks: Task 1: Establish a 'high level' baseline scenario for the 2040 Local Plan Task 2: Energy Standards for Domestic & Non-Domestic Properties Task 3: Sustainable Design Principles Task 4: Renewable & Low-carbon Energy Capacity Assessment Task 5: Climate Change Adaptation Policy Recommendations and supply the consultants with final feedback.	n/a	STATUS UPDATE - MOVED FROM LIVE TO COMPLETED ACTIVITY. Project completed and final Climate Change Study documents are published on the Council's website at: 2030 Local Plan Review Evidence Base documents – Runnymede Borough Council. This evidence base will be used to underpin the Local Plan Review.
DM005 n/a	Development Management climate change review	To identify and introduce new ways of working to reduce the business unit's carbon footprint/positive impact on climate change	None	CHANGE IN STATUS FROM LIVE TO COMPLETED: Review carried out with the Climate Change Team to identify possible additional ways in which this Team could reduce carbon footprint. Review has set out that this team has already

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
				transitioned to a digital system. Decision letters and other notifications/correspondence is sent digitally by default. Application documentation and plans are only seldom printed. All officers in the Development Management Team have access to Adobe Pro which enables them to measure from scaled plans on their computer screens. -Officers have been asked to group their site visits wherever possible to reduce trips and milage. -Officers have been asked to walk to site visits from the office where feasible. -Officers in DM tend to work independently and carry out site visits alone. There could be opportunities to reduce trips if officers car shared for site visits, although this could reduce officer time for report writing/other office based work if an officer is spending excess time out the office whilst another officer is doing their visits. -Officers work from home regularly in line with the Coucnil's Agile Working Policy which will help reduce emissions associated with home to office commuting. Possible additional measures identified are: -If EV pool cars were introduced, staff could use these for site visits to reduce emissions from business milage. -Exploring increased opportunities for car sharing will be mentioned to the DM Team at a future team meeting, although it will be stressed that this must be mutually beneficial and not have a material impact on the ability of either staff member to write up their reports and complete their other officer based work. This is particularly important given the government targets that are set for Local Authorities related to timely decision making.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
DM006 1.1.1	Planning System training	Train staff on changes to planning system in terms of NPPF updates and levelling up bill.	None	CHANGE IN STATUS FROM LIVE TO COMPLETED Embedded as BAU activity. Regular DM team meetings help embed learning and flag changes at the national level. These meetings present an opportunity from Planning Policy staff to attend to present items as required. Some staff from Development Management recently attended Design Code training. Future staff training on the proposed Energy and Sustainability SPD will be delivered (during 2024/25).
ED015/ CC058 6.5/ 6.5.1	CHANGE IN STATUS Promotion of LoCASE (ED015)	The Low Carbon Across the South and East (LoCASE) programme was supported by the European Regional Development Fund to provide a free business support programme to SMEs in the South and East. The aim was to help businesses to become more competitive and profitable while protecting the environment and encouraging low carbon solutions. Grants of up to £10,000 were provided (although match funding is required) as well as training workshops and fully funded events.	n/a	STATUS UPDATE – MOVED FROM LIVE TO COMPLETED ACTIVUTY LoCASE3 fund launched in November 2022 and closed in June 2023. The final number of enquiries from businesses in Runnymede was 78. Of these, 46 businesses had a needs assessment so LoCASE would have looked with them at where carbon savings could be made. Of these 15 businesses were awarded grants. Of these 13 claimed their grant. The total grants claimed totalled £112,036.88. The total investment from the SMEs was £327,649.59. It has been estimated that 124.79tCO2e will be saved across these businesses per annum (equates to an average annual saving of 9.6tCO2e per business). Total annual savings from claiming SMEs was estimated to be in the region of £57, 681.62 (an average of £4,437 per business per year).
Live/ongoing activities				
ED015/ CC058 6.5/ 6.5.1/ 6.5.2/	Promoting other business support initiatives through Business Runnymede	The Council will continue to work with organisations including Surrey County Council to promote other support initiatives for businesses which become available.		STATUS UPDATE. Currently the A3 EV grant funding programme is live and potentially relevant to Runnymede businesses. The grant offers £5,000 for a small and £10,000 for a large new fully electric light commercial vehicle for businesses and charities to switch their diesel van if they use the A3 regularly.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
ED006	NEW Runnymede Business Awards 2024	Annual Business Awards to celebrate businesses in Runnymede		The closing date for submissions is 12pm on Wednesday 24 April 2024. The Awards contain a Sustainability Award for the second year running. The awards ceremony will take place on Friday 21 June.
PPED001 1.2/ 2.1/ 3.2/ 4.1/ 5.1/ 6.1	Local Plan Review	The Local Plan Review offers a significant opportunity to revisit the policies in the 2030 Local Plan to see if their contribution to climate change mitigation and adaptation can be strengthened and determine whether any new policies should be introduced. Subject to the content of future National Development Management Policies (NDMP), there is potentially scope for policies to play a greater role in, for example, improving the sustainable design and construction of new development; promoting the provision of active travel, low carbon and renewable energy infrastructure; and protecting and enhancing green and blue infrastructure to adjust to the adverse impacts of climate change. The Local Plan also has a significant role to play in setting the spatial distribution of new development in the Borough to ensure sustainable patterns of development.	Planning Committee, 28th June 2023 Planning Committee, 25th October 2023	STATUS UPDATE. A further update on the government's planning reforms was provided at the meeting of the Council's Planning Committee on 25, October 2023. This included providing information about a further consultation paper, produced by the Government in July 2023, on the Levelling Up and Regeneration Bill and its plan making reforms, and setting out a high-level picture of the current and future workstreams of the Planning Policy team up until the new plan making system was expected to commence in late 2024. A report is being taken to April 2024 Planning Committee to agree a provisional timetable for the Local Plan Review. The scope and content of NDMP are still awaited. It is expected that there will be a NDMP on climate change. NDMPs are expected to be consulted on in Spring/Summer 2024. A briefing was given to the Planning Committee in January 2024 on recent national planning consultations and reforms. Information on updates to the Biodiversity Net Gain regime and climate change consultations were also included.
CC066 1.1/ 1.1.3	NEW Climate Change	It was agreed at 28th June 2023 Planning Committee that details of new/revised climate change planning	Planning Committee,	Energy and Carbon Supplementary Planning Document currently being prepared. To be reported to May Planning

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
	Planning Guidance	guidance that could be adopted by the Council in the interim period whilst the new Plan Making system is awaited would be provided to the Planning Committee this Autumn.	25th October 2023 Planning Committee, 24th April 2024	Committee where approval will be sought to go out to public consultation.
CC065 1.1/ 1.1.4	NEW Production of Net Zero Toolkit for Runnymede	The Toolkit sets out best practice approaches in design, specification, construction and fit-out of a net zero compliant new build or retrofit project. It provides a technical, go-to guide on what to consider in the very early stages of design, how to achieve fabric energy efficiency, what systems to consider and include, where to go for expert advice, and what to consider once a project has been completed and is being handed over to occupants.	Corporate Management Committee, 21st March 2024	Matter raised in motion at Full Council in December 2023. Draft toolkit presented to Climate Change Members Working Group in January 2024. Final toolkit approved for adoption at March CMC.
CSCD009 5.2	Corporate Green and Blue Infrastructure (GBI) Strategy	The purpose of the GBI Strategy is to set the framework for the Council's approach to GBI; identifying the assets and features we have, whether there are any deficits or weaknesses and where/how these could be strengthened with opportunities/ projects for improving/enhancing GBI and partners required to aid delivery clearly set out. In relation to climate change, the strategy could make recommendations related to provision of multi-functional GBI, projects to	Thursday 16th March – Community Services Committee	STATUS UPDATE The audit of GBI assets and features in the Borough has been completed and high level conclusions drawn regarding quantity, accessibility and gaps in provision. A draft vision, objectives and priorities have also been drawn up and along with the audit were presented to an All Member Briefing in September 2023. Early stakeholder engagement on the audit, vision, objectives and priorities was also held in November 2023 and Officers are currently responding to comments received to feed into the draft Strategy. The early sections of the draft Strategy should be completed April 2024 ready for handover to the Open Space & Community Development Manager for the next stage in preparation.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		help adapt to long term implications for flood risk, cooling & shading, the capture of carbon, projects which could help contribute to delivering 1.2m trees in Surrey. For biodiversity, the strategy could make recommendations related to halting decline, promoting conservation, increasing woodland, identifying wildlife corridors, enhancements at catchment/landscape scale.		
CC029 3.6/ 3.6.1/ 3.6.2	Local Cycling and Walking Infrastructure Plan (LCWIP)	LCWIPs are an initiative from Central Government asking local authorities to put together a long-term strategic approach for the walking and cycling infrastructure which is required across an area. The RBC LCWIP project is led by Surrey County Council with RBC part funding the consultants. More information about the Runnymede LCWIP can be found at: Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) - Surrey County Council (surreycc.gov.uk)	TBC	Project started in March 2021 and phase 1 is now complete. STATUS UPDATE Stage 2 feasibility design/development of the Runnymede LCWIP has now commenced and an All Member Briefing held in November 2023. Feasibility design/development work is against the phase 1 priority cycle corridors and core walking zones as identified from the LCWIP report. This design stage including public consultation on the proposed schemes is expected to complete summer 2024, depending on complexity of route. Final stage detailed design will then be undertaken for the DfT/Active Travel England (ATF4) 'development funded' routes from the Runnymede LCWIP (corridors 1 & 2; Chertsey to Weybridge, via Addlestone). Design work is being undertaken in preparation for being in position to bid for potential future DfT/ATE funding rounds for scheme delivery.
CC042	E-Bikes Pilot	As part of the wider Electric Vehicle Strategy that is being developed, a	n/a at current time	STATUS UPDATE: Project currently paused. Potential for part funding the capital costs of a scheme in the north of the

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
3.3		specific action is being investigated in relation to E Bikes.		Borough is currently being explored with Surrey County Council through S106 contributions. Without this investment, a E Bike pilot is unlikely to be progressed at the current time.
CC043 3.6/ 3.6.3	Egham Local Streets Improvements project (relates to Investing in Sustainable Infrastructure activity-ED014)	As part of the first tranche of Local Street Improvements schemes being taken forward in Surrey, a zone has been identified in the Egham Hythe area. For this zone, SCC is seeking external funding for design development. Work is focusing on interventions that will improve the pedestrian and cycling environment through lowering traffic speeds and increasing the perception of road safety, particularly for vulnerable road user groups. Estimated that the cst of delivering improvements will be in the region of £540,200. DfT has awarded funding of £97,000 to develop design proposals and deliver stakeholder engagement. Construction provisionally planned for 2024/25.	Surrey County Council Cabinet Report, 23rd June 2023	STATUS UPDATE: Initial stakeholder engagement on the LSI proposals for Egham Hythe took place 27 September to 8 November 2024 with Surrey County Council (SCC) currently responding to comments received. Stage 2 feasibility design work is now being undertaken by SCC and further consultation with the local community is likely to take place summer 2024 with Stage 3: formal public consultation to follow. SCC may bid to Active Travel England 2024/25 for further funding for scheme delivery.
CC054 1.2/ 1.2.6	NEW Production of Design Code for Runnymede	A design code is a set of design requirements for the physical development of a site or area. It is made up of rules that are clear, specific and unambiguous, and it should normally include extensive graphical illustrations. The code should build upon a design vision,		In December 2023, the Government confirmed that Runnymede had been successful in securing £40,000 to deliver this project. Consultants BPTW were appointed in January 2024 to work collaboratively with officers to deliver the Design Code. The consultants have undertaken staff training (staff across the organisation were invited to attend). The consultants have also carried out a range of site visits across the Borough with officers.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
		such as a masterplan or other design and development framework for a site or area.		
ED028 3.6/ 3.6.3	NEW Chertsey Local Streets Improvements project	As part of the first tranche of Local Street Improvements schemes being taken forward in Surrey, a zone has been identified in the Chertsey area. For this zone, SCC is seeking external funding for design development. Work is focusing only on improvements within public highway spaces.		Public consultation took place between 26 Feb and 29 March 2024. Through this consultation, SCC wanted to hear from people who live, work, travel through and spend time in the Chertsey area to design more people-friendly streets for all. Respondents were asked to provide suggestions for where improvements would be beneficial using a pin drop and comments facility.
ED004/ ED005/ CC058 6.3	Launch of the Runnymede Business Growth and Innovation Service	The Runnymede Business Growth and Innovation Service, amongst other things, provides advice to help businesses become more sustainable and will help businesses which work in the green sector to grow. The service is being delivered by Coast to Capital who have 10 years experience of delivering the LEPs Business Growth Hub. Coast to Capital will work closely with RHUL, Business Runnymede, local Chambers, the Federation of Small Businesses, the Department for Business and Trade and the Enterprise Europe Network (EEN), which will facilitate regular liaison with regional management and local International Trade Advisers.		CHANGE IN STATUS FROM PLANNED TO LIVE ACTIVITY Runnymede Business Boost was launched on 1 November 2023 and has made a good start. It has been established in Royal Holloway University of London`s Enterprise Hub. In the first 3 months: • 120 businesses have received advice to date. • 8 businesses have received in depth mentoring and coaching, • 2 peer to peer networking events have been completed. • Grant funding of £25, 894 has been approved to support the growth of 6 businesses. The grants include a grant of £3,495 awarded to a retailer to purchase an Electric Cargo Bike for deliveries. A series of workshops with Royal Hollaway University of London will begin in March 2024 focusing on supporting innovation and growth.

Appendix 2-Completed activities which have been removed from the Climate Change Update Report

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Date removed from Climate Change Update Report? Additional info on CO2e savings
CEX Office				
n/a n/a	Adoption of Council net zero target	See September 14th CMC report	Full Council, 26th January 2022	Removed in April 2024 Set commitment to reducing the emissions from the Council's operations to net zero by 2030
n/a n/a	Adoption of Procurement Strategy, Sustainable Procurement Policy and Social Value Policy	See September 14th 2023 CMC report	Full Council, 27th April 2023	Removed in April 2024 In 2022/23 emissions from third party suppliers stood at 6,275tCo2e. Implementation of these strategies and policies are anticipated to help reduce emissions in this area.
Central climate change function				
n/a n/a	Adoption of Climate Change Strategy	See September 14th 2023 CMC report	Full Council, 20th October 2022	Removed in April 2024 Reconfirms commitment to reducing the emissions from the Council's operations to net zero by 2030. Council's operational carbon emissions in 2022/23 stand at 1,424tCO2e. This is a reduction of 9% from the Council's base date of 2019/20.
n/a 1.7	Green Homes Grants: LAD 1B and LAD2	See September 14th 2023 CMC report	Environment and Sustainability Committee, 17th November 2022	Removed in April 2024 Updated EPC report for relevant properties have not been conducted, but the estimated savings for Runnymede is approx. 5 tCO$_2$e

n/a n/a	Great Big Green Week 2023 (GBGW)	See September 14th 2023 CMC report	Thursday 23rd February 2023 – Corporate Management Committee Corporate Management Committee, 14th September 2023	Removed in April 2024 It has not been possible to quantify any emissions savings brought about through engagement carried out during the course of the week.
Assets and Regeneration				
n/a 1.5	Installation of Photovoltaic Panels on Council Owned Assets	See September 14th 2023 CMC report	None	Removed in April 2024.
n/a n/a	Development of Council Assets: Magna Square	See September 14th 2023 CMC report	n/a	Removed in April 2024 EPC A rated residential building also includes a number of measures within its structure to support the environment and climate including solar controlled glazing, low energy internal lighting, waste water heat recovery system, highly efficient thermal insulation, high thermal mass soffit boards, low water use fixtures. One of the buildings has a living roof and a low water irrigation strategy has been developed to minimise water usage.
n/a n/a	Development of Council Assets: Chertsey Business Park	See September 14th 2023 CMC report	n/a	Removed in April 2024 All units have achieved EPC Grade A rating. The completed development aims to ensure a minimum 6% decrease in CO2 emissions over 2013 Buildings Regulations
AR008 n/a	Procurement of Facilities Management contract for student block at Magna Square	See September 14th 2023 CMC report	May 2023 CMC	Removed in April 2024
Community Services				

	Meals at Home Service Review	See September 14th 2023 CMC report	Thursday 16th March - Community Services Committee	Removed in April 2024 There are 7 new EV vehicles in the fleet for the 2 Boroughs and 1 diesel vehicle has been retained. Runnymede contractually has 4 EVs, and Surrey Heath 3 EVs and the diesel. The diesel vehicle is to be swapped between the 2 boroughs every 6 months. This move should decrease emissions by at least 1.1 tonnes per vehicle a year, or 61%. When looking at the 4 vehicles owned by RBC, the running cost of the electric vans was £1375.48 over a 3-month period (this includes the electricity used to fuel the van (£971.63 and the diesel used to heat the ovens £403.85). The cost of running the 4 diesel vehicles over a similar 3-month period is £2051.08. This shows a cost saving of £675.60 by using the electric vans over a 3-month period which equates to a saving of £2702.40 over a 12 month period.
n/a n/a	Biodiversity Officer appointed	See September 14th 2023 CMC report	Community Services Committee, 15th June 2023	This new officer started at RBC in Autumn 2023.
Customer, Digital and Collection Services				
n/a n/a	Mod.Gov. Paperless Committee Paper Document Administration	See September 14th 2023 CMC report		Removed in April 2024 This new system came into force in January 2022 Officers are currently working to quantify current paper use associated with the printing of committee reports.
n/a n/a	Website Upgrade and Introduction of the OneAccount	See September 14th 2023 CMC report		Removed in April 2024

n/a n/a	Hardware Refresh for Council Staff	See September 14th 2023 CMC report	[Thursday 24th February 2022 – Corporate Management Committee](#)	Removed in April 2024 Moved staff from two screens to single screens. One of the benefits from this was cutting monitor energy consumption by 50% for those desks which had/previously had two monitors.
n/a n/a	Disposal of IT Assets sustainably	See September 14th 2023 CMC report	[Thursday 24th February 2022 – Corporate Management Committee](#)	Removed in April 2024 Asset disposal now undertaken with Stone Group who ensures that no hardware is sent to landfill. A % of the equipment is given to charity. Trees also planted in the National Forest on the Council's behalf. Generates a modest income for RBC.
n/a n/a	Hybrid Mail	See September 14th 2023 CMC report		Removed in April 2024
Environmental Services				
n/a n/a	Grounds Maintenance (procurement of equipment)	See September 14th 2023 CMC report		Removed in April 2024 As part of this wider project, some lithium-ion powered equipment has been procured to support the new in house grounds maintenance team.
Financial Services				
n/a n/a	Hybrid Mail	See September 14th 2023 CMC report		Removed in April 2024 The use of hybrid mail for sundry debtors has been in use since 2021. Paper reduction
n/a n/a	Changing existing practices	See September 14th 2023 CMC report		Removed in April 2024 In addition to the use of hybrid mail, over 70% of invoices to Council customers are now being sent by email as well as a majority of recovery runs. A number of paper based processes have also been digitised.
Housing Services				
n/a n/a	Adoption of the Housing Asset Management Plan (2021-2026)	See September 14th 2023 CMC report		

n/a n/a	NEW ENTRY: Photovoltaic panels installed on Council owned Housing	See September 14th 2023 CMC report		Removed in April 2024 It has been calculated that installing 104 sets of solar panels on our houses saves 124.8 tons of carbon each year.
n/a n/a	Introduction of Asset Management Software System	See September 14th 2023 CMC report		Removed in April 2024
HR and Organisational Development				
n/a n/a	Agile Working Policy Rollout	See September 14th 2023 CMC report		Removed in April 2024 The Council's carbon emissions baseline report shows that in 2019/20 emissions from commuting stood at 752 tCO$_2$e but had reduced to 418 tCO$_2$e in 2022/23; a reduction of 44.4%.
Planning, Economy and Built Environment (minus central Climate Change Team which is reported separately)				
n/a n/a	Building Control becoming a 'Paperless Service Area'	See September 14th 2023 CMC report	n/a	Removed in April 2024
n/a n/a	Adoption of Runnymede 2030 Local Plan (Adoption July 2020)	See September 14th 2023 CMC report	Full Council, 16th July 2020	Removed in April 2024
n/a n/a	Sustainability Award Included in the Runnymede Business Awards 2023	See September 14th 2023 CMC report	n/a	Removed in April 2024

Report title	**Runnymede Borough Council Green House Gas Emissions Report 2022/2023**
Report author	Sarah Hides, Principal Climate Change & Sustainability Officer
Department	Planning, Economy & Built Environment
Exempt?	No

Purpose of report:

For information

Synopsis of report:

This report presents the Council's CO2e emissions for the financial year 2022/2023 and compares them to previous years. The report sets out that some figures from preceding years have been updated following further in-depth review by officers. These changes are described in the body of the officer report. The 2022/23 emissions presented are compared against these updated figures.

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1. **Context and background of report**

1.1 This Greenhouse Gas Emissions (GHG) Report details the carbon emissions resulting from the Council's service and operations during the financial year of 2022/2023.

1.2 The Council has been annually reporting it's GHG emissions since the financial year 2008/2009. However, in October 2022, work on Runnymede Borough Council's Climate Change Study began. The main purpose of this Climate Change Study was to support the implementation of Runnymede Borough Council's Climate Change Strategy and Action Plan and underpin the Local Plan Review process.

1.3 In October 2023, Stage 1 of Runnymede Borough Council's Climate Change Study was completed and the associated report 'Runnymede Climate Change Study: Council Estate and Area GHG Baseline' (hereafter referred to as the Aether baseline study/Aether report) is attached as Appendix A

1.4 This work established the emissions baseline for both the Council and the borough and improved and streamlined the Council's carbon monitoring, measuring and reporting methodologies. The Council's emissions baseline year was chosen to be 2019 to be in line with Surrey County Council reporting. Full Council noted the contents of the Aether baseline study in October 2023.

1.5 This work has had a key role to play in helping the Council better understand the scale of carbon emissions from different operations/sectors. It provides a variety of

useful data to help the Council prioritise decarbonisation actions, and measure the effectiveness of these actions over time.

1.6 In compiling the 2022/23 emissions however, and contrasting with the previous years, officers have discovered a number of minor errors in the Aether report which stem from errors in the supporting calculations. Making the necessary amendments has not had a significant impact on the overall total emissions figures for previous years which are actually now slightly reduced. Furthermore, the updated figures in the Aether baseline report actually now show a more consistent progression of emission reduction for the council buildings in each category. The tables below summarise the differences in emissions in tCO2e, as well as the resulting percentage change in total emissions from each scope between the published Aether baseline report and the amended version attached at Appendix A (where changes have been shown tracked).

Table 1: Calculated change in emission values from published Aether report to RBC calculations (tCO2e)

	Change in emissions total (tCo2e)		
	2019/20	2020/21	2021/22
Change in tCO2e to Scope 1 & 2 total	+42	-5	+77
Change in tCO2e to Scope 3 total	-2119	-1195	-1076
Change in tCO2e to Total Council Emissions	-2077	-1200	-999

Table 2: Calculated % change in emissions totals from published Aether report to RBC calculations

	Change in emissions total (%)		
	2019/20	2020/21	2021/22
% Change to Scope 1 & 2 total	+2.8	-0.40	+6
% Change to Scope 3 total	-11.6	-4.8	-5.2
% Change to Total Council Emissions	**-10.5**	**-4.6**	**-4.6**

1.7 The new, enhanced 2019 baseline as shown in the document at Appendix A will be used as a benchmark to compare all future reporting of Council emissions (as is the case in this report) and measure our progress towards meeting our adopted Council target to achieve operational 'Net Zero Carbon' emissions from our services and operations by 2030, agreed in January 2022.

1.8 This is the first annual report of emissions since the Aether baseline study was completed and it uses the emissions accounting approach and methodology developed in that study in its calculations. The key elements of this approach are

given below and considered in more detail in chapters 2 and 3 of the attached Aether report.

Approach

1.9 The emissions accounting methods used to develop our baseline and calculate the Council's emissions are derived from the guidance given in the Green House Gas (GHG) Protocol. The GHG Protocol supplies the world's most widely used GHG accounting standards and establishes comprehensive global standardised frameworks to measure GHG emissions from private and public sector operations, value chains and mitigation actions. The standards produced are designed to provide a framework for businesses, governments and other entities to measure and report their GHG emissions in ways that support their goals.

Operational Boundary

1.10 An operational boundary defines the emission sources that are included in GHG reporting. Within the GHG reporting guidelines, emission sources are divided into three scopes. Setting a clear operational boundary defines which emission sources are included in the reporting and which ones are excluded. Table 3 sets out scope definitions as described in the Green House Gas protocol. Figure 1 below gives an overview of the scopes and emissions across a typical organisation.

1.11 Table 3 Scope definitions

Scope	Definition
Scope 1	GHG emissions from sources owned or controlled by the council.
Scope 2	GHG emissions from the consumption of purchased electricity, steam or other sources of grid-generated energy. Includes electricity supply to the council's operational buildings.
Scope 3	GHG emissions that occur indirectly from council activities, outside the control of the council (e.g. the council's procured services and investments).

Figure 1: Overview of scopes and emissions across a typical organisation – GHG protocol
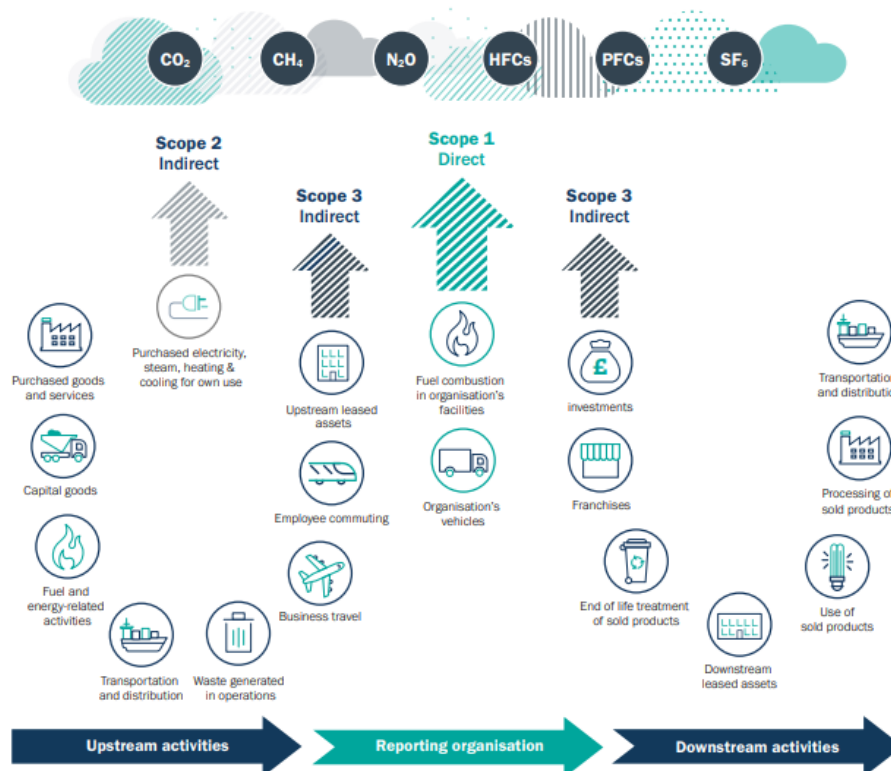
Organisational Boundary

1.12 An organisational boundary defines which parts of an organisation are included for the purpose of GHG reporting. At Corporate Management Committee in March 2023, it was agreed that the Council would report it's emissions using an operational boundary approach. This operational boundary approach is defined in the GHG Protocol corporate reporting guidance as:

'Your organisation reports on all sources of environmental impact over which it has operational control. Your organisation is considered to have operational control over an operation if it or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.'

1.13 Further detail on the reasoning behind choosing this approach is given in section 2.2.3 of the Aether baseline report.

1.14 It is important to note that the organisational boundary agreed will be for reporting purposes only and does not preclude the Council from working to reduce emissions in areas of its influence not included or reported on within the chosen boundary. This also applies to areas where data to show progress is hard to come by.

1.15 The Council is committed to considering the full scope of emissions occurring within the operational boundary within the limits of the organisational boundary.

1.16 Figure 2 below presents more detail on the activities within the three scopes that are included in the Council baseline and subsequent reporting. Further detail on how the

chosen organisational approach impacts emission allocations within specific emission sources is presented on pages 8 and 9 in Chapter 2 of the Aether report attached.

Figure 2: Summary of the scope of emissions baseline for the council estate
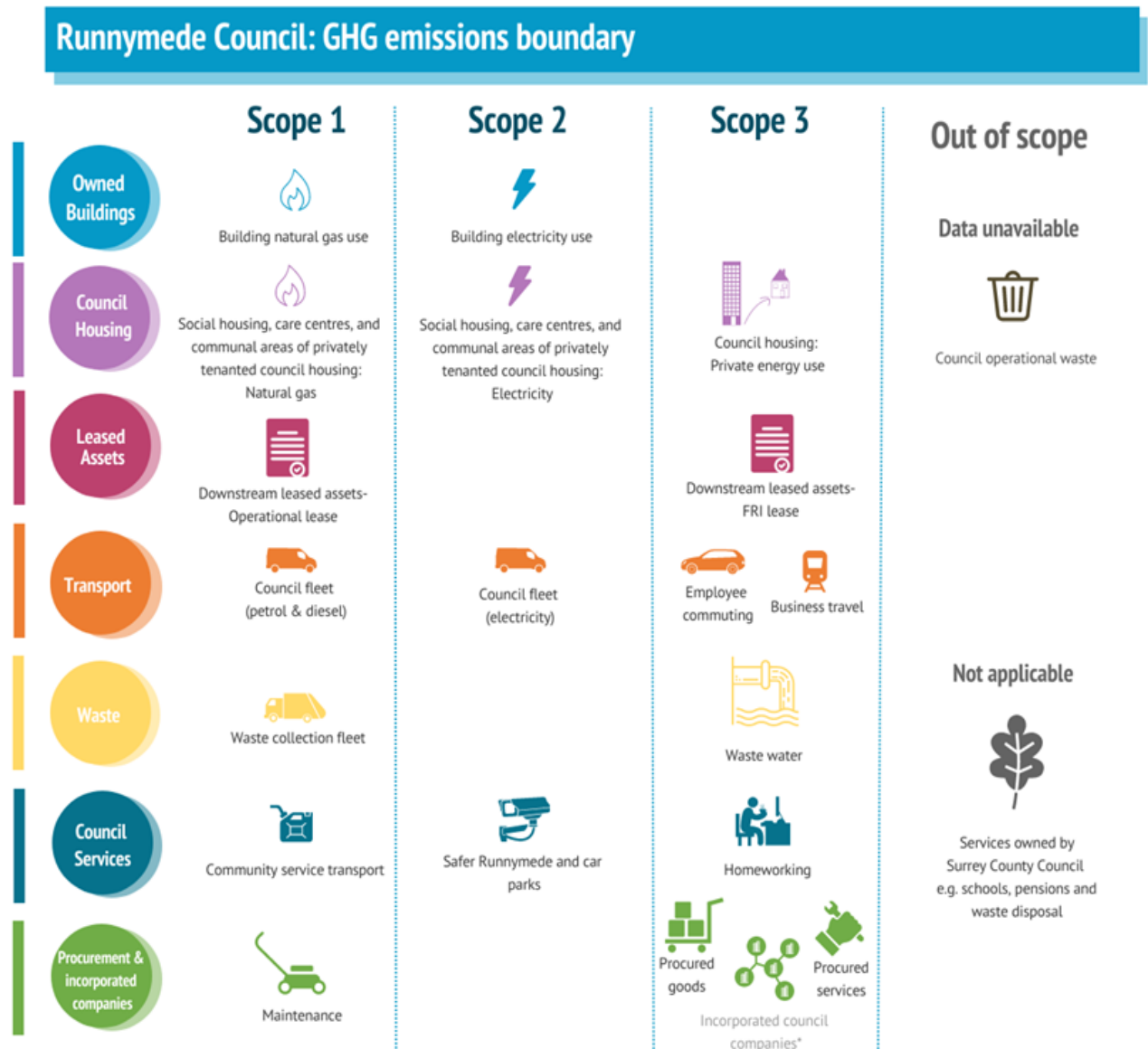
Key points regarding the organisational approach and emission allocation

Leased Assets

1.17 Leased assets may be included in a local authority's Scope 1 or Scope 2 inventory depending on the type of lease and the consolidation approach the local authority uses to define its organisational boundaries. Under the operational approach chosen, when the Council leases a building to another user on a Fully Repairing and Insuring (FRI) lease, the emissions associated with the operation of that building are allocated to Scope 3. This is because the level of influence such a lease allows means that the Council is limited in the work that can be done until break clauses in the associated contracts occur.

Council Housing

1.18 **Sheltered housing and care provision:** Emissions from all council owned and operated sheltered housing, including care and retirement homes are included under Scope 1 and 2

1.19 **Communal areas:** The Council is responsible for communal areas of housing such as external lighting, entryways, corridors, stairways, etc. Therefore, it has control over the emissions from the lighting, heating, etc. in these areas. As the Council can influence the emissions by, for example installing more energy efficient lighting or replacing gas central heating with a heat pump, it makes sense for the Council to account for these emissions. Reporting for these areas falls under Scopes 1 and 2.

1.20 **Landlord services:** Although the Council owns the heating systems installed in our properties used for Council housing, these properties are privately tenanted. As such, the Council is not responsible for the payment of bills and does not have operational control of the use of energy.

1.21 Therefore, the energy emissions from privately tenanted housing are included under Scope 3 in line with a service and operational based accounting approach.

Incorporated council companies

1.22 The operational emissions of the RBC Companies (RBC Heat, RBC Investments and RBC Services) are included in Scope 3 when using the operational control boundary approach.

Exclusions from scope

1.23 Surrey County Council Services i.e. waste processing, streetlighting, schools and pension fund. Runnymede Borough Council is not a waste authority and therefore in accordance with the LGA reporting guidance for local authorities[1] will not report emissions arising from waste in the Council estate scope. The emissions from the waste collection fleet however are included under Scope 1. The same principle has been applied to other services that Surrey has operational control over such as schools.

Accounting approach and methodology

1.24 As detailed previously in paragraph 1.8 of this report, this is the first annual report of emissions since the Aether baseline study was completed. The emissions accounting approach and methodology developed in the Aether baseline study have been used to compile the 2022/2023 GHG emissions estimates for the Council. This methodology is detailed in Chapter 3 of the Aether report which also introduces the key concepts of emissions accounting and presents the sources of input data used in the calculations.

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[1] https://www.local.gov.uk/climate-change-reporting-guidance-local-authorities#scope-3-emissions-reporting-categories-

1.25 Emissions are reported as a mass of CO_2 equivalent, otherwise expressed as CO_2e. Whilst less abundant than CO_2, other GHGs such as methane (CH_4) and nitrous oxides (N_2O) have a greater warming effect than CO_2. A Global Warming Potential (GWP) factor is applied to these GHGs to convert to CO_2e. Further detail is given in section 3.1.1 of the Aether baseline report on this point.

1.26 As described above, the Council emissions are shown in this report from the redefined baseline year of 2019/20 onwards for comparison purposes.

2. Report and, where applicable, options considered and recommended

2.1 The Council emissions estimates from 2019 to March 2023 for all three scopes are presented in table 4 below.

Table 4: Emissions (in tCO₂e) and percentage change in emissions from each sector, 2019/20-2022/23

| Sector	Scope	Emissions (tCO₂e)				Change between 2019 baseline and 2022 (%)
		2019/20	2020/21	2021/22	2022/23	
Council Buildings – Operational	*1+2*	256	249	220	214	-16.4
Council Buildings – Sheltered housing and communal use	*1+2*	316	315	304	279	-11.7
Council Buildings – Community	*1+2*	260	212	227	210	-19.2
Council buildings – Total	*1+2*	**832**	**776**	**751**	**703**	-15.5
Green spaces and machinery	1+2	47	44	19	41	-12.7
Council fleet	1	147	81	102	132	-10.2
Streetlighting + CCTV	2	24	18	18	20	-16.7
Waste collection & transport	1	513	470	470	528	+2.9
Scope 1 and 2 emissions total		**1,563**	**1,390**	**1,360**	**1,424**	**-9.0**
Council buildings – community leased assets	3	16	10	8	6	-62.5
Water	3	38	45	36	20	-47.4
Commuting	3	752	433	434	418	-44.4
Business travel	3	36	15	25	26	-27.8
Homeworking	3	0	180	213	189	N/A
Housing – tenant consumption	3	9733	9734	9697	9529	-2.1
RBC Heat Company Ltd (DHN)	3	9	5	242	260	+2788.9
Procurement of goods and services	3	5612	13291	8908	6275	+11.9
Scope 3 emissions total		16197	23714	19563	16723	**+3.3**
Council total		**17760**	**25104**	**20923**	**18147**	**+2.2**

2.2 Total emissions Scope 1, 2 and 3

2.3   The Council's total GHG emissions (Scope 1-3) in 2022/23 were estimated to be 18147tCO$_2$e. A 2% increase in total emissions was estimated between the baseline year of 2019/20 and 2022/23. This increase is due to an increase in emissions from our Scope 3 sources (GHG emissions that occur indirectly from Council activities, outside of the direct control of the Council), specifically from emissions from procured goods, works and services and emissions produced by RBC Heat Ltd. This is discussed further in paragraph 2.10 below.

2.4   Overall, emissions from Scope 3 sources account for 92% of the Council's total GHG emissions. Emissions from Scope 1 and 2 (emissions arising from sources owned or controlled by the Council directly or resulting from the consumption of purchased electricity, steam or other sources of grid-generated energy) account for the remaining 8% of the total GHG emissions.

2.5   The adopted Council target to achieve operational 'Net Zero Carbon' emissions from our services and operations by 2030, agreed in January 2022, includes all Scope 1 and 2 emissions. Scope 3 emissions sit outside this target as they occur indirectly from Council activities. However, the Council is committed to reducing Scope 3 emissions and other emissions that may fall outside the scope of reporting as far as practicably possible within its sphere of influence.

Scope 1 and 2 – within council target

2.6   Emissions arising from Scope 1 and 2 only, are estimated to be 1424tCO2e for the year 2022/23. Showing a decrease in 9% since the baseline year of 2019/20.

2.7   Considering emissions from Scope 1 and 2 only, the most significant amount of emissions arise from energy consumption within Council buildings (49% of the total Scope 1 and 2). Waste collection and transport is the next most significant source comprising of approximately 37% of total Scope 1 and 2 emissions. Emissions from fuel consumed within the Council owned fleet is responsible for approximately 9% of the total, with emissions from green spaces and machinery comprising approximately 3% and street lighting and CCTV attributable to approximately 2%.

2.8   A consistent progression of emissions reduction is shown for all Scope 1 and 2 Council buildings which can mostly be attributed to the decarbonisation of the electricity grid driving reductions in emissions associated with electricity consumption.

2.9   Whilst the Committee may be disappointed with the slight increase in the Council's scope 1 and 2 emissions between 2021/22 and 2022/23, table 2 above and figure 3 below shows that the increase in emissions is largely attributable to emissions from Council's fleet slightly increasing. The production of the Council's Sustainable Fleet Management Strategy during the 2023/24 financial year (due to be considered for adoption at Full Council on 25th April), and the agreement at 7th March 2024 Environment and Sustainability Committee to make Hydrotreated Vegetable Oil the preferred fuel choice for the Council fleet from the 2024/25 financial year are expected to see more significant reductions in the Council's scope 1 and 2 emissions from the 2024/25 financial year onwards.

Figure 3: RBC Scope 1 and 2 emissions per year (tCO2e)

RBC Scope 1 and 2 Emissions/year (tCO$_2$e)
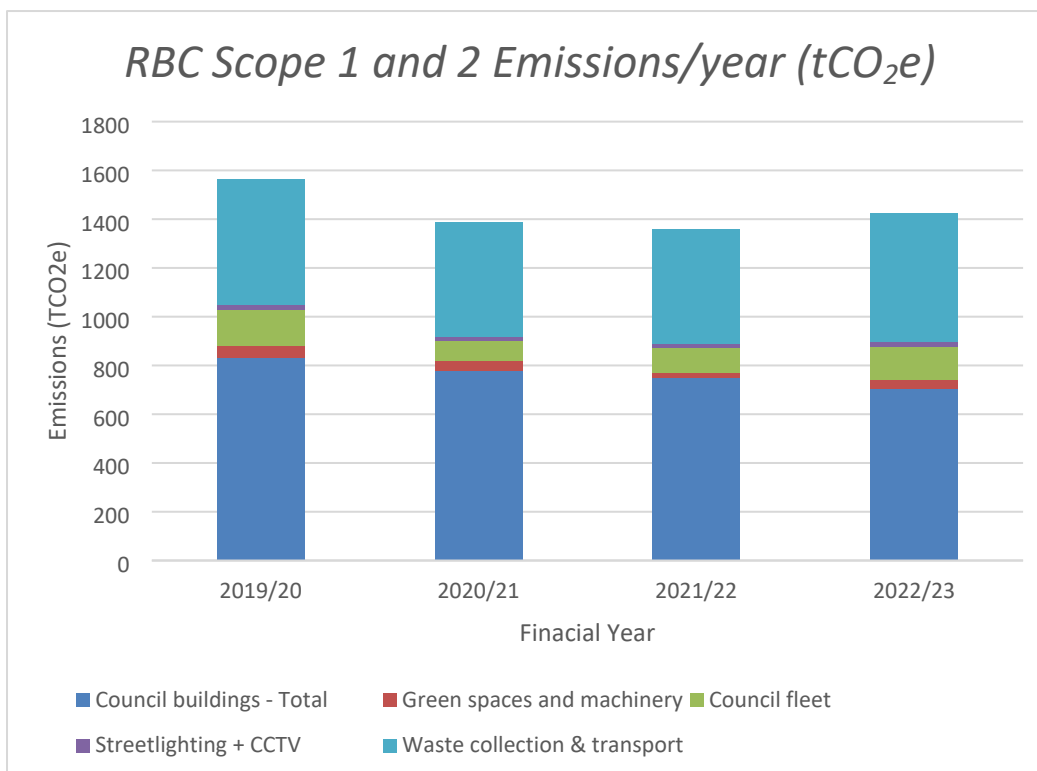
Scope 3 – outside of council target

2.10 As discussed in paragraph 2.4 above, emissions arising from Scope 3 are significant, comprising 92% of the total emissions from the Council estate in 2022/23. Emissions in this scope are dominated by two sectors with large associated emissions, namely Council housing tenant consumption and procurement of goods, works and services making up 57 % and 38% of total Scope 3 emissions respectively. The next largest estimated sources are those attributed to staff commuting, RBC Heat Company Ltd and homeworking contributing 2.5%,1.6 % and 1% respectively. The large relative increase in emissions from RBC Heat Ltd seen since 2019 is due to the commencement of the District Heat Networks used for the Addlestone One and Magna Square developments.

2.11 Trends in emissions related to the third-party provision of goods, works and services and are explored in more detail in section 4.1.4 the Aether report.

2.12 Table 2 above shows that whilst the Council's scope 3 emissions in 2022/23 slightly increased above the 2019 baseline, the emissions from this scope have dropped year on year since 2020/21. In terms of future initiatives expected to reduce the Council's scope 3 emissions, the Council adopted a new Procurement Strategy and Sustainable Procurement policy in March 2023. The Procurement Strategy addresses all elements of procurement activity carried out at the Council at both a strategic and operational level to support the delivery of the Corporate Business Plan and Service Area Plans. At a strategic level, this will include consideration of ethical and environmental impacts as part of contractual requirements and seek the achievement of sustainable outcomes that support the climate change agenda. The Sustainable Procurement Policy sets out how environmental considerations will be built into the procurement and delivery of goods, works and services through its

specifications, tender questions, evaluation criteria, key performance indicators and clauses of contracts. The implementation of both strategies is therefore anticipated to help reduce emissions in future years.

2.13 In the 2024/25 financial year, a Green Travel Plan for staff is also to be produced to help address emissions in this area. In relation to tenant energy use, the Council's Housing Team continues to work towards achieving its target for all tenanted council homes to achieve EPC C by 2030. Funding opportunities continue to be explored to decarbonise the Council's housing stock.

Figure 4: RBC Scope 3 emissions per year – largest sources in tCO2e
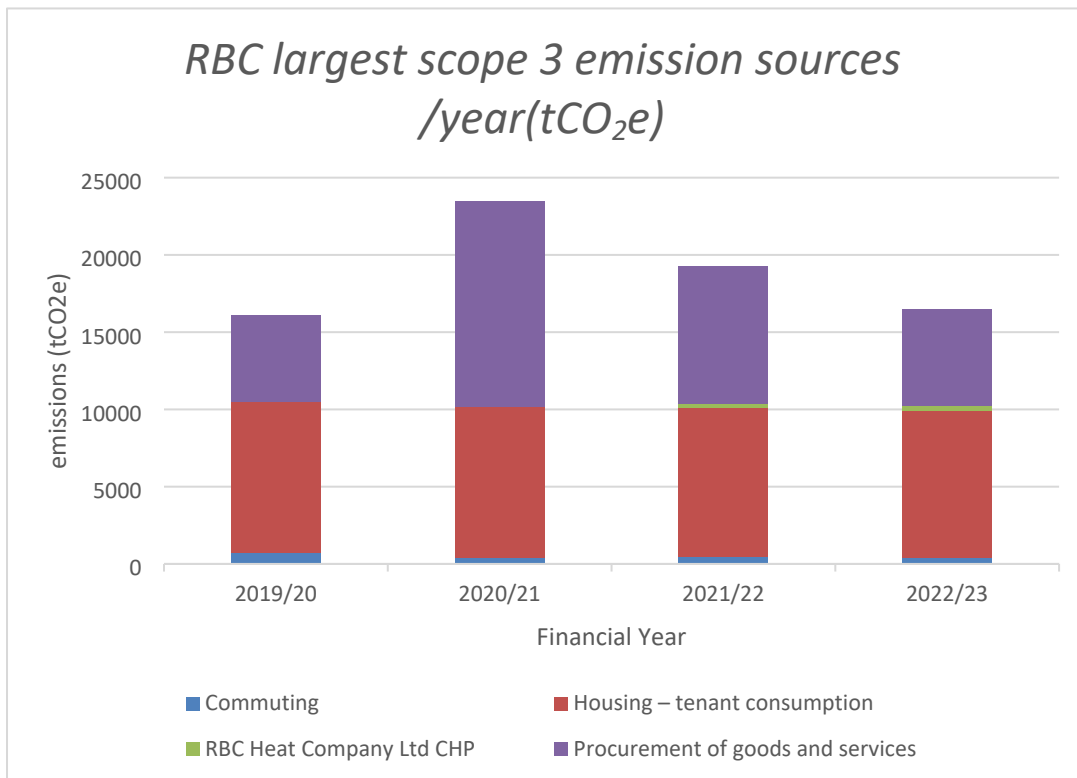

RBC largest scope 3 emission sources /year(tCO$_2$e)

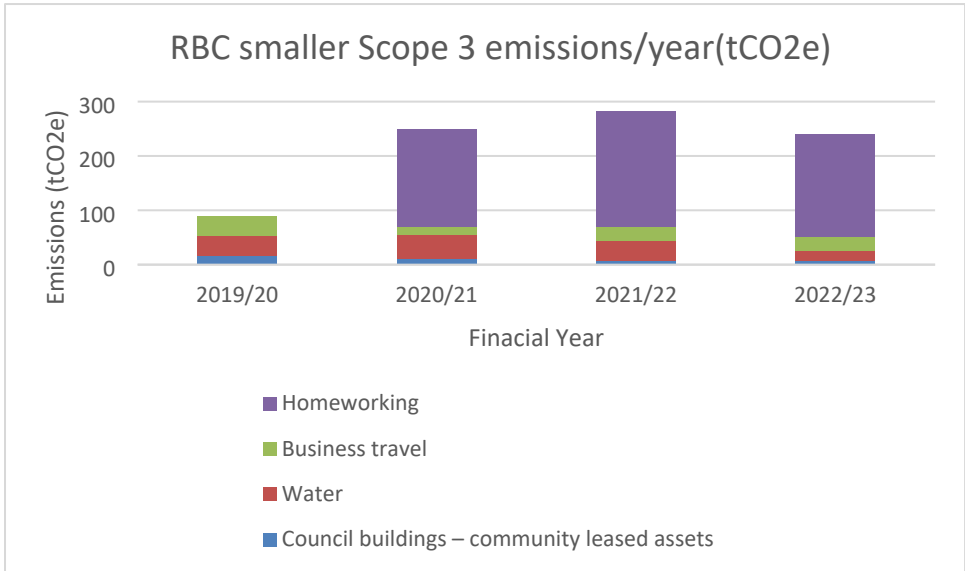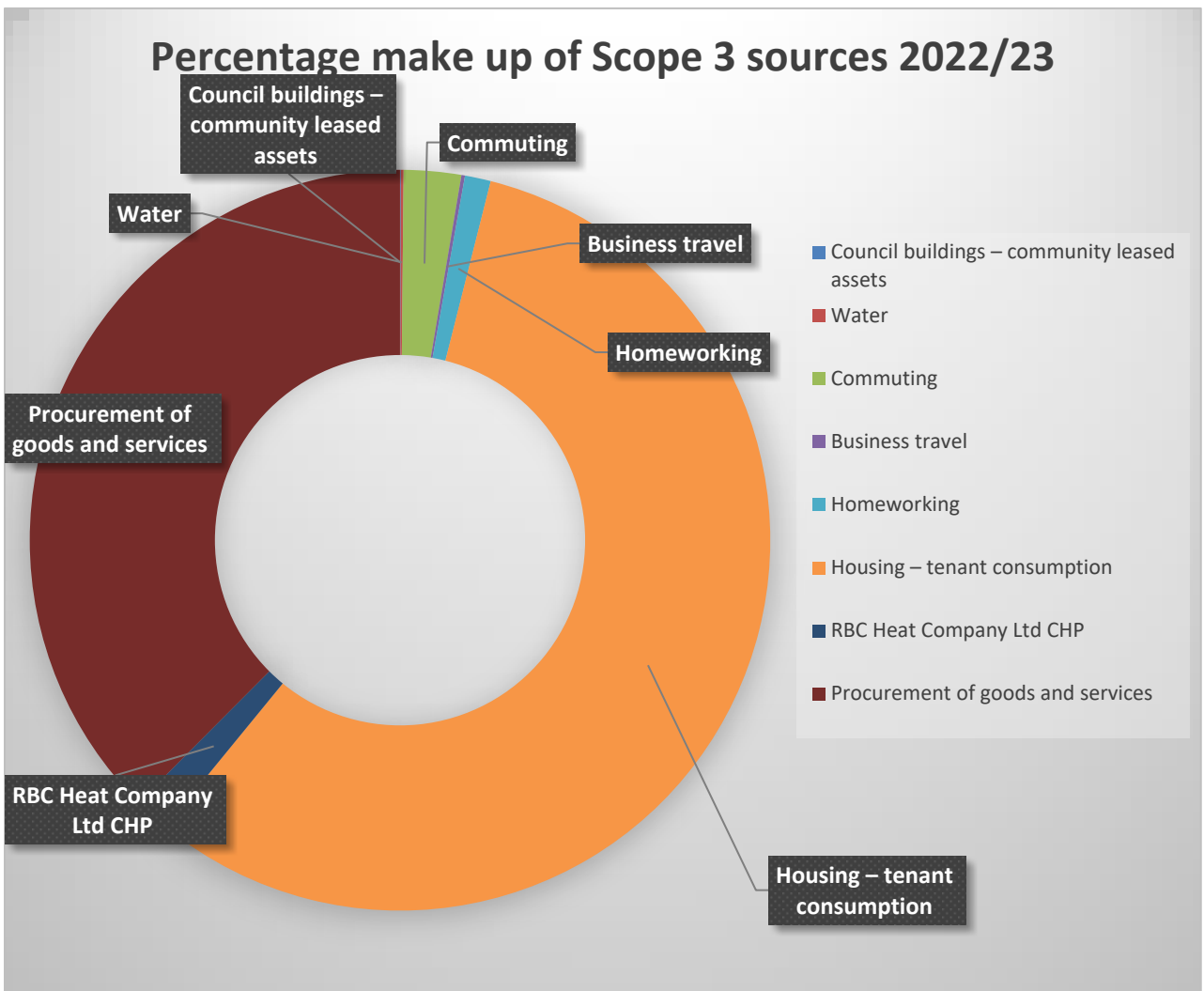*Figure 5: RBC Scope 3 emissions per year - smaller sources in tCO2e*

Figure 6: percentage make up of Scope 3 sources for the financial year 2022/23

3.   Policy framework implications

3.1   In January 2022, the Council committed to tackling climate change and adopted a target to achieve operational 'Net Zero Carbon' emissions from its services and operations by 2030. The overarching target for the Borough and the UK is to reach net zero carbon emissions by 2050.

3.2   In October 2022, the Council adopted its Climate Change Strategy which reconfirms the Council's commitment to acting on climate change. A Climate Change Action Plan to set out a roadmap of activities which the Council could undertake to help achieve the 2030 and 2050 targets was adopted by the Council in February 2024.

3.3   In December 2023, the Council resolved to declare a climate emergency, recognising that the consequences of global temperatures rising above 1.5 degree Celsius are so severe that preventing this from happening must be humanity's priority. As such, the Council committed to using its reasonable endeavours to continue its work to meet the Council's target of net zero operational emissions by 2030, and to use its sphere of influence to support the Borough and its communities to achieve the 2050 national net zero target for the UK.

3.4   This annual emissions accounting work is essential in enabling the Council to achieve these targets and successfully measure and monitor our progress towards doing so.

4   Resource implications/Value for Money (where applicable)

4.1   Although there are no immediate resource implications arising from this report, in order to meet the Council's operational Net Zero target and decarbonise our estate, considerable additional funding will be needed. The Council has allocated some budget to help work towards its climate change commitments over the coming years, however this funding is likely to be insufficient to meet its operational net zero target. Therefore, officers will continue to pursue opportunities to secure grant funding where appropriate to help bring the anticipated funding gap.

5.   Legal implications

5.1   The Paris Agreement which is a legally binding international treaty on climate change was adopted by 196 Parties, including the UK at COP 21 in Paris on 12 December 2015 and came into force on 4 November 2016. Its goal is to limit global warming to well below 2 degrees Celsius, preferably 1.5 degrees Celsius, compared to preindustrial levels.

5.2   In June 2019, Parliament passed The Climate Change Act 2008 (2050 Target Amendment) Order 2019, which requires the Government to reduce the UK's net emissions of greenhouse gases by 100 per cent relative to 1990 levels by 2050.

5.3 The then Department of Energy and Climate Change signed a Memorandum of Understanding (MOU) with the Local Government Association on 9 March 2011 to recognise the pivotal role local authorities have in reducing emissions at the local level.

5.4 Local Authorities in England are required by the Department for Energy Security and Net Zero to measure and report on their Greenhouse Gas Emissions from their own estate and operations.

6. Equality implications

6.1 Not applicable

7. Environmental/Sustainability/Biodiversity implications

7.1 The objectives set out in the Climate Change Strategy aim to enhance the environment and to promote sustainability and biodiversity. Annual emissions reporting is essential in enabling the Council to successfully measure and monitor its progress towards achieving its targets and goals to combat climate change.

8. Risk Implications

8.1 There is a risk of the Council not meeting its agreed 2030 target its services and operations, largely due to financial and resource constraints. This risk is captured in the Corporate Risk Register

9. Other implications (where applicable)

9.1 Not applicable

10. Timetable for Implementation

10.1 The Council will report annually on its GHG emissions. The production of this report was delayed due to it being the first reporting period after the production of the new refined and more in depth baseline. A further emissions report for the financial year 2023/4 will follow in the Summer of 2024.

11. Conclusions

11.1 The Council's total GHG emissions (Scope 1-3), in 2022/23 were estimated to be 18147 tCO_2e. Overall, our total GHG emissions have risen slightly since 2019/2020 (by 2.2%). This is mainly due to an increase in emissions from our Scope 3 sources (GHG emissions that occur indirectly from council activities, outside the control of the council) which account for 92% of the council's total GHG emissions.

11.2 Increases are seen predominantly from two sources in this Scope 3 category, namely emissions generated by the procurement of goods, works and services showing an 11.9% increase and also from emissions generated by RBC Heat Ltd showing and increase of 2788.9%. As described above, the large relative increase in

emissions from RBC Heat Ltd seen since 2019 is due to the commencement of the District Heat Networks used for the Addlestone One and Magna Square developments.

11.3 There is an overall decrease of 9% in our estimated Scope 1 and 2 emissions totals between our baseline year of 2019/20 and 2022/23. All categories of emission source in our Scope 1 and 2 sources of emissions (emissions arising from sources owned or controlled by the Council directly or resulting from the consumption of purchased electricity, steam or other sources of grid-generated energy) have decreased year on year since 2019/20, except those associated with our diesel/petrol fuel use (waste collection and transport, council fleet and green spaces and machinery).

11.4 The Council's agreed move to using HVO and procurement of electrically powered greenspaces management tools and Meals at Home vans will all contribute to reducing our emissions from these sources in the future. Implementation of approved strategies, including the Council's Electric Vehicle Strategy, Procurement Strategy and Sustainable Procurement Policy are also anticipated to help reduce emissions. Other planned activities such as the production of a Green Travel Plan for employees also present further opportunities to make a positive difference. However, there is still considerable work to be done to meet our agreed target of Net Zero emissions from our operations and services (Scope 1 and 2) by 2030.

12.   Background Reports

Climate Change Study Stage 1 – Organisational Boundary and Scope Allocation CMC Report March 2023

13.   Appendices

Appendix A-Updated Aether Baseline Report
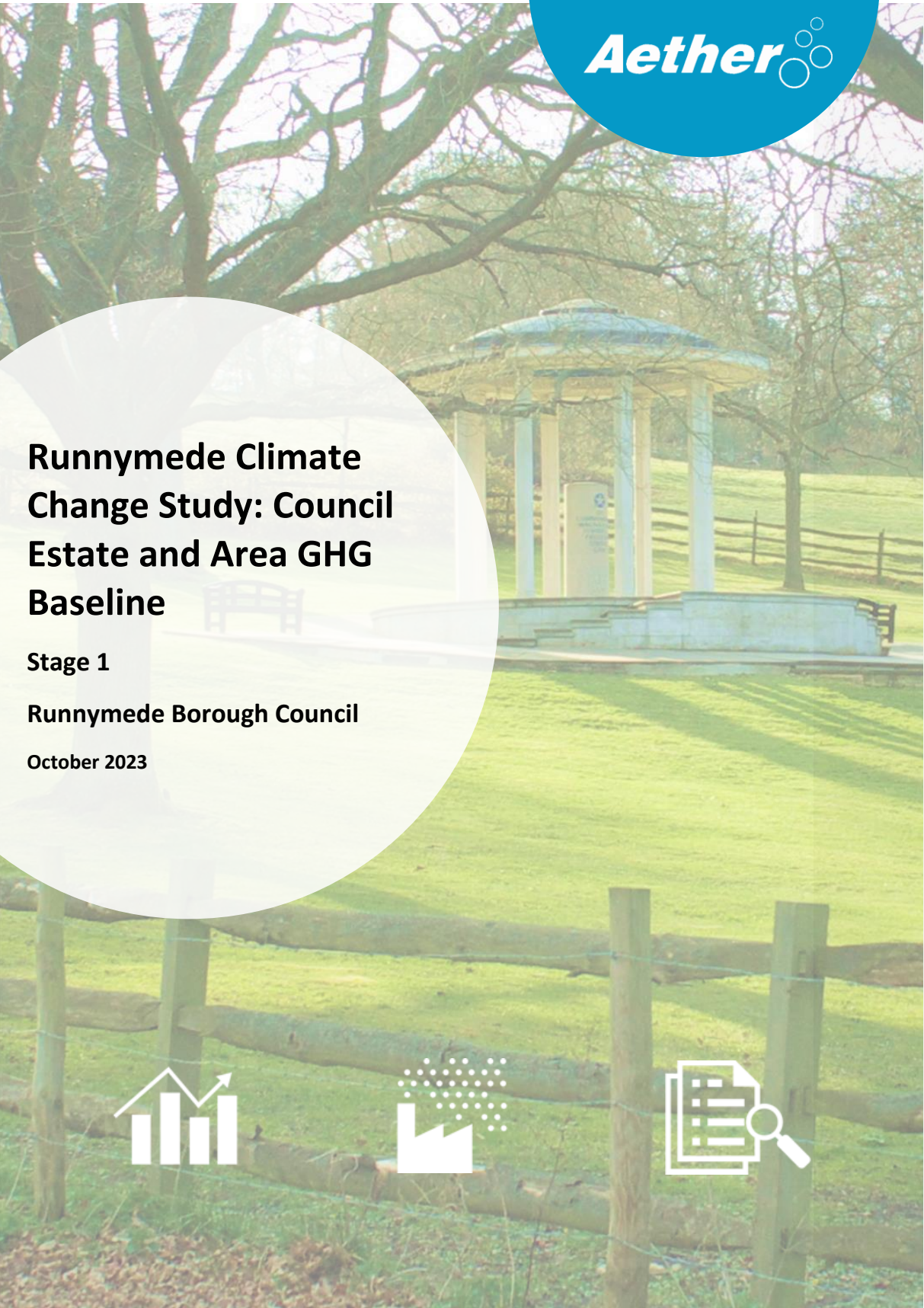
Runnymede Climate Change Study: Council Estate and Area GHG Baseline

Stage 1

Runnymede Borough Council

October 2023

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Contents

1   Introduction

In response to rising global temperatures due to greenhouse gases (GHG) emissions the Intergovernmental Panel on Climate Change (IPCC) released the *Special Report on Global Warming of 1.5ºC*[1]. In this, it is made clear that ensuring global temperatures stay well-below 2ºC pre-industrial levels is crucial to reduce large risks to human and natural systems, and efforts should be made to pursue warming of only 1.5ºC to prevent the largest risks. Following this, global accords such as the Paris Agreement were signed, and national goals such as those outlined by the Climate Change Committee were made. The UK, as outlined by the Committee on Climate Change (2019), has set an ambition to "vigorously pursue an ambitious target to reduce greenhouse gas emissions (GHGs) to 'net-zero' by 2050" across the whole economy.

It is widely recognised that achieving the UK target will require cross-government cooperation. Local authorities are well placed to influence emissions in buildings, transport, and waste whilst holding the best knowledge of the needs and opportunities of their area. Local authorities can also drive emissions reductions in their areas through their role as community leaders and major employers, as well as their regulatory and planning capacities. Through their planning role, local authorities can leverage change by enabling sustainable development and placemaking, establishing building energy efficiency standards, implementing sustainable travel programmes and infrastructure, approving renewable energy projects, pursuing district heating programmes and implementing sustainable waste management programmes. Therefore, local action to reduce carbon emissions is vital for the UK to meet its international commitments to reduce our impact on global warming.

In January 2022, Runnymede Borough Council committed to tackling climate change and adopted a target to achieve operational 'Net Zero Carbon' emissions from its services and operations by 2030.

Runnymede's 2030 climate vision

The council intends that all its operations will be Carbon Net Zero by 2030.

- To work with our communities and businesses to create a sustainable living environment where people can meet the needs of the present without compromising the ability of future generations to meet their own needs (United Nations Brundtland Commission, 1987).
- To support the international climate change response to limit global warming to a 1.5 degrees centigrade temperature increase while simultaneously delivering a prosperous, caring, healthier borough where people are valued and cared for and where strong communities pull together.
- To support and encourage the private sector and green technology innovation within the Borough and incorporate it into our strategy wherever possible.

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[1] https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/

In making these commitments, Runnymede Borough Council acknowledged that reaching net zero will involve fundamental changes across the UK economy and that against this backdrop Runnymede Borough's influence individually, will be limited. However jointly, with other councils and organisations across the public and private sectors, notable impacts will be achievable.

Runnymede Borough Council published the Climate Change Strategy[2] in 2022 which presents the council's roadmap to reducing its carbon emissions in line with the Government's Net Zero targets. The strategy contains examples of actions already taken by the council in response to climate change and committed actions moving forwards which includes supporting communities, establishing a citizens panel and supporting schemes which promote localised services. A comprehensive list of the actions proposed by the council to meet its Net Zero commitments will be contained in the Council's Climate Change Action Plan which was under production at the time of writing this report. The Climate Change Strategy highlighted the need to establish a greenhouse gas (GHG) baseline on which progress towards the target can be monitored. Importantly, RBC outlined that the Runnymede Standard Carbon Baseline (RSCB) developed should be future proofed against emerging guidance on compiling baseline emissions at a local authority level by adhering to the principles of consistency and transparency. In practice this means that the baseline can be adapted against emerging guidance to ensure consistency in the method that RBC uses to monitor progress in implanting the climate change strategy.

Aether, Land Use Consultants (LUC) and Centre for Sustainable Energy (CSE) were commissioned by Runnymede Borough Council to complete a body of work to establish an evidence base, to be completed in two stages. This report presents a summary of the outcome of the first stage of work led by Aether, which focused on developing a baseline emission estimate for the council estate and the borough (**Section 44** and **Section 55**, respectively). This report also presents recommendations on how the baseline can support monitoring against the climate change strategy and establishing governance structure for effective monitoring **(Section 66)**.

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[2] https://www.runnymede.gov.uk/downloads/file/1533/climate-change-strategy

2 Scope of the emissions baseline

An important first step in the establishment of any emissions baseline is defining the scope of emission sources to cover. In the case of the area wide baseline, this is well defined, however for the council estate, careful consideration is required to ensure that emission accounting aligns with the council's ability to influence emissions.

Scopes are defined by the Greenhouse Gas Protocol for GHG accounting, as outlined in the table on the next page. Dividing emission sources into scopes is a useful way of breaking down the decision-making process as to what should be included within an organisational or city scale emissions inventory. Generally, all carbon accounts include scope 1 and 2 emissions, whereas scope 3 sources might be excluded or only partially included, depending on both the availability of data and the usefulness of its collection. It should be noted that one organisation's scope 3 emissions are another organisation's scope 1 or 2.

The emissions accounted for in the 'borough wide' baseline and the 'council estate' baseline are not discrete. For example, emissions included for 'commuting' in the council estate baseline will be partially included in transport emissions at the borough level.

2.1 Borough wide scope considerations

The baseline compiled for Runnymede area wide is a 'territorial-based emission inventory'. This type of emissions accounting is conventionally used for national carbon accounting, such as the UK's national inventory. It is geographically bounded, so limited to emission sources within specific boundaries. This inventory follows a sector-based approach, splitting emissions by the activity that caused them e.g. emissions from agriculture, transport, electricity generation etc.

2.1.1 Geographical boundaries and time range

The geographical, operational and time-related scopes of the targets are outlined below:

- The geographical boundary is the areas covered by the administrative areas of Runnymede Borough Council
- The baseline for data is the 2019 calendar year. Calendar year is used as this matches the timeframe of the activity data used as input to the emission calculation.
- The unit of measurement is CO_2e

2.1.2 Operational Boundary

An operational boundary defines the emission sources that are included in the reporting. Emission sources are divided into three scopes (see **Table 1** on the next page). Setting a clear operational boundary defines which emission sources are included in the reporting and which ones are excluded.

The most widely used set of standards for carbon accounting are those produced under the Greenhouse Gas Protocol. Of particular relevance to this project is the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories, otherwise known as the GHG Protocol for Cities. This standard describes the emission sources by "scopes" which should be considered as part of a city-wide carbon accounting process; the

Runnymede Climate Change Study: GHG baseline report

definitions of the three scopes are shown in Table 1 below. The diagram (**Figure 1)** shows the activities that are included in the Runnymede borough baseline.

Table 1 City carbon accounting scope definitions from the GHG Protocol for Cities

Scope	Definition	Sources to consider
1	GHG emissions from sources located within the borough	• Fuel combustion (for energy and transportation) within the borough boundary • Fugitive emissions from fossil fuels extraction and processing • Solid waste disposal (in boundary) • Biological treatment of waste (in boundary) • Incineration and open burning of waste (in boundary) • Wastewater treatment (in boundary) • Industrial processes occurring within the boundary • Product use occurring within the borough boundary • Livestock emission sources • Land use emission sources • Aggregate sources and non-CO_2 emission sources on land (e.g., fertilizer application and rice cultivation)
2	GHG emissions occurring as a consequence of the use of grid-supplied electricity, heat, steam and/or cooling within the borough boundary	• Consumption of grid-supplied energy consumed within the borough boundary (energy and transportation)
3	Other GHG emissions that occur outside the borough boundary as a result of activities taking place within the borough boundary	• Transmission and distribution losses from grid-supplied electricity • Well-to-tank emissions for stationary fuels, transportation fuels and electricity generation • Emissions from transboundary transportation • Solid waste disposal of waste transported out of boundary • Biological treatment of waste transported out of boundary • Incineration and open burning of waste transported out of boundary • Wastewater transported out of boundary to be treated

There are various reasons why some emissions are excluded from the scope of the area-wide baseline:

Limited data availability at borough scale:

- **Off-road machinery**: Data on fuel consumption is not available. Given the transient nature of e.g. construction equipment, the impact of actions taken at a borough level are unlikely to be completely captured. Nevertheless, this should not discount consideration of construction in the borough's climate action plans.
- **Household and commercial/industrial wastewater treatment**: Data held by Thames Water are not currently accessible and, in any case, identifying data specific to Runnymede may not be possible. Emissions could be estimated – albeit with a high degree of uncertainty. This could be considered under the

climate action plans and included within the modelling at a later date. Emissions from wastewater treatment are relatively small.

- **Waterways:** While there are emissions from river traffic within the borough boundary, apportioning them to Runnymede is highly uncertain and would not account for changes at a borough level.
- **Product Use**: data are scarce and uncertain. Emissions of concern in this sector are fluorocarbons used in electronics production and lubricants/paraffin waxes for non-energy products, neither of which are considered a significant source in Runnymede.

Limited relevance to borough emissions:

- **Aviation:** this is not a relevant source for inclusion in the baseline emissions as there is no airport within the council boundary. However, Runnymede Borough Council is committed to working jointly with partners such as the Heathrow Strategic Planning Group to address emissions associated with travel to London Heathrow Airport.
- **Industrial processes**: Energy consumption at industrial sites is contained within the BEIS energy data although other process emissions are not. It is likely that obtaining additional data would require significant time and effort for minimal return as there is not a significant industrial manufacturing sector within Runnymede. Additionally, Runnymede Borough Council has limited ability to alter these emissions.

Figure 1: Scope diagram for the borough wide emissions baseline
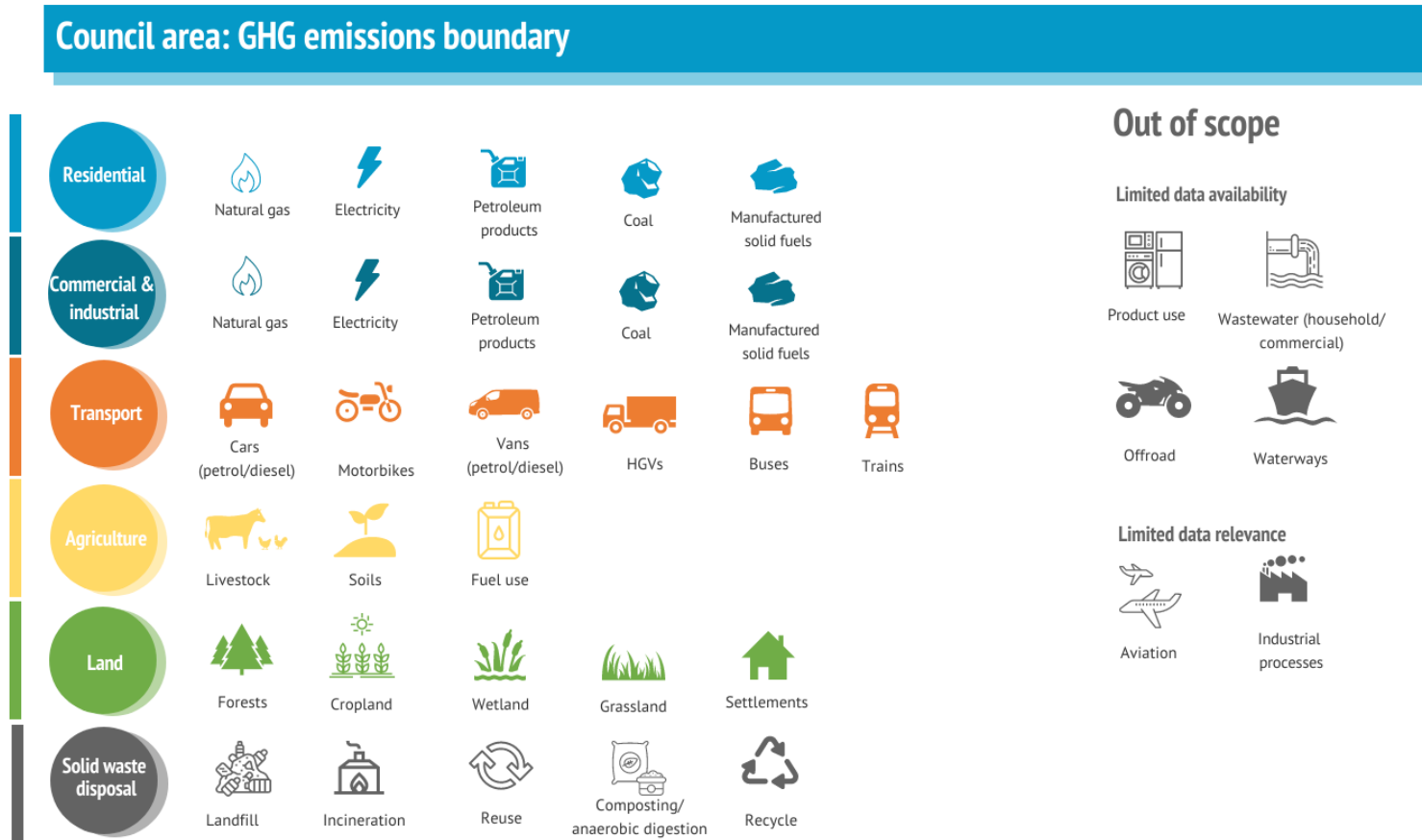
2.2   Council Estate scope considerations

2.2.1   Time range

The time-related scopes of the targets are outlined below:

- The baseline for data is the 2019/20 financial year. Financial years are used for reporting for the estate baseline as this matches the format of most input activity data.
- Emissions have also been compiled for subsequent years: 2020/21 and 2021/22.

2.2.2   Operational Boundary

An operational boundary defines the emission sources that are included in the reporting. Emission sources are divided into three scopes, see **Table 2** below. **Figure 2** later in this section presents more detail on the activities been identified within these three scopes that are included in the council baseline. Setting a clear operational boundary defines which emission sources are included in the reporting and which ones are excluded.

Runnymede is committed to considering the full scope of emissions occurring within the operational boundary within the limits of the organisational boundary, as outlined in the next section.

Table 2 Scope definitions for the Council estate baseline

Scope	Definition
Scope 1	GHG emissions from sources owned or controlled by the council.
Scope 2	GHG emissions from the consumption of purchased electricity, steam or other sources of grid-generated energy. Includes electricity supply to the council's operational buildings.
Scope 3	GHG emissions that occur indirectly from council activities, outside the control of the council (e.g. the council's procured services and investments).

2.2.3   Organisational Boundary

An organisational boundary defines which parts of an organisation are included for the purpose of GHG reporting. The following definitions are given in the GHG Protocol corporate reporting guidance.

Financial control boundary
Your organisation reports on all sources of environmental impact over which it has financial control. Your organisation has financial control over an operation if your organisation has the ability to direct the financial and operating policies of the operation with a view to gaining economic benefits from its activities.

Operational control boundary
Your organisation reports on all sources of environmental impact over which it has operational control. Your organisation has operational control over an operation if your organisation or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.

Equity share boundary
Your organisation accounts for GHG emissions from operations according to its share of equity in the operation

Considering the implications of each organisational boundary, Runnymede Borough Council opted to develop the emissions baseline for the council estate using an **operational control boundary** for the following reasons:

- It presented the most pragmatic approach to defining the council estate emissions baseline as it allows the council to focus on what is in our direct control and what we are most able to influence and change.
- This approach most closely fits the aim of the climate change target adopted by the council in January 2022 'to achieve operational 'Net Zero Carbon' emissions from its services and operations by 2030'.
- An operational control boundary accounting approach is used by Surrey County Council to whom we regularly report our CO_2e emissions.
- The emissions estimates previously reported to BEIS sit within this approach.

It is important to note that the organisational boundary agreed is for reporting purposes only and does not preclude the council from working to reduce emissions in areas of its influence not included or reported on within the chosen boundary. This also applies to areas where data to show progress is hard to come by.

It is also noteworthy that if the approach to defining the organisational boundary should need to change in the future for any reason not yet foreseen, this would be possible due to the transparent accounting process used to create the baseline. As such information per source of emission could be disaggregated and moved between scopes to align with a different approach to defining the council's organisational boundary, if this became necessary.

Consideration to how the organisational approach impacts emission allocations within specific emission sources is presented below:

Leased Assets

Leased assets may be included in a local authority's Scope 1 or Scope 2 inventory depending on the type of lease and the consolidation approach the local authority uses

to define its organisational boundaries (the financial/operational control approach or the equity share approach). Emissions from leased assets that the council maintain operational control over are allocated to Scope 1 and 2 of the council estate. However, in line with reporting at Surrey County level, an operational approach has been chosen which means that when the council lease a building to another user on a full repairing and insuring (FRI) lease, the emissions associated with the operation of that building are allocated to Scope 3. This is because the level of influence such a lease allows means that the council is limited in the work that can be done until the break clauses in contracts.

Homeworking

Whilst emissions from homeworking would not be significant in the baseline year (2019/20), the rise in hybrid working due to the COVID-19 pandemic means that it is necessary to consider these emissions and are therefore included in scope. Emissions from homeworking have not been estimated for the year 2019/20 but are included in subsequent emission inventory years.

Council housing

Sheltered housing and care provision: Emissions from all council owned and operated sheltered housing, including care and retirement homes are included under Scope 1 and 2.

Communal areas: Runnymede is responsible for communal areas of council housing such as external lighting, entryways, corridors, stairways, etc and therefore has control over the emissions from these sources. The local authority could influence the emissions by, for example installing more energy efficient lighting or replacing heating systems. Reporting for these areas is included under Scopes 1 and 2.

Landlord services: Runnymede owns housing that is privately tenanted and therefore the council is not responsible for the payment of bills and does not have operational control of the use of energy.

It is understood that Runnymede owns the heating systems installed in council Housing and funds housing through a Housing Revenue Account. Therefore, in line with the considerations given to leased assets, the energy emissions from privately tenanted housing are included under Scope 3 in line with an operational based accounting approach.

Incorporated council companies

The operational emissions of the RBC Companies (RBC Heat, RBC Investments and RBC Services) are included in Scope 3 when using the operational control boundary approach.

2.2.4   Exclusions from scope

Surrey County Council Services i.e., waste processing, streetlighting, schools and pension fund are excluded from the RBC emissions baseline. Runnymede is not a waste authority

and therefore in accordance with the LGA reporting guidance for local authorities[3] will not report emissions arising from waste in the council estate scope. The emissions from the waste collection fleet however are included under Scope 1. The same principle has been applied to other services that Surrey has operational control over such as schools and streetlighting.

A summary of the source covered by Scopes 1 2 and 3 is provided in **Figure 2**.

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[3] https://www.local.gov.uk/climate-change-reporting-guidance-local-authorities#scope-3-emissions-reporting-categories-

Figure 2: Summary of the scope of emissions baseline for the council estate
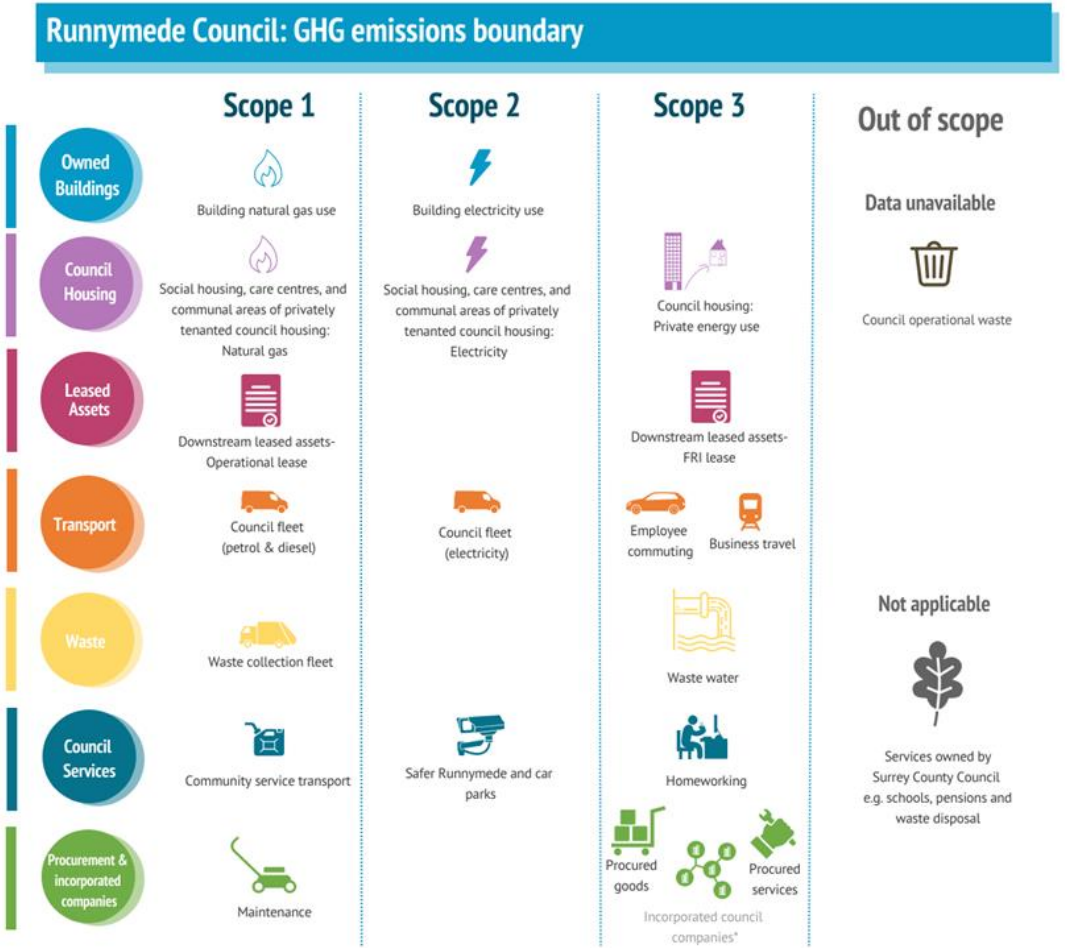
3   Methodology

This section presents the methodology used to compile the GHG emissions estimates for Runnymede Borough Council estate and wider borough area. It introduces the key concepts of emissions accounting and presents the input data used in the calculations.

3.1   Approach

The most widely used set of standards for local carbon accounting are those produced under the Greenhouse Gas Protocol; of relevance to this project is the Global Protocol for Companies and Organizations and Cities[4].

A **GHG inventory** is a dataset which presents estimates of emissions of various greenhouse gases from a wide range of activities in an organisation, country or other geographical area. A **GHG baseline**, is the GHG inventory for a specific year chosen by the reporting organisation from which progress in decarbonisation is monitored.

The standard approach to estimate GHG emissions is by multiplying activity data by an emission factor associated with the activity being measured (**Equation 1**).

Equation 1: Emission factor approach for calculating GHG emissions.

GHG emissions = Activity Data * Emission Factor

Emission Factor - This is the emissions per unit of activity, which usually comes from scientific literature. Emission factors may be quantified in a number of ways; for processes that strictly follow clear chemical or mass balance reactions they can be developed using an understanding of stoichiometry, or they can be developed empirically through statistical sample measurements. For example, EFs for stationary energy emissions are generally estimated based on sample measurements of the average carbon content of the fuel.

Activity data - This is a measure or estimate of the activity which is taking place, such as tonnes of fuel or miles driven. This data typically comes from national statistical datasets or from the organisation in question, in this case Runnymede Borough Council.

Example Calculation

➢ *Activity Data*

Natural gas consumption in an organisation's operated building: 98,500 kWh

➢ *Emission Factor*

Gross natural gas EF (direct): EF: 0.18385kg CO2e/kWh

➢ *Calculation*

Multiply kWh activity by the fuel specific EF to get total emissions from natural gas consumption

Total emissions: 98,500 x 0.18385= 18,109 kg CO2e

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[4] https://ghgprotocol.org/companies-and-organizations

3.1.1   Carbon Dioxide Equivalent

The impact of different gases on the atmosphere is complex and depends on their duration and behaviour in the atmosphere. For example, methane produces 28 times more warming effect than an equivalent amount of carbon dioxide over an equivalent time period, known as the Global Warming Potential (GWP). In order to simplify this complicated situation, data for all GHGs are translated into a single comparable unit, carbon dioxide equivalence, or CO_2e, usually measured in kilogrammes or tonnes. Therefore, one tonne of CO_2e has the global warming impact of one tonne of CO_2 but it can be a mix of any of the seven Kyoto gases:

- Carbon dioxide (CO_2)
- Methane (CH_4)
- Nitrous oxide (N_2O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulphur hexafluoride ($SF6$)
- Nitrogen trifluoride (NF_3)

Emissions are reported as a mass of CO_2 equivalent, CO_2e. Whilst less abundant than CO_2, other GHGs such as methane (CH_4) and nitrous oxides (N_2O) have a greater warming effect than CO_2. A Global Warming Potential (GWP) factor is applied to these GHGs to convert to CO_2e.

The council agreed that their net zero targets should cover all relevant gases and therefore emissions are to be reported in CO_2 equivalent.

3.1.2   Quality Principles

The GHG Protocol Accounting and Reporting standard also sets out a series of principles which are intended to guide GHG accounting towards a fair and accurate account of GHG emissions. These are:

- **Relevance**: Ensure the GHG inventory appropriately reflects the GHG emissions of the company and serves the decision-making needs of users, both internal and external to the company
- **Completeness:** Account for and report on all GHG emission sources and activities within the chosen inventory boundary. Disclose and justify any specific exclusions.
- **Consistency:** Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series
- **Transparency:** Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.
- **Accuracy:** Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to

enable users to make decisions with reasonable assurance as to the integrity of the reported information.

Complying with these principles will provide a very high standard of GHG accounting.

3.2   Input Data

Activity data was collected from regularly published datasets of sub-national statistics for the area wide baseline and directly from Runnymede Borough Council for the council estate. Further details are provided on the council estate and borough wide inventories in **Appendix 1** and **Appendix 2**.

Emission factors for both the council and the borough GHG inventory are taken from "UK Government GHG Conversion Factors for Company Reporting"[5] for the applicable sources and years. For data sources in the council inventory which relate to the 2019/20 financial year, the 2019 emission factors are applied. Emission factors for the council Estate and area wide GHG inventory are further documented in Appendix 1 and 2, respectively.

3.2.1   Energy

The energy consumption data covers a range of council-owned buildings which have been categorised into the several groups. The groups used and a summary of the buildings covered within each group are presented in **Table 3**, together with the Scope within which they are accounted**.**

3.2.2   Water

Water supply and treatment covers emissions from the supply of water to council buildings and the treatment of wastewater. Water supply data was provided on a spend basis. It was assumed that emissions from water treatment were 95% of those from water supply.

3.2.3   Fleet and green spaces

Runnymede Borough Council provided fuel consumption for the council's fleet. Petrol and diesel consumption were multiplied by an emission factor to calculate emissions.

Green spaces and machinery cover emissions related to the fuel used to power tools such as leaf blowers, hedge cutters, and vehicles used by the council's green spaces team.

3.2.4   Waste

Waste emissions relate to the collection of waste through the contracted service provided by the council and fuel used to power street cleaners. These are estimated through applying BEIS carbon factors based on the fuel used by refuse trucks and street cleaners, respectively.

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[5] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

Category	Buildings included	Scope	Data/ emissions apportionment
	Floral House	1 & 2	Communal areas
	Beomonds	1 & 2	Communal areas
	Heatherfields	1 & 2	Communal areas
	Beomonds Sheltered Housing	1 & 2	Communal areas
Housing – tenant use	Council housing	3	Whole site based on SAP ratings
Runnymede Heat Company Ltd.	Addlestone District Heat Network (DHN)	3	Whole site for 2021/22

3.2.5 Commuting

The *Runnymede Borough Council – Homeworking and Commuting Survey*[6] was developed to collect information to calculate emissions from heating as part of homeworking calculations and to understand commuting patterns. The total distance travelled was grouped by mode of travel based on categories listed in GHG Conversion Factors for Company Reporting. The survey was completed by 165 staff members (approximately 36% of council staff) and provided distances travelled one-way on a particular day. They were therefore scaled to reflect three return journeys a week (in line with the assumption of three days in the office per week). To estimate distance for all staff members, results were scaled against the 2021/22 FTE number of 445.3. Uncertainty is high for this emission source due to the need to extrapolate survey results to represent all staff and because of the likely variations in the way that individuals choose to travel.

3.2.6 Working from home emissions

Emissions related to working from home (WfH) were calculated following the methodology provided by Ecoact in their 2020 Homeworking emissions whitepaper[7]. WfH emissions were calculated for 2021, assuming that across a five-day work week, staff work from home for two of those days. As part of the combined commuting and homeworking survey, staff were asked about their homeworking setup. WfH emissions were calculated where staff were working in homes that would otherwise have been unoccupied, based on rates reported in the survey. Emissions were then calculated by aggregating up the survey results to a full-time equivalent (FTE) basis.

Homeworking emissions were calculated for electricity usage to power desk equipment and lighting, and emissions from heating. Benchmark values provided in the whitepaper were used to calculate emissions from electricity use for office equipment and lighting, using the assumption that 140W of power for desk equipment (e.g. monitors, chargers) and 10W for lighting is used across the year.

To calculate emissions from heating, staff were asked how their homes were heated. Natural gas was the most common heating type, followed by electricity and oil. It was assumed that heating was turned on for two homeworking days a week for 6 months between October and March. Average energy consumption rates per heating day were used for a household, based on the Ecoact method.

3.2.7 Emissions from third party suppliers

Standard industrial classification codes (SIC) are used to categories different activity types by industrial sector. In 2019, Defra published 'Indirect emissions from the supply chain'[8] which contains a list of carbon emission factors for each SIC code. This table can

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[6] https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&token=6ff3eb99811c460f81debcc956 0ba0b1&id=35BPxq8KfkKEAaHd3MAqhSpJeavA6gpEoKQmh5UwutxUOEpWMDBDU1RSNTYzSzQ4VFNFVVh MVzZZMS4u&analysis=true

[7] https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020

[8] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/40454 2/Table_13_Indirect_emissions_from_supply_chain_2007-2011.xls

be used to produce initial high-level estimates of the Greenhouse Gas emissions relating to the production of goods, works and services purchased by a company or organisation.

Emission estimates from third party suppliers used by the council (appointed in accordance with the council's procurement processes) were calculated for 2019/20 – 2021/22 using expense reports provided by Runnymede Borough Council, which were allocated to SIC groups using expense codes information and the relevant carbon factor was then applied. Only the top 90% of spend was considered in each year, to focus on key sources and reduce the time needed for data processing. As Runnymede Borough Council provided an expense report, activity related to the transfer of finances was excluded from estimates. Expenses related to activities already included within the baseline were also excluded to avoid double counting. This covers activities such as electricity, gas and water payments.

The methodology used to estimate emissions from the supply chain should be considered as a tool to support a first estimate of supply chain emissions and identify hotspots of emissions in the supply chain and not as a tool with which to monitor and report emissions from specific procurement actions and contracts. The reasons for that are:

1. The categories are broad and allow for little discrimination between different product options and services within a category e.g. they cannot be used to choose a lower carbon option for delivering social care services because the one category covers all the options available to deliver care.
2. Relationships between spend and carbon emissions are complex; for materials and simple products, the relationships are likely to be reasonably accurate because energy and transport make up a larger proportion of the cost; however, for complex products and services, it is likely that each category represents a much larger range of actual emissions.
3. The emissions factors by SIC code will change over time depending on the industry efficiency and carbon intensity of energy use, but the published dataset may not be updated regularly.
4. An organisation cannot monitor change in Scope 3 supply chain emissions based on spend because the estimate will only change by reducing spend or by switching spend to a different lower carbon category. More detailed methods are required for monitoring change.
5. These factors are designed to look at the upstream Scope 3 emissions of goods and services but some purchasing decisions will also have potential impacts on the Scope 1 and 2 emissions of the organisation e.g. energy use by IT equipment or significant downstream scope 3 emissions e.g. non-reusable products going to landfill. These carbon/unit of spend factors do not enable easy understanding of these additional emissions.

Therefore, to support monitoring and reporting, a more dynamic approach is required. The initial analysis enables procurers to identify probable hotspots of carbon emissions within the supply chain (which might be related to the spend, or high carbon categories, or volume of materials) to inform a more collaborate approach with suppliers to identify both key sources of emissions within the specific product or service, and opportunities for reducing these and reporting savings. Recommendations on how RBC may look to improve estimation of emissions from this sector are included in **Section 7**.

4 Runnymede Borough Council GHG inventory

4.1 Runnymede Borough Council baseline inventory for 2019/20 - 2021/22

4.1.1 Total emissions (Scope 1-3)

Runnymede Borough Council's total GHG emissions, considering emissions from scope 1-3, in 2019/20 were estimated to be ~~19,836~~ 17760 tCO_2e. A ~~11~~18% increase in total emissions was estimated between 2019/20 and 2021/22 with emissions estimated to be ~~21,922~~20923 tCO_2e in 2021/22.

Emissions from scope 3 sources, meaning GHG emissions that occur indirectly from council activities, outside of the direct control of the council (e.g. the council's procured services and investments) account for 9~~3~~4% of the total GHG emissions. Emissions from scope 1 and 2 are included in the inventory, meaning emissions arising from sources owned or controlled by the council directly or resulting from the consumption of purchased electricity, steam or other sources of grid-generated energy, account for the remaining 7~~6~~% of the total GHG emissions. Emissions from scope 1 and 2 are explored further in **section 4.1.2** and scope 3 sources in **section 4.1.3**.

Emission estimates by sector are presented for the years 2019/20 to 2021/22 in **Figure 3** and

Table 4.

Runnymede Climate Change Study: GHG baseline report

Figure 3: Emissions for Runnymede Borough Council (t CO₂e) , 2019/20 – 2021/22
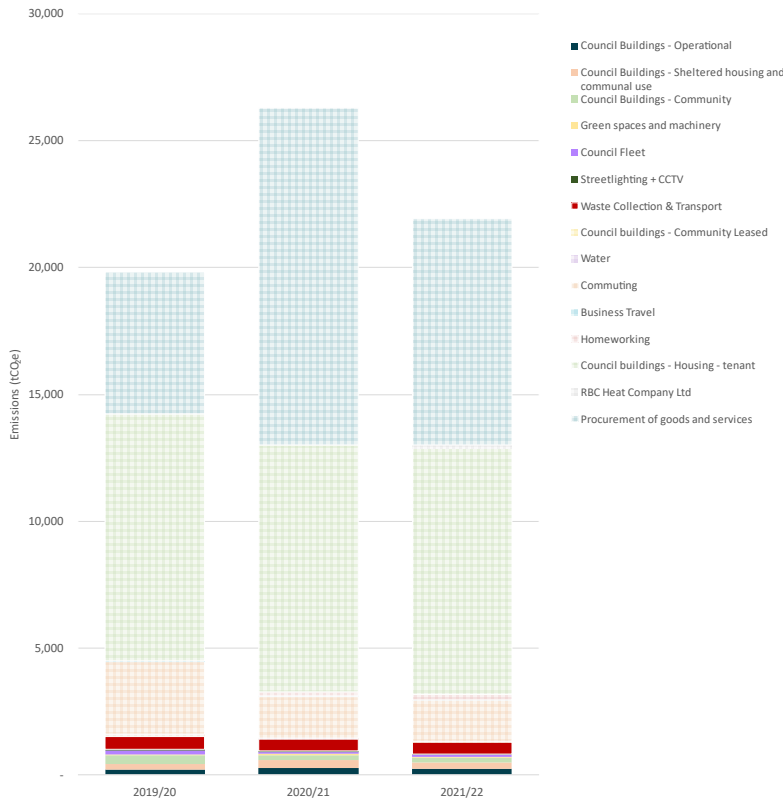
Table 4: Emissions (in tCO₂e) and percentage change in emissions from each sector, 2019/20-2021/22

Sector	Scope	Emissions (tCO₂e)			Change between 2019 baseline and 2021 (%)
		2019/20	2020/21	2021/22	
Council Buildings – Operational	*1+2*	256212	249274	220234	-14%+
Council Buildings – Sheltered housing and communal use	*1+2*	316200	315298	304251	-446%
Council Buildings – Community	*1+2*	260342	2120	227193	-1344%
Council buildings - Total	*1+2*	754832	781776	678751	**-10%**
Green spaces and machinery	1+2	47	44	19	-60%
Council fleet	1	147	81	102	-31%
Streetlighting + CCTV	2	2460	1855	1814	-7623%
Waste collection & transport	1	513	470	470	-8%

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	Scope				
Scope 1 and 2 emissions total		1,56321	1,39095	1,360283	-136%
Council buildings – community leased assets	3	1633	10	86	-5182%
Water	3	38	45	36	-6%
Commuting	3	7522,865	4331,635	4341,618	-424%
Business travel	3	364	15	245	-5317%
Homeworking	3	-	180	213	-
Housing – tenant consumption	3	9,733	9,734	9,697	0%
RBC Heat Company Ltd CHP	3	9-	5-	242146	-2589
Procurement of goods and services	3	5,612	13,291	8,908	59%
Scope 3 emissions total		1619718,316	2371424,909	1956320,639	2113%
Council total		**1776019,836**	**2510426,204**	**2092321,922**	**1811%**

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4.1.2 Scope 1 & 2 Emissions

Considering emissions arising from Scope 1 and 2 only, emissions from the council estate **decrease** between 2019/20 and 2021/22 by 1316%, from **1,56321 tCO₂e** to **1,360283 tCO₂e**, respectively (Figure 4). Emission reductions are observed across all categories under scope 1 and 2 except for 'Council Buildings – Operational and Sheltered housing and communal use'.

Considering emissions from scope 1 and 2 only, the most significant emissions within arise from energy consumption within council buildings (553% of the total). Waste collection and transport is the next most significant source comprising of 357% of total emissions. Emissions from fuel consumed within the council owned fleet is responsible for 8% of the total, with emissions from green spaces and machinery, street lighting and CCTV attributable to approximately 1% each.

The greatest reduction in emissions between 2019/20 and 2021/22 was a 76% reduction in emissions arising from the operation of streetlighting and CCTV. Whilst the decarbonisation of the electricity grid drives reductions in emissions associated with electricity consumption, significant reductions in the total kWh consumed by streetlighting and CCTV networks were also observed.

Significant reductions are also observed in fuel consumed in vehicles and machinery used for the management of green spaces (60% decrease) and in gas emissions from community council buildings (44% decrease). The impact of COVID-19 is observed through reductions in 2020/21 compared to 2019/20 for the council fleet, which to some extent 'rebounded' in 2021/22 and 'Council Buildings – Community'. There is no observed reduction and rebound in operational council buildings in 2020/21 suggesting that lower occupancy rates and building closures did not lower recorded energy use. Emissions from 'Council Buildings – Sheltered housing and communal use' increased in

~~2020/21 which may indicate higher energy consumption due to the 'stay at home' order as a result of COVID-19.~~

Figure 4: Emissions for scope 1 and 2 sources for Runnymede Borough Council, 2019/20 – 2021/22 (tCO$_2$e)
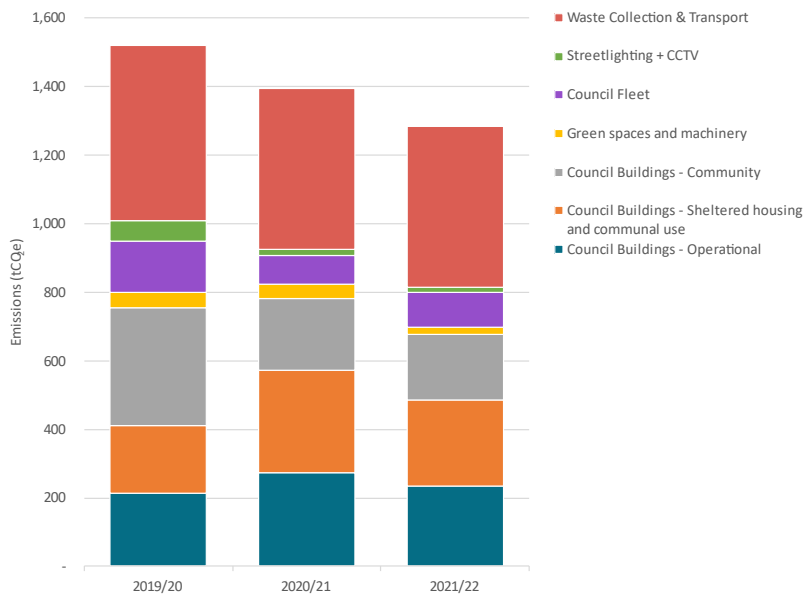
Emissions from council buildings (as presented in Table 4) arise due to consumption of both electricity and gas. Figure 5 presents the split of emissions between those arising from gas and electricity use by each building category.

Figure 5: Building emissions split by electricity and gas, by type, 2019/20 – 2021/22 (tCO$_2$e)

Council Buildings – Operational   *Council Buildings – Community*

Council Buildings – Sheltered housing

4.1.3 Scope 3 Emissions

Emissions arising from scope 3 are significant, comprising of 9~~4~~3% of the total emissions from the council estate in 2021/22. Emissions in scope 3 are dominated by a handful of sectors with large associated emissions; procured of goods, works and services, council housing and commuting. **Figure 6** presents the split of emissions across scope 3 in 2021/22, with the trends presented in **Figure 7** and

Figure 8.

Emissions related to the third-party provision of goods, works and services increase by 59% between 2019/20 and 2021/22. This is explored in more detail in section 4.1.4.

Estimated emissions from commuting and homeworking have varied significantly over the time series due to changes in working patterns at RBC driven by COVID-19. The results indicate that the reduction in emissions associated with commuting outweighs the increase in emissions due to energy consumed whilst employees work from home.

Runnymede Climate Change Study: GHG baseline report

Figure 6: Emissions for scope 3 sources for Runnymede Borough Council, 2021/22 (tCO₂e)
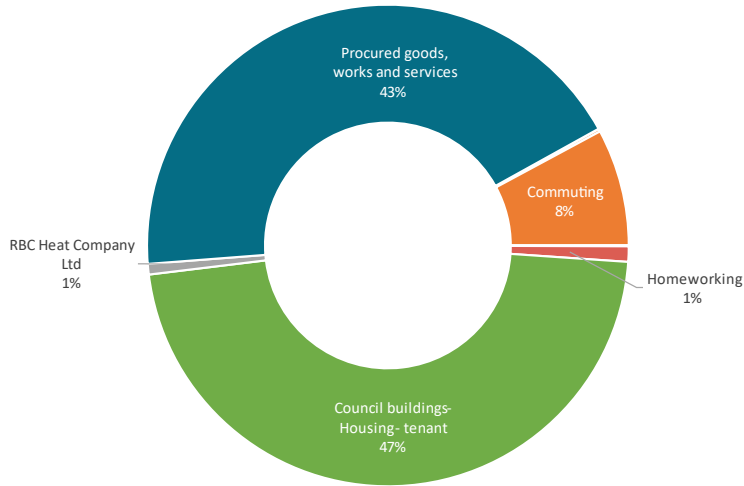
Figure 7: Emissions for largest scope 3 sources for Runnymede Borough Council, 2019/20-2021/22 (tCO₂e)

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Aether
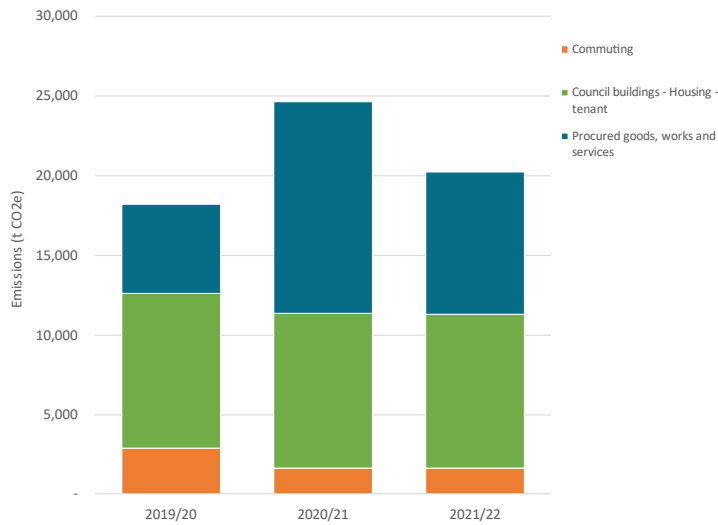
Figure 8: Emissions for other scope 3 sources for Runnymede Borough Council, 2019/20-2021/22 (tCO₂e))
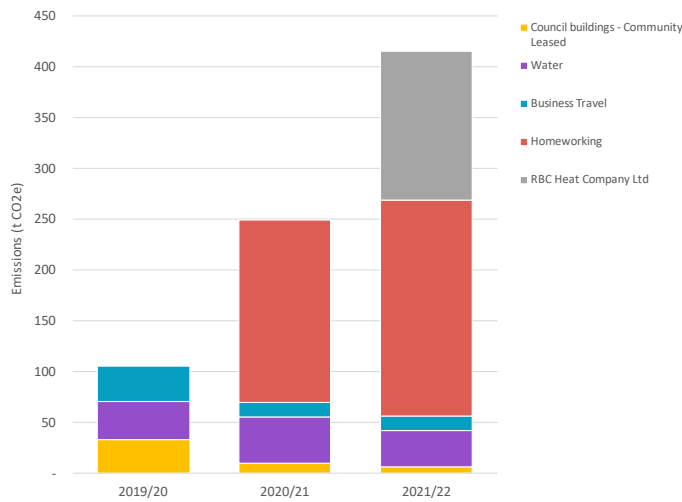
4.1.4   Emissions related to the third-party provision of goods, works and services

There are emissions associated with the third party provision of goods, works and services which result from the procurement activities carried out by the council. Whilst the council has an influence over emissions from this source, it does not have direct control. These emissions are presented here as an initial estimate of the scale of third party emissions, and to start to identify the goods, works and services which represent the largest carbon sources within this category. Methodologies for estimating emissions from third party suppliers are not yet well established and have a high uncertainty and are therefore presented separately to the inventory.

The methodology used to estimate emissions from third parties following the procurement of goods, works and services is based on published factors of carbon intensity per amount spent[9]. This was applied to the council's financial accounts summary. Financial transactions not related to the purchase of goods, works and services were excluded from the carbon totals, as were activities that were included within the baseline, such as purchase of fuel, to avoid double counting.

Emissions from third party suppliers procured by the council were approximately 5,612 tCO₂e in 2019/20, 13,291 tCO₂e in 2020/21 and 8,908 tCO₂e in 2021/22. Phase 1 of the Egham Regeneration project was identified as the greatest source of emissions at 37% in 2019/20 (**Table 5**). However, to put this in context, this was a major £90 million mixed use town centre regeneration scheme which has provided 100 student bedspaces, 101 residential units, a cinema and a variety of retail units together with car parking,

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[9] https://www.gov.uk/government/statistics/uks-carbon-footprint

highway improvements and public realm enhancements. The construction of this scheme will also have contributed to the carbon emissions under this category in 2020/21 and 2021/22.

Table 5: Identified emission hotspots within Runnymede Borough Council's supply chain

Year	Procurement type	Spend category	SIC Category	% of procurement emissions
2019/20		Egham Regeneration – Phase 1	Buildings and building construction works	37%
	Works	Chertsey Metrode Development	Buildings and building construction works	9%
		New Egham Leisure Centre Development	Buildings and building construction works	6%
2020/21	Works	Egham Regeneration - Phase 1	Buildings and building construction works	68%
		Chertsey Metrode Development	Buildings and building construction works	16%
2021/22	Works	Egham Regeneration - Phase 1	Buildings and building construction works	91%
	Services	Major Repairs - Major Specials (C)	Rest of repair; Installation	4%

5   Runnymede Borough GHG inventory

5.1   Borough inventory

Runnymede Borough's GHG emissions for 2019 have been estimated to be 634 ktCO$_2$e. Emissions by sector are presented in **Figure 9** and **Table 6.** The most significant emissions source is the transport sector, comprising 58% of total emissions.

Figure 9: Estimated ktCO$_2$e emissions for Runnymede Borough in 2019
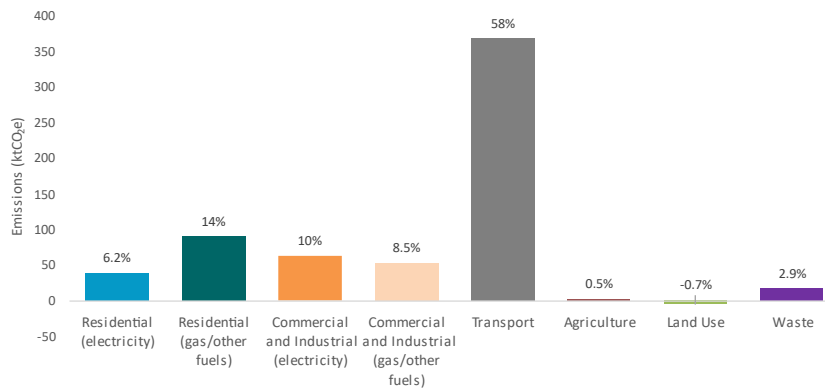
Table 6: Estimated ktCO$_2$e emissions for Runnymede Borough in 2019

Sector	2019 emissions (kt CO$_2$e)[10]	% of total emissions[10]
Residential (electricity)	39.3	6.2%
Residential (gas/other fuels)	90.9	14.3%
Commercial and Industrial (electricity)	63.8	10.1%
Commercial and Industrial (gas/other fuels)	53.9	8.5%
Transport (buses and rail)	6.2	1.0%
Transport (cars/LGVs/motorbikes)	298	47.1%
Transport (HGVs)	64	10.1%
Agriculture	3.1	0.5%
Land use	-4.3	-0.68%
Waste	18.3	2.9%
Total	**634**	

The sources of emissions in Runnymede are dominated by transport use within the borough, particularly from private car use. The second largest source, at 21% of total emissions, is from heating of residential homes.

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[10] Due to rounding of values, summing values shown in the table may not equal totals shown.

Emissions from land use and land use change in Runnymede are currently a small net sink of CO_2 at -4.3 $ktCO_2e$. This is due to carbon sequestration occurring in woodland and grassland areas of the borough.

Please note that a portion of emissions included in the council baseline are also included in the borough baseline. For example, council fleet, commuting, and business travel are included within the borough transport figures and working from home is included within the residential sector. Emissions from the collection of waste material by the council are included in the transport emissions from HGVs. This is due to the subnational datasets used to calculate the borough emissions not specifying the purpose of the fuel quantities provided. The data sources used to calculate the borough baseline are included in **Table A2.1.** The activity data and emission factors used are in **Table A2.** and **Table A2.**, respectively.

A per capita factor represents the emissions of an average person in a country or region – they are total emissions divided by population. The average per capita emission for England was 5.7 tCO_2e in 2019[11]. In comparison, per capita emissions in Runnymede are 7.1 tCO_2e in 2019. This comparatively higher emission per capita is largely driven by the high transport emissions within Runnymede; as an average, in England transport emissions comprise 33% of total emissions, whereas in Runnymede transport is 58% of the total emissions.

5.2 Change in emissions compared to the 2019 baseline

Emissions from private transport decreased between 2019 and 2020 by 23%. The change in fuel usage for each transport mode and types are presented in **Table 8.**

Emissions from land use and land use change remained consistent between years, at a sink of -4.30 ktCO2e in 2019 and -4.24 ktCO2e in 2020. Waste emissions decreased from 18.3 ktCO2e in 2019 to 17.6 ktCO2e in 2020.

In summary, emissions at the borough level reduced in a number of key sectors between 2019 and 2020, however, it is likely that there will be a 'rebound' effect in future years reflecting a return to 'business as usual' following the lockdown during the COVID-19 pandemic.

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[11] UK local authority and regional greenhouse gas emissions national statistics: 2005-2021

Figure 10 and **Table 7** show the emissions for the borough for the years 2019 and 2020. Total emissions decreased from 634 ktCO$_2$e in 2019 to 556 ktCO$_2$e in 2020, equating to a 12% reduction.

At 21%, the greatest reduction in emissions across this period was from electricity use in the commercial and industrial sector followed by a 19% reduction in emissions from the transport sector. The reduction in emissions may be due to the impacts of the COVID-19 pandemic. Domestic electricity usage increased by 9 GWh between 2019 and 2020 while non-domestic usage decreased by 33 GWh over the same period, potentially reflecting stay at home orders, an increase in homeworking, and temporary closure of non-essential commercial activity. The decreased electricity demand, combined with the decrease in the carbon intensity of the UK electricity grid, resulted in a decrease in emissions between 2019 and 2020. Transport emissions equally decreased across this period due to stay at home orders, reducing travel for leisure and commuting.

Emissions from private transport decreased between 2019 and 2020 by 23%. The change in fuel usage for each transport mode and types are presented in **Table 8**.

Emissions from land use and land use change remained consistent between years, at a sink of -4.30 ktCO$_2$e in 2019 and -4.24 ktCO$_2$e in 2020. Waste emissions decreased from 18.3 ktCO$_2$e in 2019 to 17.6 ktCO$_2$e in 2020.

In summary, emissions at the borough level reduced in a number of key sectors between 2019 and 2020, however, it is likely that there will be a 'rebound' effect in future years reflecting a return to 'business as usual' following the lockdown during the COVID-19 pandemic.

Runnymede Climate Change Study: GHG baseline report

Figure 10: ktCO$_2$e emissions for Runnymede Borough, 2019-2020
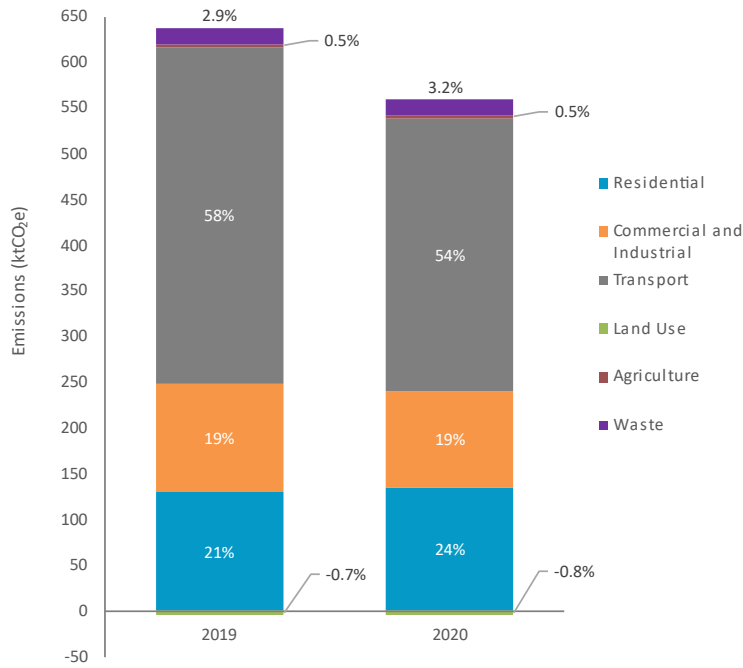
Table 7: Emissions (in ktCO$_2$e) and percentage change in emissions from each sector, 2019-2021

Sector	Scope	Emissions (ktCO$_2$e)		Change between 2019 baseline and 2020 (%)
		2019	2020	
Residential (electricity)	2&3	39.3	38.0	-3.3%
Residential (gas/other fuels)	1	90.9	97.7	7.5%
Residential buildings total		130	136	4.2%
Commercial and industrial (electricity)	2&3	63.8	50.4	-21%
Commercial and Industrial (gas/other fuels)	1	53.9	54.2	0.6%
Commercial and Industrial buildings total		118	105	-11%
Transport (buses and rail)	1	6.2	3.5	-43.9%
Transport (cars/LGVs/motorbikes)	1	298.4	231.1	-22.6%
Transport (HGVs)	1	64.2	64.4	0.2%
Transport total		369	299	-19%
Agriculture	1	3.1	3.0	-2.3%
Land use	1	-4.3	-4.2	-1.2%
Waste	3	18.3	17.6	-3.7%
Borough Total		634	556	-12%

Runnymede Climate Change Study: GHG baseline report

Table 8: Borough private transport emissions and percentage change, 2019-2020

Emission source	Emissions (ktCO$_2$e)		Change from 2019-2020 (ktCO$_2$e)	% change 2019 – 2020
	2019	2020		
Cars (petrol)	118	89	-28	-24%
Cars (diesel)	121	85	-36	-30%
Motorcycles (petrol)	1.7	1.2	-0.54	-31%
LGVs (petrol)	1.8	1.7	-0.12	-7%
LGVs (diesel)	56	54	-1.84	-3%
Total	**298**	**231**	**-67**	**-23%**

6   Monitoring and governance

By updating the GHG inventory on a regular basis, Runnymede Borough Council will be able to track the level of GHG emissions for the council and the borough included in the scope of the inventories, albeit with some delay in data availability. The ability of the GHG inventory to show progress in decarbonisation and the effectiveness of mitigation actions depends on the GHG estimation methods possible for the inventory. Where data availability is a limiting factor, the inventory might not show a true reflection of decarbonisation efforts.

It will be necessary for the council to establish and formalise data supply chains so that emissions can be monitored and reported with confidence at regular intervals. This will particularly be the case for emissions from the council's own estate and operations. It is therefore recommended that data requirements are set out clearly for each service area. Data provision will need to be given a high priority, with commitment agreed at Head of Service level. Responsibility for data should sit with a specific role as opposed to with a named individual, to allow for staff turnover.

If one does not already exist, it would be beneficial to set up an asset register, listing individually the buildings and vehicles which are considered to be within scope. It is also recommended that the process for data provision should be made as clear and simple as possible, with template forms provided for each service area for the submission of (e.g.) meter readings.

Priority areas for formalising data supply processes should include:

- Gas and electricity consumption in council buildings (e.g. offices, depots)
- Gas and electricity consumption in community buildings (e.g. day centres)
- Gas and electricity consumption in council housing
- Fuel consumption by waste collection vehicles
- Fuel consumption by other council vehicles
- Fuel consumption associated with business travel

It is recommended that the frequency of monitoring and reporting is also agreed at the outset. If reporting is to be an annual activity, there may still be value in more regular monitoring to ensure that emissions reporting is based, for example, on actual rather than estimated meter readings. For certain areas, it may be possible to align financial reporting with data provision - for example, the council's energy bills will be based on gas or electric meter readings - and it would be worth exploring whether aligning the two might lead to some internal efficiencies.

With regard to procured works, goods and services, the council adopted its Sustainable Procurement Policy in 2023. This sets out how environmental considerations will be built into the procurement and delivery of goods, works and services through its specifications, tender questions, evaluation criteria, key performance indicators and clauses of contracts.

Specifically in relation to carbon reduction, the policy sets out supplier expectations, stating that where relevant and appropriate to the contract and decided on a case by case basis, the council expects prospective suppliers to:

- Provide requested information and details of environmental impacts (including for in-scope suppliers, carbon emissions under scopes 1 and 2 with estimations

on emissions from scope 3 activities), compliance with corporate commitments and plans for improvement during the procurement process;

- Meet requirements for environmental impact improvement, monitoring and reporting (for example relating to carbon emission reduction) which have been built into the specification of contracts, where appropriate, and measure and report on these requirements throughout the contract lifetime, taking corrective and remedial actions if necessary;

- Commit to mitigating impacts on climate change throughout operations through carbon reduction initiatives as well as through the encouragement and support of this practice throughout their own supply chains;

- Minimise the transport requirements associated with any contract through local sourcing and servicing, efficiency improvements or transport alternatives (such as using postal services, active transport or electric vehicles) to minimise air pollution and carbon impact of transport operations;

This policy is expected to ensure that a consistent approach to carbon is applied throughout the tender process, reducing the risk around contracts being let which fail to deliver emissions reductions. It should be noted that whilst the policy sets out council requirements, it does not constrain council officers in exceeding the requirements where appropriate.

In terms of governance, it is recommended that operational (non-political) governance for the councils' net-zero targets, both for the council's own emissions and those from the wider borough area, should sit at Senior Leadership Team level. This will ensure that the commitment to net-zero comes from the top of the council down. Establishing, for example, a Net-zero Monitoring Board would provide governance arrangements through which the council can ensure that operational decisions being made within each individual service area are consistent with the over-arching net-zero commitments.

It would also be worth considering Carbon Literacy training for the council, with the aim of achieving accreditation from the Carbon Literacy Project as a Carbon Literate organisation, possibly to Silver level. If the Senior Leadership Team undertook this training initially, that would help to embed a net-zero culture across the council, again from the top down.

7   Conclusions and Recommendations

Runnymede Borough Council has set an ambitious net zero target for its operations by 2030. To determine the extent of additional policies and actions required to meet this target, an evidence base of a comprehensive and accurate baseline is required, and is provided in this report.

This evidence base report has been compiled for Runnymede Borough Council to present the main components of their own footprint and wider geographical area. This can be used to work with internal council departments to identify key areas for projects or for wider stakeholder engagement with local businesses and other public bodies.

Throughout the report, a number of recommendations have been made - some recommendations relate to data improvements or suggestions to provide further data sources to the baseline and trajectories and some recommendations are suggested to Runnymede Borough Council as next steps. Both are summarised below.

Recommendation 1: Establish and maintain data flows

This study was informed by a number of key data sources obtained from different departments across Runnymede Borough Council. It is therefore recommended that as follow up to this work that data flows are established within the council which set out the data requirements from council officers across the different departments. This should communicate to all data providers the frequency at which data is required, the preferred format and the reporting period. It is important that this data requirement is established within departments as opposed to with individuals to ensure that institutional memory is retained should individuals move departments/ leave the council.

Recommendation 2: Data set improvements

The period between baseline compilation and data collection for the subsequent year should be utilised to follow up with data providers to discuss further clarification to data sets and to discuss alternative datasets which may allow for improvements in emission calculations. The following datasets have been identified as priorities following this baseline compilation and relate to areas where it is felt that data quality could be improved or data gaps filled.

A key principle of GHG inventory compilation is continuous improvement, and therefore RBC should view these data improvement suggestions as the start of an improvement plan to be implemented as a standard part of an annual cycle to improve the GHG estimates.

Energy consumption from operational and leased council buildings: Data is incomplete for some leased assets and so a priority of the improvement plan should be to gap fill missing data.

Council spend on third party suppliers: Current emission estimates from procurement are uncertain due to the use of per £ carbon factors. See Recommendation 3 for further guidance.

Water usage and treatment: It was not possible to estimate emissions from water usage and treatment from activity data (m^3) and therefore spend data was used to infer consumption. Whilst the use of spend data is an acceptable data source for calculating

baseline emissions at a high-level baseline due to the close relationship between spend and consumption, to improve accuracy moving forward, it is recommended that the council collect data on a volume basis. It is however noted that as water usage and treatment is a minor source of emissions that this may be lower priority compared to other improvement items

Recommendation 3: Engage with the council's largest suppliers and contractors to better understand scope 3 emissions from third party suppliers procured by the council

As is expected, the emissions from third party suppliers who are providing goods, works and services for the council are a large source of emissions from the council's activities. The methodology used in this baseline study gives an indication of the magnitude of the emissions using high level estimates of CO_2e per £ spent.

 To gain a more accurate representation of emissions from the procurement of third party suppliers it is recommended that the council improve the accuracy of the emission calculations by engaging with their highest spend sectors to provide more detailed information on the carbon emissions associated with the goods, services or works they are providing. The implementation and embedding of the council's 2023 Sustainable Procurement Policy within the organisation and the council's supply chains should allow the council to gather improved data in this regard.

Recommendation 4: Future tracking and reporting of GHG emissions

It will be necessary to produce further GHG inventories of emissions within the scope of this baseline in order to assess realised emission reductions. This will be required at minimum in any target year to verify if the emissions target has been achieved, however it is recommended that inventories are calculated annually to track progress. It is further recommended that the council consider some external verification of any updated GHG estimates to ensure that   the estimates align with the GHG protocol methodologies and quality principles.

Appendix 1 – Council Estate Inventory Calculation tool

The council estate baseline was developed within Aether's GHG inventory tool. The tool is designed to present the emission estimates in a transparent manner, with all data sources documented within the tool itself.

The 'How To Update' sheet in the workbook contains step-by-step instructions on how Runnymede Borough Council can update the inventory in the future. Figure 811 shows the cover page of the GHG inventory tool for Runnymede Borough Council. The sheets of the tool are as follows:

- **QA Sheet** – containing meta-data on version control, authors, quality assurance checks
- **How To Update** – containing steps on how to update the inventories and tracker in future iterations, as well as full references for data sources
- **Council-Calculations** - containing activity data, emission factors and emissions calculations for Runnymede Borough Council
- **Council Buildings –** containing emission calculations at the council building level using linked activity data from the laser energy data sheets.
- **Emission factors** – contains the emission factors applied to activity data to calculate greenhouse gas emissions
- **Outputs** – containing summary figures of the inventories
- **Laser data –** Sheets 'Calculations 2019-2021' include the raw energy consumption data from laser energy for the council building calculations.

Figure 811: Structure of Runnymede Borough's GHG Inventory tool

Runnymede Climate Change Study: GHG baseline report

Appendix 2– Borough wide Inventory Datasets

Table A2.1: Data sets used for the borough GHG inventory

Source number	Data Source	Sector	Description
1	Department for Business, Energy and Industrial Strategy (BEIS): 'Sub-national electricity sales and numbers of customers'	Grid electricity; domestic economy, domestic standard and non-domestic	This dataset provides energy consumption data for domestic and commercial electricity use in the borough of Runnymede.
2	Department for Business, Energy and Industrial Strategy (BEIS): 'Road transport energy consumption at regional and local authority level'	Borough bus travel, Borough diesel car travel, Borough petrol car travel, Borough motorbike travel, Borough HGV, Borough LGV diesel and Borough LGV petrol	This dataset provides fuel consumption data (diesel and petrol) for road vehicles in the borough of Runnymede.
3	Department for Business, Energy and Industrial Strategy (BEIS): 'Sub-national weather uncorrected gas sales and numbers of customers'	Natural gas; domestic and non-domestic	This dataset provides energy consumption data for domestic and commercial gas use in the borough of Runnymede.
4	Department for Business, Energy and Industrial Strategy (BEIS): 'Sub-national estimates of non-gas, non-electricity and non-road transport fuels'	Petroleum, coal and manufactured solid fuels consumption	This data set provides consumption data for other fuels, non-gas and non-electricity for domestic, commercial, industrial and non-road transport use in the borough of Runnymede.
5	Department for Business, Energy and Industrial Strategy (BEIS): 'UK local authority and regional carbon dioxide emissions national statistics'	Borough emissions from land use, agriculture and waste	This dataset provides net CO_2e emissions from land use, land use change and forestry (LULUCF), agriculture and waste for the borough of Runnymede.
6	Department for Business, Energy and Industrial Strategy (BEIS): 'Greenhouse gas reporting: conversion factors' 2019 - 2020	All sectors	This dataset provides emission factors for all sources covered in this inventory.

Calculation Input Data

Table A2.2: Activity data for the borough GHG inventory

Sector	Category	Fuel	Unit	Data Source	2019	2020
Commercial	Non-domestic	Gas	GWh	3	240	243
Commercial	Non-domestic	Electricity	GWh	1	250	216
Commercial	Public Administration	Petroleum	ktoe	4	0.171	0.331
Commercial	Commercial	Petroleum	ktoe	4	0.114	0.054
Industrial	Industry	Petroleum	ktoe	4	2.9	2.7
Industrial	Industry	Manufactured solid fuels	ktoe	4	0.05	0.06
Industrial	Industry	Coal	ktoe	4	-	-
Land Use	Forest	Net CO_2 emissions	kt CO_2e	5	-5.26	-5.25
Land Use	Cropland	Net CO_2 emissions	kt CO_2e	5	1.97	1.99
Land Use	Grassland	Net CO_2 emissions	kt CO_2e	5	-2.27	-2.28
Land Use	Wetlands	Net CO_2 emissions	kt CO_2e	5	-	-
Land Use	Settlements	Net CO_2 emissions	kt CO_2e	5	1.27	1.29
Residential	Domestic	Gas	GWh	3	472	509
Residential	Domestic	Electricity	GWh	1	154	163
Residential	Domestic	Petroleum	ktoe	4	0.55	0.57
Residential	Domestic	Coal	ktoe	4	0.29	0.28
Residential	Domestic	Manufactured solid fuels	ktoe	4	0.35	0.34
Transport	Buses	Diesel	ktoe	2	1.83	0.99
Transport	Cars	Petrol	ktoe	2	37.3	28.2
Transport	Cars	Diesel	ktoe	2	39	28
Transport	Motorcycles	Petrol	ktoe	2	0.55	0.38
Transport	HGV	Diesel	ktoe	2	20.8	21.3
Transport	LGV	Petrol	ktoe	2	0.6	0.5

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Sector	Category	Fuel	Unit	Data Source	2019	2020
Transport	LGV	Diesel	ktoe	2	18.2	18.0
Transport	Rail	Petroleum	ktoe	4	0.186	0.158
Agriculture	Off-road/agriculture	Petroleum	ktoe	4	0.159	0.156
Agriculture	Livestock	-	kt CO_2e	5	2.10	2.10
Agriculture	Soils	-	kt CO_2e	5	0.53	0.47
Waste	Landfill	-	kt CO_2e	5	7.62	6.99
Waste	Waste Management 'Other'	-	kt CO_2e	5	10.63	10.59

Table A2.3: Emission factors for the borough GHG inventory

Sector	Category	Fuel	Unit	Data Source	2019	2020
Multiple	UK	Grid Electricity	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - UK Electricity - Electricity generated	0.2556	0.2331
Multiple	UK	Grid Electricity T&D	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - Transmission and distribution - T&D- UK electricity	0.1839	0.1839
Multiple	UK	Natural Gas	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - Fuels - Gaseous Fuels - Natural Gas - kWh (Gross CV)	0.3318	0.3204
Multiple	Industrial & Commercial	Coal	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - Fuels - Solid fuels - Coal (industrial) - kWh (Gross CV)	0.2568	0.2567
Multiple	UK	Gas oil	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - Fuels - Liquid fuels - Gas Oil - kWh (Gross CV)	0.3350	0.3350
Multiple	UK	Solid smokeless fuel	ktCO$_2$e/TJ	NAEI https://naei.beis.gov.uk/data/ef-all-results?q=149740	0.3447	0.3446
Residential	Domestic	Coal	ktCO$_2$e/TJ	NAEI https://naei.beis.gov.uk/data/ef-all-results?q=149742	0.2468	0.2467
Residential	Domestic	Kerosene (burning oil)	kgCO$_2$e/kWh	UK Government GHG Conversion Factors for Company Reporting - Fuels - Liquid fuels - Burning Oil - kWh (Gross CV)	0.1734	0.1684
Transport	Car (average size)	Diesel	kg CO$_2$e/km	UK Government GHG Conversion Factors for Company Reporting - Passenger vehicles - Cars (by size) - Average car - Diesel	0.1808	0.1743
Transport	Car (average size)	Petrol	kg CO$_2$e/km	UK Government GHG Conversion Factors for Company Reporting - Passenger vehicles - Cars (by size) - Average car - Petrol	0.1047	0.1031

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Sector	Category	Fuel	Unit	Data Source	2019	2020
Transport	Buses	Petrol	kg CO_2e/passenger km	UK Government GHG Conversion Factors for Company Reporting - Business travel-land - Bus - Average Local Bus	0.8456	0.8302
Transport	HGV (all, 50% laden)	Diesel	kg CO_2e/km	UK Government GHG Conversion Factors for Company Reporting - Freighting goods - HGV(all diesel) - All HGVs – 50% laden	0.1155	0.1134
Transport	Motorcycle (average)	Petrol	kg CO_2e/km	UK Government GHG Conversion Factors for Company Reporting - Passenger vehicles - Motorbike - Average	0.2365	0.2196
Transport	Van (average)	Petrol	kg CO_2e/km	UK Government GHG Conversion Factors for Company Reporting - Freighting goods - Vans - Average (up to 3.5 tonnes) - Petrol	0.2521	0.2471
Transport	Van (average)	Diesel	kg CO_2e/km	UK Government GHG Conversion Factors for Company Reporting - Freighting goods - Vans - Average (up to 3.5 tonnes) - Diesel	0.2568	0.2567
Transport	Rail	Diesel	kgCO_2e/kWh	UK Government GHG Conversion Factors for Company Reporting - Fuels - Liquid fuels - Gas Oil - kWh (Gross CV)	0.2556	0.2331

Appendix 3 - Key Terms and Definitions

Activity: an action that leads to emissions of greenhouse gases. Examples include combustion of fossil fuels for heat, generation of electricity and transport, treatment of waste and wastewater, industrial processes. Activity data represent how much of this activity is taking place and has a variety of different units e.g. kWh, passenger kilometres, tonnes of waste etc.

Carbon dioxide equivalent (CO_2e): carbon dioxide equivalent is a measure used to compare the emissions from various greenhouse gases based upon their global warming potential. For example, the global warming potential for methane over 100 years is 28. Therefore 1 tonne of methane released is equivalent to 28 tonnes of CO_2 (measured on a 100-year time horizon). Therefore, CO_2e works as a single 'currency' for greenhouse gases.

Carbon emissions: often used as a shorthand to refer to greenhouse gas (GHG) emissions that are included in the Kyoto Treaty. Carbon dioxide is the most common GHG and other gases can be measured in relation to it (see CO_2e).

Carbon neutral: the balancing of carbon emissions against carbon removals and/or carbon offsetting with the net result being zero (see also net zero carbon).

Carbon reduction: an activity that reduces carbon emissions compared to a baseline scenario.

Climate change: the large-scale, long-term shift in the planet's weather patterns or average temperatures.

Climate change mitigation: action taken to reduce the release of greenhouse gas emissions or increase the removal of emissions by enhancing sinks (e.g. increasing the area of forests).

Decarbonisation: usually refers to the electricity sector and refers to reducing the carbon intensity of electricity generated (emissions per kWh) by increasing efficiency of supply or changing the generation fuel mix from fossil fuel to renewables and low carbon sources.

Emission factor: the average emissions of a given GHG for a particular activity. Emission factors are also expressed as the average combination of GHGs for a particular activity, in units of kgCO_2e.

Global warming: refers to the recent and ongoing rise in global average temperature near Earth's surface. It is caused mostly by increasing concentrations of greenhouse gases in the atmosphere. Global warming is causing climate patterns to change. However, global warming itself represents only one aspect of climate change.

Greenhouse Gas (GHG): a gas in our atmosphere that absorbs and emits radiation within the thermal infrared range. There are naturally occurring greenhouse gases in our atmosphere which maintain surface temperatures in a range conducive to life. However, since the industrial revolution, anthropogenic sources of GHGs have increased hugely, leading to 40% increase in atmospheric concentration of carbon dioxide. This is causing

increases in surface temperatures and is the main cause of climate change. There are seven GHGs covered by the Kyoto Treaty, but the main ones are carbon dioxide (CO_2), methane (CH_4) and nitrous oxide (N_2O), and action needs to be taken to reduce emissions of these.

Greenhouse Gas Protocol: a joint initiative of the World Resource Institute (WRI) and the World Business Council for Sustainable Development (WBCSD), the GHG Protocol provides global standard frameworks for the measurement and management of greenhouse gas emissions.

Net zero carbon: the balancing of carbon emissions against carbon removals and/or carbon offsetting with the net result being zero (see also carbon neutral).

Project lifetime: anticipated lifetime of an energy efficiency technology or low carbon behaviour, used to calculate lifetime savings.

Removals: CO_2 removals refer to a set of techniques that aim to remove CO_2 directly from the atmosphere by either increasing natural sinks for carbon or using chemical engineering to remove the CO_2, with the intent of reducing the atmospheric CO_2 concentration.

Scope: a way of categorising emission sources in relation to the reporting organisation, used as a way of providing transparency in emissions accounting, making it clear the type of emission source and the level of control of the reporting organisation over the source. Three levels of scope have been defined and used on a global basis.

Sequestration: a natural or artificial process by which carbon dioxide is removed from the atmosphere and held in solid or liquid form. The uptake of atmospheric carbon by plants and the growth of wood or increase of peat volume are examples of biological sequestration. Also see removals.

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Report title	LLPG and SNN Partnership with Reigate and Banstead
Report author	Stephen Bowen, Head of Digital Innovation
Department	Digital Services - GIS and Address Management Team
Exempt?	No

Purpose of report:

To resolve.

Synopsis of report:

This report outlines a proposal for a new partnership between Runnymede Borough Council (RBC) and Reigate & Banstead Borough Council (R&B) for managing local land and property data (LLPG) and street naming and numbering (SNN) services.

Financially, this partnership presents an opportunity for RBC to generate revenue through an annual income of £37,200. An initial investment of £20,000 of the first year's generated income is being sought to upgrade automation software and train staff in FME (Feature Manipulation Engine).

This investment will streamline critical tasks and ensure RBC has the capacity to manage R&B's additional workload without additional staff growth.

Recommendation(s):

The Corporate Management Committee are asked to:

- Approve a partnership with Reigate and Banstead Council for Runnymede Borough Council to deliver Local Land Property Gazetteer (LLPG) and Street Naming & Numbering services.

- Note the income that will be generated from delivering these services on behalf of Reigate and Banstead Council.

- Approve a supplementary revenue estimate in the sum of £20,000 for service improvements through technology upgrades and automation to streamline processes to be funded from the first year's income from the new partnership.

1. Background and proposal

1.1 In the spirit of fostering closer collaboration, Runnymede Borough Council (RBC) and Reigate & Banstead Borough Council (R&B) have been exploring opportunities to partner on local land and property gazetteer (LLPG) management and street naming and numbering (SNN) services.

1.2 This report provides Corporate Management Committee an update on the progress of this exploration and outlines our next steps to formalise the partnership.

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1.3   R&B approached   RBC in Autumn 2023 seeking support for two key areas, maintaining their LLPG to meet national standards and processing SNN requests according to their established policies.

1.4   This need arose due to staff turnover and their interest in exploring alternative service delivery models. Recognising this as a potential opportunity for mutually beneficial collaboration, RBC engaged in discussions with R&B to explore options for a partnership arrangement between both councils.

1.5   In collaboration with R&B, we evaluated various service delivery models, analysing their advantages and disadvantages. We jointly determined that an outcome-based approach, where the Council delivers the services on R&B's behalf, without being tied down to a specific resource or time span would be the most effective solution.

1.6   The proposed model will mean all three Officers in the GIS and Address team will have access to R&B's systems and will share the partnership work out to minimise impact on service delivery. This approach leverages the strengths of both councils, maximises resource efficiency, and aligns with our existing resource structure without impacting innovation and continuous improvement.

2.   Scope of partnership

2.1   This partnership encompasses a comprehensive range of services related to local land and property management, street naming, and numbering:

Information and Advice: The RBC team will serve as the primary point of contact for both residents and developers within R&B's borough for all matters related to property and street naming and numbering.

LLPG Management: RBC will assume the role of custodian for R&B's Local Land and Property Gazetteer (LLPG). This involves taking full responsibility for its operational management, development, ongoing support, and routine maintenance.

Data Quality and Compliance: The partnership ensures the quality and accuracy of data within the LLPG, meeting both R&B's specific requirements and national standards set by the National Land and Property Gazetteer (NLPG). Additionally, RBC will oversee compliance with the Data Cooperation Agreement (DCA), ensuring R&B fulfils all its data-related obligations.

Internal and External Liaison: RBC will liaise with various stakeholders within R&B, including Council service areas, Council members, and relevant authorities like Royal Mail, utility companies, emergency services, and Surrey County Council. This will ensure smooth processes for address changes, assignments, and consultations.

Street Naming and Numbering Expertise: RBC's team will leverage their expertise to assign suitable street names and property numbers for both everyday situations and major developments. This includes following established procedures, conducting necessary consultations, and undertaking legal notification processes.

UPRN Management and Updates: The partnership covers the creation and maintenance of all Unique Property Reference Numbers (UPRNs) within R&B's borough. This involves accurately plotting developments on official Ordnance Survey maps using R&B's systems.

3.   Policy framework implications

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3.1 It's important to acknowledge the policy and legal framework surrounding this partnership. Like RBC, R&B holds statutory duties for maintaining their Local Land and Property Gazetteer (LLPG) and street naming and numbering systems.

3.2 In accordance with various legislative instruments, including the Towns Improvement Clauses Act 1847, the Public Health Acts (various years), and the Local Government Act 1985, local authorities hold the statutory responsibility for managing address data and street naming.

3.3 Councils must ensure accurate and unique street names and numbers exist within their area, along with a comprehensive Local Land and Property Gazetteer (LLPG) that acts as a central record of all addresses. This ensures smooth operation of emergency services, postal deliveries, and Council services.

3.4 By entering into this collaborative agreement, RBC will assume responsibility for fulfilling these legal obligations on R&B's behalf. A formal contract similar to a Memorandum of Understanding (MoU) between both councils will clearly define these service level expectations and responsibilities.

3.5 This contract will serve as a legal safeguard, ensuring RBC delivers the agreed-upon service level while upholding R&B's statutory obligations.

4 Financial implications

4.1 This partnership presents an opportunity for revenue generation through a fixed annual income and potential for additional service improvement earnings.

4.2 The partnership will provide an annual income of £37,200 (£3,100 x 12 months) to RBC. This income will be paid quarterly in advance, to reduce administration of the partnership. Annual increases to this income will be reflected in the legal agreement between both councils.

4.3 To achieve enhanced service delivery and operational efficiency, throughout the first year of the partnership, a reinvestment of £20,000 in revenue is proposed. This investment will be directed towards upgrading our automation software and providing comprehensive staff training in FME (Feature Manipulation Engine).

4.4 This upfront investment will facilitate the development and maintenance of automated scripts for critical tasks such as data synchronisation with back-office systems and process routing.

4.5 This groundwork will be instrumental in establishing the capacity to effectively manage the additional gazetteer and street naming and numbering workload for Reigate and Banstead.

4.6 The Council's Financial Procedures require that any new expenditure greater than £5,000, no matter how funded, requires formal committee approval. The proposed £20,000 reinvestment will be completely funded from the first years partnership income and the recommendation to this report has been worded accordingly. No additional financing is required.

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4.6 Beyond the fixed income, there is potential for further earnings based on specific services provided by RBC to R&B. These services, exceeding the scope of day-to-day operations, are currently under discussion and could generate an additional £3,000 to £5,000 per year.

4.7 This additional income would be earned by drawing down a set number of days from a pool allocated for improvements over and above operational service delivery. These will be agreed in advance with R&B at regular service update meetings.

5. Legal implications

5.1 Section 113 of the Local Government Act 1972 serves as the legal foundation for this partnership between RBC and R&B. This section allows local authorities to enter into agreements with each other for the discharge of any of their functions.

5.2 To solidify this partnership and clearly outline the terms, both councils will establish a legal contract which will be monitored accordingly.

6. Equality implications

6.1 The proposed changes will not negatively impact the rights, opportunities, or wellbeing of residents with protected characteristics.

7. Environmental/Sustainability/Biodiversity implications

7.1 The environmental implications of the proposed changes are likely to be minimal.

8. Risk implications

8.1 While the proposed partnership with R&B offers promising benefits, it's crucial to acknowledge and mitigate potential risks to ensure its success.

8.2 We recognise that unforeseen circumstances such as staff turnover could disrupt the partnership's operations. By taking an outcome-based approach means both councils are not relying on a single officer to deliver the work of R&B. An outcome-based approach means that the work is spread across the three staff within the team creating resilience.

8.3 In the event that either council desires to terminate this agreement, a written notice of termination must be provided to the other council with three months prior notice. This period is intended to facilitate an orderly wind-down of the shared service and to protect the interests of both parties.

8.4 Ensuring RBC has sufficient staff capacity to manage R&B's workload alongside existing responsibilities is vital to the success of the partnership. The team is now fully resourced and as part of this piece of work we proposed to re-invest £20,000 of the first year's income generated into system upgrades, automation and training. This, in turn, will create the necessary capacity to sustain the partnership in the long term with existing resources.

9. Timetable for Implementation

9.1 RBC are actively working with R&B to develop a comprehensive transition plan for the service. Regular meetings are ongoing to address key areas such as IT setup and the operational procedures required for a smooth service handover.

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9.3 Our efforts are geared towards a successful go-live date of Wednesday, May 1st, 2024. This timeframe allows for the completion of all critical transition activities while ensuring a seamless service launch for both Councils.

10. Conclusions

10.1 In conclusion, the proposed outcome-based partnership with R&B for local land and property data (LLPG) and street naming and numbering (SNN) services presents a good opportunity for RBC.

10.2 This collaboration leverages RBC's expertise to streamline service delivery for R&B while generating a fixed annual income of £37,200. The proposed initial investment of £20,000 in automation and staff training will ensure efficient service delivery and create the capacity to manage R&B's additional workload without requiring additional staff recruitment.

11. Background papers

- None.

12. Appendices

- Appendix 1 – GIS and Address Management Improvements Business Case.

Project/Item Title	GIS and Address Management, Automation and Improvements		**Version**	1
Corporate Head	Linda Norman, Chops Customer, Digital & Collection Services	**Service Area**	Digital Services	
Service Committee to Approve Budget	Corporate Management Committee			
Anticipated Cost of Proposal (Capital)	£0	**Anticipated Cost Proposal (Revenue)**	£20,000	
Type of Project	Improvement	**Project Duration**	9 months	
Proposed Project Start Date	May-24	**Proposed Project End Date**	Jan-24	

Business Case Context

Background

This business case aligns with a proposal for a new partnership between Runnymede Borough Council (RBC) and Reigate & Banstead Borough Council (R&B) for managing local land and property data (LLPG) and street naming and numbering (SNN) services.

Financially, this partnership presents an opportunity for RBC to generate revenue through a annual income of £37,200. An initial investment of £20,000 of the first year's generated income is being sought to upgrade automation software and train staff in an effort to free up staff hours to absorb the additional work of the partnership.

This investment will streamline critical tasks and ensure RBC has the capacity to manage R&B's additional workload without additional staff growth.

This upfront investment will facilitate the development and maintenance of automated scripts for critical tasks such as data synchronisation with back-office systems and process routing.

This groundwork will be instrumental in establishing the capacity to effectively manage the additional gazetteer and street naming and numbering workload for Reigate and Banstead.

Strategic Links - relate this Business Case to RBC Corporate Strategies and Corporate Values

Corporate Strategies	Describe how this Business Case meets / contributes to the Corporate Business Plan through each of the Corporate Strategies.
Organisational Development Strategy *Enable Officers and Members to perform their duties to the best of their ability and make Runnymede Borough Council the employer of choice for local people.*	The report on the proposed partnership with Reigate & Banstead Borough Council (R&B) aligns with Runnymede Borough Council's (RBC) organisational development strategy in several ways. It supports the Council's business, as the partnership generates revenue through a annual income of £37,200, furthering RBC's financial savings / income generation goals. It also allows RBC to potentially earn additional income by providing extra project / improvement support to R&B for LLPG and SNN services. The proposal includes an initial £20,000 investment to upgrade automation software and train staff in maximising the technology. This investment aligns with the OD strategy's focus on using effective technology to improve service delivery.
Corporate Values	Describe where this Business Case fits in our Corporate Values - *Delete those not applicable*
Performance driven – *we will strive for excellence in all we do.* **Delivering excellent value for money** – *we will strive to be as efficient and effective as possible.* **Collaborative** – *we will work together and with others to deliver positive outcomes for our communities.*	**Performance driven -** The report outlines a plan to deliver services to Reigate & Banstead Borough Council (R&B) for local land and property data (LLPG) and street naming and numbering (SNN) services. This will be achieved through leveraging RBC's expertise and upgrading automation software and training staff. **Delivering excellent value for money -** The partnership with R&B is financially beneficial for RBC. We will receive a annual income of £37,200 and potentially more for additional services provided. The initial investment of £20,000 will improve efficiency and create capacity to manage the additional workload without needing more staff within the service. **Collaborative -** We are committed to working alongside our neighbouring authorities in a collaborative spirit. This means sharing knowledge and expertise, and exploring opportunities to deliver services on their behalf with opportunities to generate additional income for RBC. The proposed partnership with Reigate & Banstead Borough Council exemplifies this approach. By working together through an outcome-based service delivery model, both Councils benefit from shared expertise and efficient service delivery.

List your Business Case Objectives, ensuring they are Specific, Measurable, Achievable, Realistic and Timely

Stage 1: Process Discovery and Opportunity Identification (As-Is & To-Be Analysis)

Objective 1.1: Document Core Processes - Comprehensively document all core processes within the GIS and LLPG team, including data acquisition, processing, validation, analysis, and dissemination.

Objective 1.2: Identify Repetitive Tasks - Through process mapping, pinpoint all repetitive and time-consuming tasks within these core processes. We will focus on tasks that are rule-based and well-defined.

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are rule based and well defined.

Objective 1.3: Define As-Is State - Establish a clear baseline (As-Is) for each core process, outlining current workflows, tools used, processing times, and any existing automation efforts.

Objective 1.4: Identify Potential for Automation - Analyse each process and sub-process to identify opportunities where automation can be implemented to improve efficiency and accuracy.

Objective 1.5: Prioritise Automation Opportunities - Prioritise identified automation opportunities based on factors such as potential time savings, error reduction potential, and impact on overall workflows.

Stage 2: Automation Tool Upgrade

Objective 2.1: Evaluate Existing FME Automation Tools - Assess the capabilities and limitations of our current GIS and LLPG automation tools.

Objective 2.2: Research and identify enhancements and new Automation Tools - Research and evaluate different automation tools based on the department's needs, identified automation opportunities, and budget constraints.

Objective 2.3: Implement and Configure New Automation Tools - Implement or upgrade the selected automation tools, configuring them to integrate with our existing GIS and LLPG systems, and ensure data compatibility.

Stage 3: Training and Implementation

Objective 3.1: Develop Training Program - Develop a comprehensive training program for the team on the new automation tools, covering its functionalities, best practices for automation development, and potential troubleshooting techniques.

Objective 3.2: Develop and Implement Automated Workflows - Leveraging the new automation tools and staff training, develop and implement automated workflows for prioritised tasks identified in Stage 1.

Objective 3.3: Monitor and Refine Automation Workflows - Monitor the performance of new automation workflows, collect data on efficiency gains, and identify opportunities for further refinement or expansion into additional processes.

This three-stage approach provides a structured framework for improving automation within our GIS and Address Management team.

List the Constraints or Parameters in which this Business Case will operate

One key constraint of this project is the need to manage it alongside the ongoing partnership with Reigate & Banstead Borough Council. The GIS and Address Management team will be working to deliver services for R&B while simultaneously reviewing and improving our internal GIS and LLPG processes. However, the three-stage approach offers a solution to this challenge. By dedicating the initial stage to process discovery and opportunity identification, the team will establish a clear baseline (As-Is) for our internal workflows. This will allow for informed prioritisation of automation efforts. With a solid understanding of our current processes and the potential benefits of automation, the team can plan and execute improvements while fulfilling the commitments of the Reigate partnership.

List the Outcomes and Benefits (including efficiency gains) you expect the scheme to achieve

The partnership with Reigate & Banstead Borough Council presents a significant income generation opportunity, bringing in a annual income of £37,200 with the potential for even more. Crucially, the three-stage automation plan will allow us to absorb this additional workload without needing to expand the GIS and Address Management team. By automating repetitive tasks, we can free up valuable staff time that can be dedicated to higher-value activities.

Appraisal of Business Options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):
Description and benefits

The preferred option involves investing £20,000 in targeted automation improvements for our GIS and Address Management Team. By focusing on automating repetitive tasks, we aim to empower our current GIS and Address Management team to sustainably absorb the additional workload associated with the partnership. This approach offers several compelling benefits.

Firstly, the partnership with Reigate & Banstead presents a significant financial opportunity. We stand to gain a annual income of £37,200, with the potential to earn even more by providing additional project and consultancy services. However, to truly realise this opportunity, we need to ensure our team can efficiently manage the extra workload.

Secondly, by automating repetitive tasks, we can significantly improve the overall efficiency of our GIS and Address Management Team. This frees up valuable staff time that can be dedicated to higher-value activities.

Finally, a key advantage of this approach is that it avoids the need to expand our team. By automating repetitive tasks, we can ensure our current staff can effectively manage the increased workload without requiring additional Officer. This translates to cost avoidance and a more efficient use of our resources.

Advantages to Service Area (preferred option)	Disadvantages to Service Area (preferred option)
Financial gain: The partnership with Reigate & Banstead generates a fixed annual income of £37,200 with the potential for even more.	**Upfront investment:** An initial £20,000 investment is required to free up resources in year one to sustain the additional work of the partnership.
Increased efficiency: Automation frees up staff time from repetitive tasks, allowing them to focus on higher-value activities like data analysis, strategic planning, and improved service delivery.	**Technical Expertise:** Depending on the complexity of the automation, there may be a need for additional technical expertise to develop / guide the team through the build of the automated scripts. This is built into the project budget.
No team expansion: The automation mitigates the need for additional staff to manage the increased workload from the partnership, saving on recruitment and training costs.	
Improved staff morale: Automating tedious tasks can improve staff morale by reducing workload and allowing them to focus on more stimulating work.	
Standardisation and Consistency: Automated workflows can ensure consistent and accurate execution of tasks, minimising errors.	

Costs to Organisation (preferred option)	Benefits to Organisation (preferred option)
£20,000 investment in a combination of automation tools, training and consultancy.	**Sustainable workload absorption:** By automating tasks, the existing GIS and Address Management team can handle the additional work from the partnership without needing to grow.
	Improved resource utilisation: Automation maximises the use of existing staff resources by freeing up time for higher-value activities.
	Enhanced service delivery: Staff can dedicate more time to providing exceptional service to both Runnymede and Reigate & Banstead due to increased efficiency.
	Knowledge sharing: The automation project can foster knowledge sharing within the team as they learn and develop new skills related to automation.

Environmental Sustainability Benefits (direct and indirect benefits to support Climate Change Strategy)
Outline any direct and indirect benefits of the Preferred Option that aims to minimise negative and promote positive environmental impacts an d/or reduce carbon emissions , where possible

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Direct Environmental Sustainability Benefits (preferred option)	Indirect Environmental Sustainability Benefits (preferred option)
The primary focus of the project is on operational efficiency and cost savings, the direct and indirect sustainability benefits are likely to be minimal.	

Negative Environmental Impacts
Non identified.

Resource Requirements
Staffing Appraisal (preferred option):
Outline the expected staffing / resourcing requirements for the preferred option in the table below, think about resources required in your team and others. This should include job titles, number of hours worked and salary.

Existing Staffing	New RBC Staff Requested	New External Staff Requested
GIS and Address Manager GIS and Address Officer GIS and Address Officer	None	None

FINANCIAL APPRAISAL

Explain how the cost estimate has been drawn up e.g. based on the costs of a similar project/item; based on quotes from suppliers etc:	Desktop research, previous experience.
Please explain how you have considered the VAT implications of the project/item:	VAT will be included as part of the £20,000 investment.
What external funding sources and opportunities have been explored for this initiative? Contact Howard Collins, Bid Writer and Grants Officer and provide details.	Not applicable.
Does this proposal require new or impact existing ICT hardware or software? How will this be progressed? Contact Linda Norman, Corporate Head of Customer, Digital & Collection Services and provide details.	Yes, led by Digital Services.
Does this proposal require building modification or refurbishment work of a corporate asset? How will this be progressed? Contact Alex Williams, Corporate Head of Assets and Regeneration and provide details.	No, not applicable.

CAPITAL COSTS

Capital Expenditure (specify codes required)	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)
None	-	-	-	-	-	-
Total Capital Expenditure	-	-	-	-	-	-

Capital Income (specify codes required)	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)
None	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-

Net Capital Outlay	-	-	-	-	-	-

Estimated Useful Life of the Asset: Where the expected lives of each significant component of the asset are different (i.e. buying a house with a flat roof) you must estimate both the useful live and cost of replacing each component part. Please only include components greater than £20,000 in cost or more than 20% of the total value of the asset.		Estimated Value (£)	Estimated Life (yrs)
Overall asset	**(basis of estimation)**		
Component 1 (specify):			
Component 2 (specify):			
Component 3 (specify):			

REVENUE COSTS

Revenue Expenditure	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)
£20,000 investment in a combination of automation tools, training and consultancy.	20,000	-	-	-	-	-
Less: Savings to existing budget (Please specify)						
Total Revenue Expenditure	20,000	-	-	-	-	-

Revenue Income (specify codes required)	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)
Income from Reigate and Banstead Partnership	37,200	37,200	37,200			
Total Revenue Income	37,200	37,200	37,200	-	-	-

	-17,200	-37,200	-37,200	0	0	0
Net change to revenue budgets	**-17,200**	**-37,200**	**-37,200**	**0**	**0**	**0**

Business Case / Risks

Outline the risks (Managerial, Financial, Operational etc.) to RBC if delivering the preferred option. A risk summary only is required here.

Risk Description	Mitigation / Help needed
Staff may be apprehensive about automation due to concerns around their roles or the complexity of new workflows.	The GIS and Address Management team are proactively involved and engaged in the partnership project but also the automation and improvements work required. The team will be leading and shaping the improvements to their own processes which will help with the change management aspects of the project.
Difficulties integrating the new automation tools with existing GIS and LLPG systems could disrupt workflows and data accuracy.	Thorough testing of the automation tools within a test environment before full integration in live will take place. We will also ensure compatibility with our existing systems and involve the relevant technical Officers throughout the implementation process.
The combined workload of supporting the new Reigate & Banstead partnership and implementing departmental automation improvements could overburden the GIS and Address Management team. This could lead to staff burnout, delayed project timelines, or potential errors in service delivery.	The proposed three-stage approach to automation provides a structured framework for managing the workload. By focusing on process discovery and opportunity identification in Stage 1, the team can clearly define the scope of automation efforts and prioritise tasks based on their impact and resource requirements.

Option 2 (rejected option - do nothing)
Description

While avoiding upfront costs, choosing not to invest in automation comes with significant disadvantages. The current team structure would likely be stretched beyond capacity, jeopardising the success of the Reigate & Banstead partnership. This option would ultimately lead to missed opportunities for financial gain and improved service delivery.

Advantages to Service Area (rejected option)	Disadvantages to Service Area (rejected option)
Reduced upfront costs - The council avoids the initial £20,000 investment in automation software and training. Although this was set aside from the first years income and not from the Council's miffs.	**Unsustainable workload:** Without automation, the existing GIS and Address Management team will likely be unable to sustainably manage the additional workload associated with the Reigate & Banstead partnership.

Costs to Organisation (rejected option)	Benefits to Organisation (rejected option)
Investment: No cost to the Council. **Income generation:** Missed opportunity to generate £37,200 annually.	None.

Authorisation

Approved by Corporate Head of Finance		Date	

Approved by Corporate Leadership Team		Date		Priority Score	

Corporate Leadership Team Feedback	

Taken to Corporate Property & Acquisitions Member Working Group / Services and Digital Transformation Working Party (Where applicable)		Date	

Committee Report to be presented to:		Date	

Report title	Corporate Management Committee – Outcome of Staff Appeal
Report author	Mario Leo Corporate Head of Law and Governance
Department	Law and Governance
Exempt?	No

Purpose of report:

- **For information**

Synopsis of report:

To report the outcome of a recent staff appeal considered by the Standards and Audit Committee

1. **Context and background of report**

1.1 The Council's Salary Grading Appeals Procedure, last reviewed in 2015, contains the provision for the outcome of Appeals to the Standards and Audit Committee on Salary Gradings to be reported to the Corporate Management Committee.

2. **Report and, where applicable, options considered and recommended**

2.1 On 15 March 2024, the Standards and Audit Committee met to consider an appeal by an employee regarding the grading of their post.

2.2 The report and its content were confidential as they identified individuals.

2.3 The Standards and Audit Committee determined the matter in accordance with the procedure as set out in the agenda papers and had due regard to the advice provided by both the Head of HR and OD and the Corporate Head of Law and Governance, acting as Secretary to the Committee.

2.4 Both the appellant and Assistant Chief Executive (Place) presented their cases and there was an opportunity for each to ask questions of each other and the panel to do so also.

2.5 After careful consideration, the Panel determined that the appeal should be rejected.

2.6 The Panel considered a number of areas for further work arising from the issues discussed as part of the appeal, such as review of the staffing establishment within the department in question and the resource capacity.

2.7 Work is already underway to address these points, through several workstreams. These include:
- The Council-wide review of its staffing establishment which forms a key workstream as part of the the current savings and efficiencies process;
- The Service Review programme which currently includes a review of this service area; and

- Work being undertaken within Community Services to review staffing and capacity following a number of recent staff changes.

2.8 Any outputs from this work requiring Member approval will be taken through the relevant Service Committee for consideration. In addition, the first two workstreams form inter-dependent workstreams within the non-statutory Best Value Notice programme, which has its own Member reporting lines as set out in the Programme Charter
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3. **Policy framework implications**

3.1 The Council's procedure for dealing with Salary Grading Appeals was in place at the time the employee made application for their post to be re-graded.

3.2 The procedure for dealing with Salary Gradings was reviewed and approved by Corporate Management Committee in 2019. A new form was also approved, subject to consultation with Unison. This was subsequently revised and agreed by HR and Unison.

3.3 Employee appeals in relation to dismissal and grievances including salary gradings are heard by a Sub-Committee of the Standards and Audit Committee, comprising three Members and one member in reserve.

4. **Resource implications/Value for Money (where applicable)**

4.1 None identified.

5. **Legal implications**

5.1 The Council, in its capacity as an employer, will deal with situations where an employee may be dismissed or raise a grievance, including whether the grade allocated to the post they hold accurately reflects the range of duties they undertake. In first instances such decisions are taken by officers. It is good employment law practice that an employer has in place an appeal mechanism for dealing with such matters. The Council has adopted the approach that the Standards and Audit Committee (and Sub-Committee) will be the body which considers such appeals.

5.2 In this case an employee submitted a request that their post be regraded because they believed that the duties they undertook had changed to such a degree that the current grade of the post did not accurately reflect the duties they undertook. The application was duly considered by officers and the application was rejected. The employee exercised their right to appeal against that decision and the matter was considered by the Committee.

6. **Equality implications**

6.1 None identified

7. **Environmental/Sustainability/Biodiversity implications**

7.1 None Identified.

8. **Risk implications**

8.1   Ensuring a proper process exists for the hearing of staff grading appeals reduces the risk of challenge to the Council via employment tribunal and provides staff with reassurance that there is a consistent, robust approach to dealing with such matters.

9.   **Other implications (where applicable)**

9.1   None Identified.

10.   Background papers

Exempt papers held on file 63.13.32 used in preparation of the Standards and Audit Committee agenda.

11.   Appendices
None.

Report title	**Introduction of Electric Vehicle Charging Infrastructure at Civic Centre**
Report author	Dan Callaghan
Department	Planning, Economy & Built Environment
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	**Not applicable. EXEMPT Appendix A required to be read with report.**

Purpose of report:

To resolve

Synopsis of report:

This report outlines the background context and rationale for Runnymede Borough Council to install six Electric Vehicle (EV) charging points at the Addlestone Civic Centre Offices. The charging points will provide the necessary infrastructure to enable the replacement of two existing fossil fuel parking vehicles with EV alternatives (subject to committee approval), provide charging capability for the existing Meals at Home EVs for further business continuity arrangements for these vehicles, and future proof the electrification of other fleet vehicles over time.

This report seeks Committee approval to draw down up to £35,000 from the Climate Change Pump Prime Fund to enable this infrastructure installation to occur in the coming months.

Recommendation(s):

That the Corporate Management Committee:

1. **Approve the business case for the purchase and installation of six EV charging points at the Addlestone Civic Centre.**

2. **Approve a capital estimate in the sum of £35,000 to be taken from the Climate Change Pump Prime Fund.**

3. **Members delegate to the Chief Executive in consultation with Chairman and Vice-Chairman of Corporate Management Committee the ability to agree terms for the EV contract installation and delivery of 6 EV spaces at the Civic Centre**

1. Context and background of report

1.1 The Corporate Business Plan 2022-2026 sets out how the Council will play a key role in creating a greener environment and ensuring an effective response to climate change. The Climate Change Strategy 2022-2030, adopted in October 2022, describes how the Council intends to make all its operations carbon 'net zero' by 2030. Strategic objective two of the Climate Change Strategy states that the Council will "positively influence our environment by embedding climate change avoidance and mitigation, sustainability, and promotion of biodiversity and conservation in all Council decisions and actions".

1.2 At Full Council on 7 December 2023, Runnymede Borough Council resolved to declare a climate emergency. In declaring a climate emergency, the Council will use its reasonable endeavours to continue its work to meet the Council's target of net zero operational emissions by 2030 and use its sphere of influence to support the Borough and its communities to achieve the 2050 national net zero target for the UK. The Council recognises that the consequences of temperatures exceeding 1.5C are so severe that preventing this from happening must be humanity's priority and that it is important all organisations commit to becoming operationally net zero, as soon as reasonably possible.

1.3 The Council's vehicle fleet accounts for a significant proportion of the current greenhouse gas emissions produced by the Council's operations. According to the Runnymede Borough Council Estate and Area Greenhouse Gas emissions baseline report (formally endorsed October 2023), the Council's vehicle fleet (including Green Spaces, Council Fleet, and Waste Collection & Transport) accounted for 46% of the Council's scope 1 & 2 emissions in 2021/22. Reducing emissions from the Council's fleet is essential to meet the objective of achieving net zero operational emissions by 2030. Agreeing that Hydrogenated Vegetable Oil (HVO) will be the preferred fuel for the Council's fleet from the 2024/25 financial year (as approved at the Environment & Sustainability Committee on 7th March 2024) will reduce these emissions. However, this is viewed as a transitional measure to reduce emissions as opposed to a long-term solution.

1.4 The transition from internal combustion engine vehicles to electric vehicles (EVs) is a key method for reducing emissions from transport. According to Carbon Brief, over the full vehicle lifecycle, carbon dioxide emissions from an EV are around three times lower than an average petrol car when considering whole lifecycle emissions, and these benefits are improving over time with decarbonisation of the electricity grid.[1] Ensuring that the required infrastructure to facilitate a move towards EVs is in place is critical to enabling and encouraging this transition.

1.5 At Full Council on 7 December 2023, the Council adopted an EV Strategy which sets out the Council's approach to support the transition from petrol and diesel vehicles to EV. The Strategy includes the aim for the Council "to lead by example by ensuring its own Council fleet uses cleaner EV technology at the earliest possible opportunity, where it is practical and offers the taxpayers good value for money". In the EV Strategy Action Plan 2022-26, Action 2 states that the Council will "explore opportunities to implement electric vehicle technology within RBC for the fleet and employees" and a short-term action to "investigate establishing charging points at key working locations".

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[1] Carbon Brief (2023) https://www.carbonbrief.org/factcheck-21-misleading-myths-about-electric-vehicles/

1.6 The Council's Sustainable Fleet Management Strategy (being considered for adoption at Full Council on 25th April) sets out how the Council will manage and deliver its fleet over a 10-year period from 2024-2034. Among the three guiding objectives of the Strategy is 'Environmentally Friendly', with the Council working towards moving its fleet assets to net zero, considering their life cycle and component parts (including fuel). A short-term action captured in the Action Plan of the Strategy is to assess the suitability of shortlisted Council owned sites to deliver EV chargers for different types of vehicles. The Strategy recognises that working towards a net zero fleet by 2030 requires investment in enabling infrastructure as a pre-requisite which will necessitate funding.

1.7 At Full Council on 29 February 2024, the Council's Climate Change Action Plan was approved. The Plan describes how the Council will work towards reducing carbon emissions from Council operations to net zero by 2030. Action ID 3.3 of the Plan states that the Council will "deliver actions contained in the adopted EV Strategy to support the transition to electric vehicles. Among the noted actions include "enable the creation of new EV charging infrastructure" and "explore opportunities for joint working with partners to encourage wider take-up (by the Council for its own fleet and by Council employees, as well as private users)". A focus on delivering EV charging infrastructure is also reflected in the approved 2024/25 Service Area Plans for Customer, Digital, & Collection Services, and Planning Policy, Economy, & Built Environment.

2. Report and, where applicable, options considered and recommended

2.1 Following the adoption of the Council's EV Strategy and given that the Sustainable Fleet Management Committee is due to be considered for adoption imminently, steps must be taken to move from the strategy development stage to the implementation stage if the short-term action plans contained within both strategies are to be delivered within their agreed timeframes. Installation of EV charging infrastructure at the Civic Centre is considered the first step in the wider implementation of chargers across the Council estate. Additional committee reports on other aspects of the rollout of EV charging infrastructure will be presented in due course.

2.2 Following internal engagement with relevant fleet-operating service areas, the need for chargers in the Civic Centre Undercroft is driven by an urgent requirement within the Parking Services team to replace two vehicles used by the Council's Civil Enforcement Officers which are parked overnight and driven from the Civic Centre undercroft. Both vehicles are due for replacement and have high mileage with higher than usual maintenance costs. The desire is to replace the existing fossil fuel powered vehicles with EV alternatives, which necessitates the existence of the required charging infrastructure. This immediate need provides the rationale for 2 chargers to be implemented at the Civic Centre. A report is being prepared for 6th June Environment and Sustainability Committee where officers will seek approval for the replacement of the existing end of life vehicles with EV alternatives.

2.3 The additional 4 chargers are proposed to further supplement the business continuity arrangements for the existing Meals at Home electric vehicles. The current business continuity arrangements rely on external charging capability from third party suppliers whilst a more reliable long-term solution would be to rely on Council owned infrastructure. These chargers would also provide the Council with greater flexibility to respond to future opportunities which could facilitate the wider transition of the Council's staff and fleet to EV. For example, should the Council wish to move towards pool cars as part of its Green Travel Plan for staff, which is currently being worked on, the charging infrastructure would already be in place to support these vehicles being electric. Furthermore, having additional chargers would also allow the Council to be more agile in its ability to apply for grant opportunities which may arise for EVs.

2.4   It remains to be decided which charger types are to be installed at the Civic Centre. Based on the expected need, this will be a mix of 7kwh and 22kwh chargers. The parking vehicles to be replaced are located at the Civic Centre overnight and could be fully charged with a 7kwh charger during this time. However, this is dependent upon each charger having its own dedicated power supply as if chargers have to share power, their output is reduced if more than one vehicle is charging at one time leading to increased charging times. This could come down if there is sufficient power available to independently power all six chargers. Initial indication is that this can be achieved as shown in Exempt Appendix A attached. A 22kwh charger would enable faster charging capability where needed and support the charging of larger fleet vehicles should this be required. While rapid chargers could be considered, impacts on the electrical supply to the site, potential additional costs and potential impacts on the EV batteries from use would need to be considered. Where financially feasible within the resource constraints of the project, officers will explore opportunities to implement further infrastructure, such as cabling, that could enable the swift installation of additional EV chargepoints, beyond the 6 proposed in this report, in the future (including rapid chargers where the site electrical capacity is sufficient).

2.5   On 19 March 2024, a company which is a full-service provider of EV charging technology and infrastructure across Europe, completed a survey of the Civic Centre Undercroft for the purposes of EV charger installation. The survey report is shown in Exempt Appendix A. Prior to commencing infrastructure works, a detailed independent design survey should be carried out to ensure that these findings are accurate and deliverable.

2.6   The findings of the survey indicate that there is spare capacity available for the installation of AC chargepoints at the site without the need for a new Distribution Network Operator (DNO) supply based on current site usage. At the time of the survey, officers were considering implementation of 4 chargers, which the survey indicates can be accommodated. The survey suggests that 7kwh chargers are installed due to the overnight charging requirement for the parking vehicles, and that, if required, these could be upgraded to 22 kwh chargers for faster charging but this would be subject a further independent detailed design survey which will ensure that 7kwh or 22kwh can be installed at the Civic Centre. Since the survey was carried out, the proposed quantity of chargers is recommended to be increased to 6 for the reasons set out in paragraph 2.3 of the officer report. Further high-level discussions with the company which carried out the survey indicates that 6 chargers of either 7kwh or 22kwh could be accommodated based on the current site electrical capacity.

2.7   The upfront capital cost of the 6 charging units and their installation at the Addlestone Civic Centre is not expected to exceed £35,000. However, it should be noted that this is an estimated figure and no formal evaluation of the site, accompanied by a financial quote for the works, has yet been carried out. The final cost of the installation will not be known until a procurement exercise has occurred due to cost uncertainties associated with the installation. The £35,000 is based on expert advice from the Energy Saving Trust which indicated an approximate cost per charger of £2,500 to £4,000 for 7kwh to 22kwh although this does not include any consideration of groundworks/cabling costs, essential external design advice and other professional fees which may also be required. As such an uplift has been included to allow for contingency in this regard. Furthermore, officers have considered the cost that was incurred by the Council for the installation of EV chargepoints at the depot to assist with estimating installation costs at the Civic Centre.

2.8 This report requests that Members approve the drawing down of up to £35,000 from the Council's Climate Change Pump Prime Fund for the installation of 6 EV charging points at the Addlestone Civic Centre. Please see Appendix B for the detailed business case. While there may be an opportunity to utilize the UK Government Workplace Charging Scheme grant, providing up to £350 per installed charger, this report is not assuming this source will be accessible due to grant-specific approved suppliers and approved charger type lists which the Council's preferred options following procurement may not be featured on.

2.9 In addition to the capital costs of the EV charger units and their installation, ongoing revenue costs related to the charger software and charger maintenance also need to be considered. From the review of expert advice from the Energy Saving Trust and the existing chargers installed at the Council's depot, this cost is estimated to be £3,000 per year for an estimated charger lifespan of 10 years, with a total cost of £30,000 over the lifespan. If possible, officers will seek to include some of the software and maintenance costs within the £35,000 budget being sought through this report as part of the procurement process which will follow. If this is not possible, the Climate Change Prime Pump Fund will be utilized for as long as this source is available in the budget. Beyond the availability of this Fund, there may be minor revenue pressure for ongoing costs, which will be taken from existing budgets and picked up in the MTFS.

2.10 It should further be noted that transitioning to EV fleet vehicles stored at the Civic Centre will increase electricity usage and consequent energy costs at the Civic. The energy usage per vehicle will be made available through the charging software, and service areas operating EV vehicles from the Civic Centre will be charged according to this usage. Consequently, it is not expected that there will be any growth required as existing budget used to fuel these vehicles will be re-allocated to cover any increased energy costs. An analysis of the Meals at Home vehicles which transitioned from diesel to electric vehicles in 2023 estimates a saving on running costs of £675 per year per vehicle. Therefore, service areas may see a reduction in running costs from the transition to EV, as well as emission reductions.

3. Policy framework implications

3.1 Please refer to paragraphs 1.1-1.7 for a detailed summary of the relevant policy framework.

4 Resource implications/Value for Money

4.1 This report proposes that the capital costs of the charging units and their installation, estimated at £35,000 (the rationale for this estimation can be found in section 2.7 of this report), be funded through the Council's Climate Change Pump Prime Fund. The Fund is available for 3 years with a budget per year of £100,000 available. Officers have completed a business case for these monies to be released which can be viewed in Appendix B.

4.2 The revenue costs associated with the installation of 6 EV chargers at the Addlestone Civic Centre and the method of their funding is set out in sections 2.9 and 2.10 of the report.

4.3 Installation of EV charging at the Civic Centre enables the transition of two fossil fuel powered parking vehicles to EV. This is expected to bring lower running costs due to the method of energy generation, and lower maintenance costs due to the age of existing vehicles. The current parking vans do not comply with the London Ultra Low Emission Zone (ULEZ) standard, which is Euro 4. These older vehicles produce more

pollutants in their exhaust emissions than Euro 4 complaint vehicles which adds impetus to their prompt replacement.

4.4 In addition, to support this project, the use of all car parking spaces in the undercroft is to be revisited, particularly in light of the increase in home working since the roll out of the Council's agile working policy. It will be explored whether there are opportunities to consider relocating staff vehicles to the Addlestone One multi storey car park to allow additional income generation opportunities to be considered by leasing additional spaces to Council stakeholder partners. This could include at weekends when the undercroft parking is only minimally used and surveys and data will be analysed to ensure that the two floors of the Addlestone One Multi Storey Car Park can accommodate any displaced staff from the undercroft. Work is underway in respect of this workstream.

5. Legal implications

5.1 The UK's Climate Change Act 2008 sets a legally binding UK-wide carbon budget and commits the UK to 'net zero emissions' by 2050. The UK has also signed and ratified the United Nations Paris Agreement – a legally binding international treaty - which commits signatories to keep the increase in global average temperature to well below 2 degrees centigrade above pre-industrial levels, and to pursue efforts to limit the temperature increase to 1.5 degrees centigrade.

5.2 The Government has introduced or is proposing to introduce policy across various sectors aimed at achieving the carbon emissions target. One such policy being the introduction of a ban on the sale of new petrol and diesel vehicles from 2035 (delayed from 2030).

5.3 The Council uses a variety of vehicles to deliver its services and it is within the council's discretion to decide how such vehicles are powered. In the event that a vehicle is selected which requires a particular type of infrastructure to support its operation the Council has the discretion to acquire and install such infrastructure.

6. Equality implications

6.1 The Council has a Public Sector Duty under the Equality Act 2010 (as amended) to have due regard to the need to:
a) Eliminate unlawful discrimination, harassment or victimisation;
b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
c) Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics.

6.2 An EqIA screening has been completed for the Council's EV Strategy, adopted at Full Council on 7th December 2023, and the Sustainable Fleet Management Strategy. The conclusions of these screenings are considered to cover the Equalities implications of this report, and due consideration will be given to those conclusions as this project is progressed.

7. Environmental/Sustainability/Biodiversity implications

7.1 There are several positive environmental impacts expected to arise from the implementation of EV infrastructure that enables the transition from internal combustion engine vehicles to electric:

- EVs release zero tailpipe emissions at street level improving air quality in urban areas;
- Emissions from electricity generation are usually displaced away from street level where they have highest human health impacts;
- EVs can be powered by electricity produced from sustainable energy sources;
- The lifetime carbon footprint of manufacturing, running and disposing of an electric vehicle is lower than for a conventional fossil fuel vehicle.
- Electric vehicles are very quiet compared to petrol and diesel vehicles. This has benefits for residents living alongside busy roads and benefits for the natural environment with reduced vehicle borne noise pollution.

8. Risk Implications

8.1 The costs associated with the implementation of 6 EV charging points at the Civic Centre undercroft in this report are estimated, and therefore uncertainty remains as to the precise installation costs. Therefore, a risk is associated with potentially higher costs associated with this project then are stated in this report. A substantially higher cost may have implications for whether the installations can move forward. This is considered low risk due to the survey report outcomes outlined in Exempt Appendix A which indicate that there would not be a need for additional electricity connections which would incur substantially greater costs than estimated here. The estimated costings provided are based on the information outlined in section 2.7 of this report and ensure a degree of assurance that the £35,000 should not be exceeded.

8.2 This report is requesting funds to install 6 EV charging points, whereas the immediate requirement is to facilitate the purchase of 2 EVs to replace the existing parking vehicles. There is a risk, therefore, that the additional EV chargers may be under-utilised until a later date when additional fleet are due for replacement that are located (or could be located) at the Civic Centre. This would have no negative impact on the project delivery, but more so represents a missed opportunity to utilise the infrastructure. This is however considered low risk, especially as the chargers would become part of the business continuity arrangements for the Meals at Home vans. Beyond this, further options will be explored by officers to ensure that the use of the available infrastructure provides the greatest benefit to the Council.

9. Other implications

9.1 Not applicable

10. Timetable for Implementation

10.1 If the report recommendation is approved, the next stage will be to launch a procurement exercise to secure a supplier. It is hoped that the installation of the charge points be completed within the 2024 calendar year. The Project Management Office has recently come on board to support the roll out of EV infrastructure across the Council's estate and will be supporting officers in producing realistic timetables for each stage of the rollout.

11. Conclusions

11.1 The Council needs to lead the way in the switch towards electric vehicles in Runnymede borough, both in the provision of EV charging infrastructure and the

transition of the Council fleet to zero tailpipe emission vehicles. It is important to move from strategy development to implementation, particularly in relation to the Electric Vehicle and Sustainable Fleet Management Strategy. In this regard, the installation of EV charging infrastructure at the Civic Centre is a crucial implementation step in this journey which facilitates an immediate and urgent demand to see a greater proportion of the Council's fleet shift to EV.

12. Background papers

Members attention is drawn to the following reports:
- Corporate Management Committee report of 23 November 2023 seeking approval of the draft Climate Change Action Plan for public consultation, which includes reference to implementation of actions within the EV Strategy in Action ID 3.3. This report is available here: https://democracy.runnymede.gov.uk/ieListDocuments.aspx?CId=152&MId=950&Ver=4

- Corporate Management Committee report of 23 November 2023 seeking endorsement of the EV Strategy and recommendation for adoption at Full Council. This report is available here: https://democracy.runnymede.gov.uk/ieListDocuments.aspx?CId=152&MId=950&Ver=4

- Environment & Sustainability Committee report of 7 March 2024 seeking endorsement of the Sustainable Fleet Management Strategy. This report is available here: (Public Pack)Agenda Document for Environment and Sustainability Committee, 07/03/2024 19:30 (runnymede.gov.uk)

13.   Appendices

- Exempt Appendix A – Civic Centre Undercroft Site Survey Report
- Appendix B - Approved business case for Climate Change Pump Prime Fund

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Business Case – *Electric Vehicle Charging Infrastructure at the Addlestone Civic Centre*

Runnymede BOROUGH COUNCIL

Project Initiation Stage

Project/Item Title	Electric Vehicle Charging Infrastructure at the Addlestone Civic Centre		**Version**	1.0
Corporate Head	Ashley Smith	**Service Area**	Planning, Economy, & Built Environment	
Service Committee to Approve Budget	Corporate Management Committee			
Anticipated Cost of Proposal (Capital)	£35,000	**Anticipated Cost Proposal (Revenue)**	£3,000/year	

To be completed for Projects only (AR018)

Type of Project	Equipment	**Project Duration**	10 years
Proposed Project Start Date	May-24	**Proposed Project End Date**	2034

Business Case Context

Background
Describe the purpose of the Business Case, what benefits are expected to be delivered or what problem will be solved (What is wrong with the status quo? What are the drivers for change?). Is the scheme a result of legal/statutory requirements or a stakeholder consultation?

To enable the Council to reach its target of operational net carbon zero by 2030 it is necessary that the Council seeks to reduce its emissions from the Council fleet. The fleet currently forms a significant portion of the Council's operational emissions and requires swift action working towards decarbonisation. Transitioning to electric vehicles (EV) is a key step in this process. The Business Case requests the drawdown of £35,000 capital cost from the Climate Change Pump Prime Fund for the installation of six EV charging points to be installed at the Addlestone Civic Centre to support the fleet transition to EV. This fund allows the drawdown of up to £100,000 for climate change initiatives for the next 3 years. Specifically, the charging points will provide the necessary infrastructure to replace two existing fossil fuel parking vehicles with EV alternatives (subject to committee approval), provide charging capability for the existing Meals at Home EVs for further business continuity arrangements for these vehicles, and future proof the electrification of other fleet vehicles over time

At Full Council on 7 December 2023, the Council adopted an EV Strategy which sets out the Council's approach to support the transition from petrol and diesel vehicles to EV. The Strategy includes the aim for the Council "to lead by example by ensuring its own Council fleet uses cleaner EV technology at the earliest possible opportunity, where it is practical and offers the taxpayers good value for money". In the EV Strategy Action Plan 2022-26, Action 2 states that the Council will "explore opportunities to implement electric vehicle technology within RBC for the fleet and employees" and a short-term action to "investigate establishing charging points at key working. locations".

Further, the Council's Sustainable Fleet Management Strategy (being considered for adoption at Full Council on 25th April) sets out how the Council will manage and deliver its fleet over a 10-year period from 2024-2034. Among the three guiding objectives of the Strategy is 'Environmentally Friendly', with the Council working towards moving its fleet assets to net zero, considering their life cycle and component parts (including fuel). A short-term action captured in the Action Plan of the Strategy is to assess the suitability of shortlisted Council owned sites to deliver EV chargers for different types of vehicles. The Strategy recognises that working towards a net zero fleet by 2030 requires investment in enabling infrastructure as a pre-requisite which will necessitate funding.

Strategic Links - relate this Business Case to RBC Corporate Strategies and Corporate Values

Corporate Strategies	**Describe how this Business Case meets / contributes to the Corporate Business Plan through each of the Corporate Strategies.** *- Delete those not applicable*
Climate Change Strategy *Reducing Carbon emissions from the Council's operations and the wider Runnymede community.*	The Council's Climate Change Strategy 2022-2030, adopted in October 2022, describes how the Council intends to make all its operations carbon 'net zero' by 2030. Strategic objective two of the Climate Change Strategy states that the Council will "positively influence our environment by embedding climate change avoidance and mitigation, sustainability, and promotion of biodiversity and conservation in all Council decisions and actions". This initiative supports the Council transition to net zero operational emissions by 2030.
Organisational Development Strategy *Enable Officers and Members to perform their duties to the best of their ability and make Runnymede Borough Council the employer of choice for local people.*	The Organisational Development Strategy (2022-2026), at a strategic level, considers the culture that the Council wishes to develop in the future, and as part of this notes that commitment to the green agenda is key. The Council has a role in leading the way on climate change action, and this initiative can demonstrate this leadership.
Economic Development Strategy *Ensuring that the Borough continues to be a leading economy in Surrey and the wider sub-region.*	The Health and Wellbeing Strategy (2022-2026) sets as one of four key objectives that the Council aims to develop as an organisation, and develop its workforce to further support the wider health and wellbeing needs of residents in the Borough. Improving local air quality by reducing harmful emissions would support this objective, and is one of the beneficial outcomes of the installation of EV infrastructure by enabling the transition of the Council fleet to EV.
Empowering the Community Strategy *Evidence Based Decision Making, Listening to residents, Enabling Communities to help themselves and to take control of services or plans for their areas, Working effectively with partner organisations, Dealing with inequalities.*	
Health and Wellbeing Strategy *Support the delivery of a range of services and functions to improve outcomes for residents and their quality of life.*	
Corporate Values	**Describe where this Business Case fits in our Corporate Values -** *Delete those not applicable*
People-focussed — *we will put people at the heart of what we do and they will be able to deal with us easily.*	Passionate - climate change action is a key objective of the Council's Corporate Business Plan (2022-2026) as evidenced by the Climate Change Strategy 2022-2030 and the commitments made by the Council to achieving net zero emissions. By demonstrating the Council's commitment to climate action through installation of EV charging infrastructure which facilitate a shift to electrifying our fleet, our staff can recognise and celebrate the Council's committment to protecting the environment, and be passionate about the Council's role as a climate leader in the borough.
Passionate — *we will empower our staff to be passionate about all we do.*	
Performance driven — *we will strive for excellence in all we do.*	
Innovative — *we will aim to creatively improve our services and be open to new ways of providing services.*	Innovative - in recent years has the Council begun the transition to reducing the emissions from the fleet operations. Rapidly, with the transition to EV for the Meals at Home vehicles and the approved transition to Hydrogenated Vegetable Oil to power the Council fleet, the Council is making strides in this area using the latest developments. Continuing this innovative transition to reduce emissions is reflected in this initiative.
Promoting equality and diversity — *we believe in fairness as well as maintaining a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our communities.*	
Delivering excellent value for money — *we will strive to be as efficient and effective as possible.*	
Collaborative — *we will work together and with others to deliver positive outcomes for our communities.*	

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Business Case – *Electric Vehicle Charging Infrastructure at the Addlestone Civic Centre*

Runnymede
BOROUGH COUNCIL

Project Initiation Stage

Transparent – *we will be open and honest to all about what we do.*

List your Business Case Objectives, ensuring they are Specific, Measurable, Achievable, Realistic and Timely

Specific - To install six EV chargers at the Addlestone Civic Centre to facilitate electrification of the Council fleet moving towards net zero by 2030

Measurable - The Council has detailed information on the carbon emissions of Council fleet vehicles, and the emissions benefits from the transition to EV vehicles, facilitated by the implementation of EV charging infrastructure, can be established

Achievable - The installation of six EV chargers can be completed using available funds from the Climate Change Pump Prime Fund and can be performed without an DNO electrical supply upgrade as outlined in Exempt Appendix A of the 'EV Infrastructure at the Civic Centre' report due to be presented at CMC on 18th April 2024

Realistic - The installation of six EV chargers can be completed using available funds from the Climate Change Pump Prime Fund and can be performed without an DNO electrical supply upgrade as outlined in Exempt Appendix A of the 'EV Infrastructure at the Civic Centre' report due to be presented at CMC on 18th April 2024

Timely - It is expected that should be drawdown of funds be agreed at April CMC, that procurement and installation of six EV chargers at the Civic Centre can be completed within the calendar year. This implementation enables the fleet to swiftly continue a transition to EV and provide business continutiy as outlined in the CMC report for 18th April 2024.

List the Constraints or Parameters in which this Business Case will operate

The Climate Change Pump Prime Fund is constrained to a sum of £100,000 per year over three years, however this initiative falls below this value for both capital and revenue costs. However, the revenue costs will run beyond the end date of this fund. Therefore, officers will seek to move as much of this revenue cost into the initial contract as feasible, with future costs taken from existing budgets and picked up in the MTFS. The iniaitive is also constrained by the Civic Centre space and a limited number of parking spaces that are available. It needs to be ensured that the number of chargers to be installed is proportionate to the requirement for the Councils fleet.

List the Outcomes and Benefits (including efficiency gains) you expect the scheme to achieve

Supporting achievement of the Council's commitment to net zero operational emissions by 2030 by facilitating the transition of an increased proportion of the Council's fleet to EV, support business continuity of EVs currently in the fleet, and allow the Council to future proof the fleet to electrification.

Appraisal of Business Options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):
Description

The preferred option is for the installation of six EV charging points at the Addlestone Civic Centre. This option enables two chargers to be utilised for the charging needs of two parking vehicles which are due for renewal and where the preference is replacement by EVs. Both vehicles are currently located overnight at the Civic Centre and therefore require EV charging infrastructure to facilitate the EV transition. The further four chargers supplement the business continuity arrangements for the Meals at Home EVs that currently rely on external charging capacity from third party suppliers and require a long-term solution to rely upon at Council-owned sites. These chargers would also provide the Council with greater flexibility to respond to future opportunities which could facilitate the wider transition of the Council's staff and fleet to EV and more agile in being able to take advantage of any grants opportunities for EV that may arise. The economies of scale gained from the installation of a greater number of chargers should also be appreciated as a recognised benefit.

A 'do nothing approach' will greatly limit the ability of the Council to transition towards a reduced emission fleet and consequently, the Council will not achieve the commitment given to our residents to be carbon net zero by 2030.

Benefits (comparison to other options considered)
Consider any tangible benefits of the Preferred Option, consider benefits such as income generation, savings, great efficiency, compliance with legislation / industry standards – soft benefits, reputation, residents' satisfaction, perception of Council

The benefits of the preferred option include greater facilitation of transitioning the Council fleet to EV with consequent reduction in emissions and greater agility to respond to electrification opportunities. The increased number of chargers provides greater service resilience through enabling business continuity of the Meals at Home vehicles. In addition, the installation demonstrates the Councils committment to climate action and push to implement the actions set out in the EV Strategy and Sustainable Fleet Strategy.

Advantages to Service Area (preferred option)	Disadvantages to Service Area (preferred option)
Enables the actions identified in the EV Strategy and Sustainable Fleet Strategy to be taken forward and facilitate a shift to fleet electrification with reduced operational emissions.	The implementation of the EV charging infrastructure comes at a cost and ongoing revenue costs related to maintenance/software.

Costs to Organisation (preferred option)	Benefits to Organisation (preferred option)
An estimated value of £35,000 in capital costs for installation of six EV chargers, plus ongoing maintenance/software costs for operation estimated at £3,000 per year over 10 years. Six parking spaces in the undercroft will also need to be dedicated to EVs.	The infrastructure in place to enable electrification of the Council's fleet supporting the commitment to net zero operational emissions by 2030, and demonstrating the Council's climate leadership

Resource Requirements
Staffing Appraisal (preferred option):
Outline the expected staffing / resourcing requirements for the preferred option in the table below, think about resources required in your team and others. This should include job titles, number of hours worked and salary.

Existing Staffing	New RBC Staff Requested	New External Staff Requested
Graduate Climate Change and Sustainability Officer, Corporate Head of Asset and Regeneration, Deputy Head of Community Services, Facilities and Contract Manager, Corporate Head of Environmental Services		

Add any costs into the financial appraisal table.

FINANCIAL APPRAISAL

Finance Appraisal (preferred option) - To be completed with the Finance Department:
Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers.
How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement (including areas other than your own)?
Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant**. **Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.**

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Business Case – *Electric Vehicle Charging Infrastructure at the Addlestone Civic Centre*	Runnymede BOROUGH COUNCIL
	Project Initiation Stage

Explain how the cost estimate has been drawn up e.g. based on the costs of a similar project/item; based on quotes from suppliers etc.:	The capital cost estimates for installation of six EV chargers is taken based on expert advice from a contact at the Energy Saving Trust who estimated the installation of 7/11kw and 22kw chargers to be £2,500 to £4,000 per charger before consideration of cabling. However, this does not include any consideration of groundworks/cabling costs, essential external design advice and other professional fees which may also be required.), A small uplift has been included to allow for contingency in this regard. A quote for previous installation of EV chargepoints at the depot has also been utilised to estimate the capital cost figure. The revenue costs have been estimated using a quote for previous installation of EV chargepoints at the depot and expert advice from the Energy Saving Trust. The revenue cost figure included here covers the expected maintenance costs and software costs assoicated with thew EV chargers, and not the costs associated with electricity usage. These running costs are expected to be covered by service area budgets where the EV chargepoints are being used as an alternative to diesel.
Please explain how you have considered the VAT implications of the project/item:	Based on the quote for installation of EV chargers at the depot, it is expected that VAT will be included but this is to be confirmed.
If this project involves building or refurbishment work within corporate assets has the project/work been consulted on and agreed by the Corporate Head of Strategic Land and Property Assets? Please give details.	Yes

CAPITAL COSTS						
Capital Expenditure (specify codes required)	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Year 4 (£)**	**Year 5 (£)**	**Year 6 (£)**
Installation of six EV charging points at the Addlestone Civic Centre	**35,000**	**-**	**-**	**-**	**-**	
Total Capital Expenditure	35,000	-	-	-	-	-

Capital Income (specify codes required)	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Year 4 (£)**	**Year 5 (£)**	**Year 6 (£)**
NIL						
Total Capital Income	-	-	-	-	-	-
Net Capital Outlay	**35,000**	**-**	**-**	**-**	**-**	**-**

Estimated Useful Life of the Asset: Where the expected lives of each significant component of the asset are different (i.e. buying a house with a flat roof) you must estimate both the useful live and cost of replacing each component part. Please only include components greater than £20,000 in cost or more than 20% of the total value of the asset.		**Estimated Value (£)**	**Estimated Life (yrs)**
Overall asset	**(basis of estimation)**		
Component 1 (specify): EV chargepoints	Third party research of lifespan		**10**
Component 2 (specify):			
Component 3 (specify):			

REVENUE COSTS						
Revenue Expenditure (specify codes required)	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Year 4 (£)**	**Year 5 (£)**	**Year 6 (£)**
Software and maintenance costs of EV chargers (MLOA/1102)	3,000	3,000	3,000	3,000	3,000	3,000
Less: Savings to existing budget (Please specify)	-	-	-	-	-	-
Total Revenue Expenditure	3,000	3,000	3,000	3,000	3,000	3,000

Revenue Income (specify codes required)	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Year 4 (£)**	**Year 5 (£)**	**Year 6 (£)**
	-	-	-	-	-	-
Total Revenue Income	-	-	-	-	-	-
Net change to revenue budgets	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**

ACCOUNTANCY USE ONLY						
Implications for the Council Tax	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Year 4 (£)**	**Year 5 (£)**	**Year 6 (£)**
Loss of Investment Income automatically populates	1,225	1,225	1,225	1,225	1,225	1,225
Net Revenue costs /(savings) automatically populates	3,000	6,000	9,000	12,000	15,000	18,000
Impact on Band D Council Tax	**0.12**	**0.21**	**0.30**	**0.39**	**0.48**	**0.57**

Business Case / Risks
Outline the risks (Managerial, Financial, Operational etc..) to RBC if delivering the preferred option. A risk summary only is required here.

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Business Case – *Electric Vehicle Charging Infrastructure at the Addlestone Civic Centre*	Runnymede BOROUGH COUNCIL
	Project Initiation Stage

Risk Description	Mitigation / Help needed
Costs of works is underestimated due to additional cabling work not previously identified	Initial site survey report as outlined in Exempt Appendix A
Change in ongoing revenue costs due to economic climate	Maintain regular discussion with procured supplier
Ongoing revenue costs not covered beyond next 3 years due to ending of Climate Change Pump Prime Fund	Budget for revenue costs beyond next three years taken from existing budgets and picked up in MTFS

Impact
Consider the impact of the Business Case on the Organisation / Environment / Technology / Commercialisation / Cultural / HR

The focus and need for action for climate change is evident across the Council organisation and the wider borough. The impact of the business case will positively impact service areas in their ability to transition to EVs as an alternative to fossil fuel vehicles, and positively impact the evnironment. There is also a significant cultural benefit across the organisation of climate action and desire to implement actions set out in the EV and Sustainable Fleet Strategies.

Option 3 (rejected option)
Description

Initial discussions on EV charging at the Civic Centre were for 4 EV chargers to be installed.

Advantages to Service Area (rejected option)	Disadvantages to Service Area (rejected option)
Transition proprtion of the fleet to EVs to reduce emissions and comes at a lower capital and revenue costs that installing a greater number of chargers	This option provides less assurance for the business continuity of the Council's existing EVs and less agility/flexibility to respond to opportunities and transition a greater proportion of the Council's fleet to EV.

Costs to Organisation (rejected option)	Benefits to Organisation (rejected option)
An estimated cost of £24,000 in capital costs for installation of four EV chargers, plus revenue costs of four EV chargers for maintenance and software estimated at £2,000 per year for 10 years. Also dedicating 4 parking spaces in the Civic Centre undercroft to electric vehicles.	Enable electrification of Council's fleet to achieve net zero operational emissions by 2030, and demonstrate the Council's leadership on climate action.

Authorisation

Approved by Corporate Head of Finance		Date	

Approved by Corporate Leadership Team		Date		Priority	

Committee Report to be presented to:		Date	

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Report title	**Q4 2023/24 and Year End Project Portfolio Report**
Report author	Sarah Hall, Head of Business Planning, Projects and Performance
Department	Chief Executive's Office
Exempt?	No
Exemption type	Not applicable -
Reasons for exemption	Not applicable –commercially sensitive information has been removed from the report. EXEMPT Appendix B required to be read with report.

Purpose of report:

- **For information**

Synopsis of report:

This report provides Corporate Management Committee with a progress update on the delivery of the Council's Project Portfolio up to the end of Q4 (Jan/Feb/Mar) 2023/24.

Specifically, this report provides Members with:
- An overview of projects delivered since December 2023.
- Project updates for the twelve grade A and eleven grade B projects ranging through the initiation to execution stages.
- Key project achievements over the fourth quarter of 2023/24 for the months of January, February, and March 2024.
- Project execution delays or issues highlighted and corrective actions in place to address them.
- A year-end review of grade C projects.
- A summary of end-of-year statistics 2023/24 and project portfolio for 2024/25.

Appendix A – Project Portfolio Dashboard updated with March 2024 project information.
Part 2 Appendix B – EXEMPT commercially sensitive information.

1. Context and background of report

1.1. The project portfolio has been updated to include projects from across the organisation identified from Service Area Plans for 2023/24. This report provides an overview of the progress of the project portfolio (twelve grade A and eleven grade B projects in initiation to execution during Q4 2023/24).

1.2. The Portfolio Dashboard (Appendix A) provides an overview of the current portfolio including delivery timeline (as of March 2024).

2. Report

2.1. Projects delivered in Q4 2023/24 - Two grade A project were delivered during Q4. Project closure reports and lessons learned will be captured for this project.

2.2. At year end, this means that a total of six grade A projects, four grade B projects, and six grade C projects were delivered across the 12 months.

Key									
Green – On track and within tolerances									
Amber – Issue raised and actively mitigated within tolerances excepted									
Red – Critical issue identified that required action outside of tolerances									
Project Sponsor	**Project Manager**	**Start date**	**End date**	**Qtr**	**RAG status**				
					Time	**Quality**	**Budget**	**Risk/ Issues**	**Resource (staffing)**
Southam House / Audley House FRA Work (Grade A)									
Maggie Ward	Simon Allen	**Start** Apr 2022	**End** Mar 2024	Q1 Update	G	G	G	G	G
				Q2 Update	A	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	DELIVERED				
The project outcomes were to replace the existing weather boarding at Southam and Audley House due to the existing being timber and in poor condition. Initial finding found that the sub-structure was not compliant with fire regulations in relation to building regulations for modern buildings. We, therefore, undertook a package of works to upgrade the sub-structure and the weather boarding to a composite concrete material to be more robust to external elements. The project was delivered ahead of time and on budget. The only adverse issues above the initial project scope were the removal of contaminated waste caused by historic bat nesting in some areas.									
Surrey Towers Fire Doors (Grade A)									
Maggie Ward	Simon Allen	**Start** Feb 2022	**End** Dec 2023	Q1 Update	G	G	G	G	G
				Q2 Update	G	G	G	G	G
				Q3 Update	A	G	A	G	G
				Q4 Update	DELIVERED				
The project was to deliver and install new fire doors and side panels to all apartments within Surrey Towers. The main purpose was to improve the fire capacity and rating which was in line with the stay put fire strategy RBC have in place for Surrey Towers, which is echoed in the recent FRA survey. The project was delivered on time and within acceptable budget tolerance given the nature of these works and the unforeseen issues which can occur with such intrusive programmes of works. In addition to the new doors and associated items, the manual call points and sounders were also removed as part of this project as the original alarm system was in direct conflict to the stay put policy.									

2.3. Projects at risk.

2.3.1. There is one project reporting Red overall this quarter (Development site H034 housing scheme). Red means that a critical issue has occurred that requires action outside of project control, typically requiring action by a third party. Development site H038 housing scheme is reporting Amber overall. Amber means that an issue has been identified that is being actively mitigated within project tolerances.

2.3.2. In addition, there are three grade B projects that are reporting Amber parameters for one or more project criteria. Risks and issues are being monitored closely by the project teams for these projects.

RAG Key									
Green – On track and within tolerances									
Amber – Issue raised and actively mitigated within tolerances excepted									
Red – Critical issue identified that requires action outside of tolerances									
Project Sponsor	**Project Manager**	**Start date**	**End date**	**Qtr**	**RAG status**				
					Time	**Quality**	**Budget**	**Risk/ Issues**	**Resource (staffing)**
Development Site H034 housing scheme (Grade A)									
Maggie Ward	Mark Bawden	**Start** Aug 2023	**End** Mar 2026	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	G
				Q4 Update	A	G	A	R	G
The developer for this site has informed RBC they are going through a transition to a new company and the former Group company will be made insolvent. With no trading history, the new company presents a risk. In addition, it has come to light that the developer has outstanding litigation with a Housing Association. However following discussions, concerns have somewhat been alleviated, although further confirmation has been requested.									
The developers have offered RBC a high level of reassurance by way of money to be held in escrow to reduce the risk for the authority. This reduces one risk for the authority, however overall, the project remains Red because of other unresolved issues, re: value for money.									
In the next month, further work will be carried out on the valuation and the details of the deal to protect RBC, should we proceed.									
Development site H038 housing scheme (Grade A)									
Maggie Ward	Mark Bawden	**Start** Jul 2023	**End** Jul 2026	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	G
				Q4 Update	G	A	A	G	G
Heads of terms are still pending whilst negotiations continue regarding the specification, value for money, and to ensure the scheme meets the required Energy Performance Certificates (EPC). Further advice is being sought from an external valuer.									
The overall project status is considered Amber.									
Shared Prosperity Fund (Grade B)									
Ashley Smith	Paul Hadfield	**Start** Jan 2023	**End** Mar 2025	*Q1 Update*	A	G	G	A	G
				Q2 Update	G	G	G	A	G
				Q3 Update	G	G	G	A	G
				Q4 Update	G	G	G	A	G

The SPF programme for 2023/24 is forecast to meet its key milestones and expenditure targets. The one exception is the Citizen`s Panel which is being developed by Community Development. This project has a budget of £10,000 (representing 12% of the 2023/24 SPF allocation). Progress on the development of the panel has been delayed, so it is anticipated that it will now be fully established in 2024/25. In Q4 Runnymede Business Boost have allocated £22,319 of grants to six small businesses to help them to grow.

A monitoring return for Q3 and Q4 of 2023/24 will need to be completed and returned to UKSPF by 1 May 2024. The grant funder has stated that it will be possible to transfer funding and activity into 2024/25, provided a credible plan is set out in this monitoring return. This will be the case for the development of the Citizens Panel to carry forward the funds to 2024/25.

Development of projects in 2024/25:
An update on the SPF will go to CMC on 18 April 2024. This will include recommendation for the approval of grant funding of £76k to deliver skills and employment programmes in 2024/25.

The feasibility study for improvements to Guildford Street in Chertsey will be completed by the end of March 2024. Surrey CC have indicated that there is a risk that some proposals involving the removal of parking bays may not be deliverable by end of March 2025. A range of options will therefore be proposed which includes projects which can be delivered within the timeframe.

A total of £916K is allocated to spend in 2024/25. A large proportion of the funding (£521K) is identified for improvements to the urban environment in Chertsey town centre and as grants for businesses to improve shop fronts. There is a risk that some activities may not be delivered within the year. Contingency plans are being developed to ensure expenditure targets will be met.

Play Space Improvement (Grade B)

Darren Williams	Chris Swatridge	**Start** Apr 2023	**End** Jul 2024	Q1 Update	A	A	R	R	A
				Q2 Update	A	G	A	A	A
				Q3 Update	A	G	A	A	G
				Q4 Update	G	G	G	A	G

Contracts for the resurfacing work at Gogmore Farm have been signed and the purchase order has been raised. Unfortunately work that was due to start on the resurfacing project was delayed due to flooding and will now proceed in April.

Contracts and POs for the two new play areas at Pooley Green Recreation Ground and Hythe Park (Junior), along with Beomonds, King George V and Chertsey Rec. have also been issued and works are scheduled to start week commencing 15 April 2024.

Other sites are still awaiting confirmation, but most should commence in May 2024, with all projects forecast to be complete by the end of July 2024.

The weather, and subsequent ground conditions, still represent a risk to the programme and could cause delays, hence an Amber status, however as we move into Spring this risk should decrease.

Digitisation of telecare services – Equipment (Grade B)

Darren Williams	Hayley Andrews	**Start** Apr 2023	**End** Mar 2025	Q1 Update	A	A	A	A	G
				Q2 Update	G	G	G	A	G
				Q3 Update	G	G	G	A	G
				Q4 Update	G	G	G	A	G

Discussions with equipment suppliers are ongoing with the aim of establishing compatibility, minimising connectivity issues, and reducing risks to our end users. Currently awaiting confirmation from our call monitoring supplier that they have completed successful testing of the TLS (encryption program) to ensure full digital compatibility. Due to the software issue, Risk/Issues level remains at Amber although it is hoped this will be rectified in the near future.

2.4. **Project completion date changes –** The following projects have reported an agreed change to the previously reported end date during the last Quarter. It should be noted that projects with an agreed date change that are 'at risk' or 'now being monitored and reported by the PMO' will appear in section 2.2 and 2.5 of the report.

RAG Key									
Green – On track and within tolerances									
Amber – Issue raised and actively mitigated within tolerances excepted									
Red – Critical issue identified that requires action outside of tolerances									
Project Sponsor	**Project Manager**	**Start date**	**End date**	**Qtr**	**RAG status**				
					Time	**Quality**	**Budget**	**Risk/ Issues**	**Resource (staffing)**
HR/Payroll System (Grade A)									
Kate Enver/ Paul French/ Linda Norman	Stephen Bowen	**Start** May 2023	**End** July 2024	Q1 Update	G	G	G	G	G
				Q2 Update	G	G	G	A	G
				Q3 Update	G	G	G	A	G
				Q4 Update	G	G	G	G	G

The following activities have been completed within the reporting period:
- System administration training completed.
- Scenario Review 4 workshop(s) completed.
- Good progress made with the Pay elements of the project.
- Data migration and load complete.
- Final build of the system including forms, changes, and councillor profiles complete.
- User acceptance testing of MyView and links to ResourceLink underway.
- Parallel testing one complete and working through parallel two testing.
- Runnymede branding applied to both test and live environments.
- Google maps integration for mileage expenses set up and tested.
- BI specifications complete and build – seven reports.
- Go live planning under way including communications plan and launch of HR and Payroll system champions to support the roll out of the new system in April 2024.
- 32 system champions have been appointed as part of the system roll out.
- Training materials, including how to videos, and step by step instructions, have been prepared and shared with staff through weekly MyView communications.
- Six all staff briefings took place on the 18/19 March 2024 to walk staff through the new system.
- System training planned for w/c 1 April 2024 to help staff access the new system.

Over the next reporting period the system will be going live with training for staff taking place from 2 April 2024 right through to the end of the month.

System champions will continue to meet throughout April 2024 to provide feedback from services and any lessons learned to help inform continuous improvement with the system.

Civic Centre Refurbishment (Grade A)

Alex Williams	Michael Barnes	**Start** Sep 2023	**End** Feb 2025	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

Invitation to tender was issued with a tender submission deadline of 18 December 2023. Seven responses were received, and tender evaluation took place in January 2024.

Procurement have confirmed the successful consultant with all due diligence completed. The consultant has been informed and this is now with Legal for signing of contracts before proceeding with the works.

Chertsey Depot Refurbishment - options appraisal (Grade A)

Helen Clark / Alex Williams	Michael Barnes	**Start** Oct 2022	**End** Jun 2024	*Q1 Update*	G	G	G	G	G
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

A site near to the existing depot, that sits within RBC's investment portfolio, has recently been vacated and is being assessed as a potential for alternative office space. Alternative options to provide office accommodation for the depot site are also being considered.

Depot staff were consulted for input on their accommodation requirements before presentation of options to CLT.

A draft feasibility study was issued to CLT regarding proposals and costing, however CLT raised issues with the feasibility and therefore direction on the proposals is still outstanding.

Management Development Programme (Grade B)

Kate Enver	Joanne Attrill	**Start** Nov 2021	**End** Jun 2024	*Q1 Update*	G	G	G	G	G
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

Training delivery for Difficult Conversations has commenced.

Managers, Supervisors & Team Leaders have now been booked for Giving & Receiving Feedback training scheduled for 22 and 25 April 2024, 3 May 2024, and Grievance training scheduled for 14 and 15 May 2024.

All training within this project will now be completed by the end of June 2024.

NEC Housing Phase 3 (Grade B)

Maggie Ward	Ellie Slade	**Start** Sep 2023	**End** Jul 2024	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

The first part of the project is well underway with the Customer Services' module build in the testing & training phase. The second part, the CRM module, commenced at the beginning of March 2024 with an initial overview session. This will be followed with the scripting design, which requires the various service areas within Housing to contribute and deliver, in readiness for the next build stage with the consultant.

With year end processes taking priority, and to enable all Housing staff to contribute to this process, the project completion date has been pushed back to the end of July 2024.

2.5. **Projects on track -** The following projects report good progress and are on track.

RAG Key									
Green – On track and within tolerances									
Amber – Issue raised and actively mitigated within tolerances excepted									
Red – Critical issue identified that requires action outside of tolerances									
Project Sponsor	**Project Manager**	**Start date**	**End date**	**Qtr**	**RAG status**				
					Time	**Quality**	**Budget**	**Risk/ Issues**	**Resource (staffing)**
Parkside Regeneration (RIBA 0-4) (Grade A)									
Maggie Ward	Mark Bawden	**Start** Mar 2022	**End** Apr 2026	*Q1 Update*	G	G	G	G	A
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

The following activities have been completed within the reporting period:
- Newsletter produced and sent to those that have asked to receive it.
- Meetings with our consultants to explore design and stakeholder engagement.
- Questionnaire sent out to Parkside Residents.
- Web pages updated.
- Mini-update report submitted to Housing Committee.

Development Sites H021 and H033 housing schemes (Grade A)									
Maggie Ward	Mark Bawden	**Start** Jul 2023	**End** Jul 2027	*Q1 Update*	G	G	G	G	G
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

Whilst work currently proceeds in tandem for both these sites, a single report is provided for both schemes to remove duplication. Once sites are progressed, the report will be split out for each site.

Work is underway on the specification for an architect and consultancy for the scheme and the project had been continuing in line with expectations, however, in the last month we have started exploring the possibility of delivering these development sites with the use of Category 1 (volumetric) Modern Methods of Construction. This would be a new way of working for RBC, and therefore has some risks, but at this stage we are working towards considering whether this can be weighed up against the speed of delivery and the quality of the end product. If other development sites do not come forward as planned, then these sites will be brought forward in the programme.

EPC C rating by 2030 (Grade A)									
Maggie Ward	Simon Allen	**Start** Jan 2022	**End** Mar 2030	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	A	A	G
				Q4 Update	G	G	G	G	G

Social Housing Decarbonisation Fund (SHDF) bid was submitted in February 2024. In March 2024 the Council was informed our bid was successful for wave 2.2 for £1.2M, to be match funded giving a total project cost of £2.4M. The project to upgrade circa 160 homes is for 2 years and includes external wall insulation, cavity wall insulation, PV panels, and low energy lighting.

Independent Retirement Living Improvements (Grade B)

Maggie Ward	Simon Allen	**Start** Jul 2023	**End** Mar 2026	*Q1 Update*	New to Portfolio Reporting				
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

Consultancy report now received, and Officers in Technical Services need to review project costings. Pre-estimate costs exceed budgets, therefore a review of works needed to proceed is required to control project costs. The project is currently still within timescales.

Local Paths Investment (Grade B)

Maggie Ward	Simon Allen	**Start** Oct 2023	**End** Oct 2024	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	A
				Q4 Update	G	G	G	G	G

Surveys have not yet commenced as we are still looking at NEC Go Mobile application to become a workable tool, thus enabling us to engage our consultants to undertake surveys to properties in relation to stock condition and pathways.

Tenancy Agreement Refresh (Grade B)

Maggie Ward	Angela Horsey	**Start** Apr 2023	**End** Jul 2024	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	G	G	A
				Q4 Update	G	G	G	G	G

Project has recently completed a statutory consultation with tenants (22 Jan 2024 – 17 March 2024). Output from this consultation is currently being collated.

Tenants Handbook Refresh (Grade B)

Maggie Ward	Angela Horsey	**Start** Jul 2023	**End** Jan 2025	*Q2 Update*	New to Portfolio Reporting				
				Q3 Update	G	G	A	G	G
				Q4 Update	G	G	G	G	G

Work on how we will consult, what the handbook might include, and the options on its format are underway, however the Tenancy Agreement Refresh needs to be completed before this project can be completed.

Procurement of Disabled Adaptation Works Contractor (Grade B)

Darren Williams	Alice Foster	**Start** Apr 2023	**End** Apr 2024	*Q1 Update*	G	G	G	G	A
				Q2 Update	G	G	G	G	G
				Q3 Update	G	G	G	G	G
				Q4 Update	G	G	G	G	G

The tender part of this project has been completed, the scoring has been moderated, and the contracts have been awarded and accepted. Throughout March 2024 meetings will take place with each of the winning contractors to begin the plan for mobilisation. The contract is scheduled to commence at the start of April 2024.

2.6. Further Projects now being monitored and reported by the PMO

RAG Key
Green – On track and within tolerances
Amber – Issue raised and actively mitigated within tolerances excepted
Red – Critical issue identified that required action outside of tolerances

Project Sponsor	Project Manager	Start date	End date	Qtr	RAG status				
					Time	Quality	Budget	Risk/ Issues	Resource (staffing)
Best Value Notice response programme (Grade A)									
Andrew Pritchard	Sarah Hall	**Start** Dec 2023	**End** Dec 2024	*Q3 Update*	New to Portfolio Reporting				
				Q4 Update	G	G	G	G	G

Programme initiation and planning in progress to deliver the workstreams identified that make up the non-statutory Best Value Notice response programme. Programme Board held on 29 February 2024 was attended by DLUHC representative as an observer. Progress updates given for all workstreams with no exceptions to report.

Workstreams in execution:
Self-assessment against BV guidance - Narrative has been pre-populated where possible with information readily available from documentation and Committee reports. Workshops with Lead Officers scheduled to review assigned elements and add to the narrative and evidence base. Workshop 1 and Workshop 2 held during March 2024.

Workstreams in planning:
Review of RBC companies - Following lessons learned advice from Woking BC, a change request has been agreed by the Board to include an additional step prior to the review of governance. This will require an external specialist to review the financial position and projections of the companies ahead of the governance review. The Programme Charter has been updated to reflect the change.

Organisational culture assessment - Soft-market testing for suppliers to facilitate components of the culture assessment underway. Report being developed on methodology to be used to be presented to CLT in April 2024.

Capacity and capability review in A&R - Current proposals under discussion with HR to ensure any future structure can provide assurance that the right levels of resource capacity, capability and skills are available to deliver the Asset Management Strategy and provide Best Value. Current workload capacity issues faced due to staff sickness and vacancies will be addressed by an interim structure for 6months following CMC approval in March to release revenue budget held in the 23/24 budget for recruitment overspend.

External assurance review - LGA have allocated a Peer Challenge Manager, and dates are being confirmed for onsite visit. Initial scoping meeting is being arranged.

Savings & Efficiency (Grade A)									
Amanda Fahey	Paul Ashman	**Start** Aug 2023	**End** Jul 2024	*Q3 Update*	New to Portfolio Reporting				
				Q4 Update	G	G	G	G	G

The programme charter has been drafted and kick-off meeting held. Re-launch of the programme took place at SLT on 6 March 2024. PMO will work with Finance to reconcile back the August 2023 savings ideas, once the position is known. PMO will reach out to all Heads of Service to baseline the savings ideas, and tracking will commence.

HR has received the salary data from Finance and will begin to look at what work is required to reconcile the information with the establishment list, however, this will be managed around the HR/Payroll implementation. This information will lead into the establishment challenge forecast for mid/end of April 2024.

Service Review (Grade A)									
Amanda Fahey	Matthew Clift	**Start** Oct 2023	**End** Mar 2025	*Q3 Update*	New to Portfolio Reporting				
				Q4 Update	G	G	G	G	G

Dedicated resource to manage the Service Review programme has been allocated from the PMO, and the Service Review Officer Group (SROG) has been refocused as the Programme Board. The Board met on 22 February 2024 and provided an updated to the Service Reviews, Communications and Transformations MWP on 12 March 2024.

Updates for reviews in progress, in the design & develop stage:
Safer Runnymede Review - Financial analysis of current service delivery model has been completed and resulted in tighter budget projections for the service. Next steps are to improve understanding of the capital programme of replacement equipment. In addition, cost benefit analysis for careline monitoring service is planned.

Community Transport Review - An options appraisal for future service delivery is being finalised. A business case is being developed for an opportunity to move to electric vehicles (capital purchase) working with SCC. Separately, a business case will be presented to CLT on an opportunity to operate as a sub-contractor to the new non-emergency patient transport contract.

Corporate Complaints Process Review - RBC's complaints policy and guidelines will be presented to the Standards and Audit committee in May 2024, following a review from the Core SROG in March 2024 and SLT in April 2024. High-level process flow designs have been implemented in a test environment of the CRM system to test the triaging of complaints to ensure they follow the correct path across the organisation.

Trade Waste Review - Reasons why former customers left the service have been explored and will guide the development of the draft survey for existing customers which has been reviewed and is being further developed. SCC have communicated that for 2024/25 the unit cost for the disposal of trade waste will be lower than anticipated. Next steps are to interrogate the baseline data provided by Finance to ascertain where margins could be improved, or where investment / redistribution of resource maybe required.

Service reviews to follow will be a review of access channels available to service areas, and a review of the use of community buildings, driven by service use.

Event management and bookings software (Grade B)									
Linda Norman	Stephen Bowen	**Start** Jan 2024	**End** Sep 2024	*Q3 Update*	New to Portfolio Reporting				
				Q4 Update	G	G	G	G	G

The project has been successfully launched with an internal project team set up, including external CRM resources aligned to the project.

A thorough gap analysis of our existing system's functionalities has been conducted by the project team. This analysis has informed the development of a detailed requirements specification that aligns with the needs of both the Council and our Customers. We are actively collaborating with our web and CRM provider through weekly meetings to further refine the requirements and translate them into a comprehensive service design and development document. Additionally, we have reviewed our service offerings, fees, charges, and terms and conditions to ensure seamless incorporation with the new online booking system.

A workshop is planned for 26 March 2024 to finalise the customer relationship management system workflows and reporting which will form the final part of the discovery process to sign off the service design.

A paper is being presented to Corporate Management Committee at its meeting in April 2024 to release £25,000 from the capital programme to fund the project development required.

We acknowledge a risk of not completing all development activities by June 2024, the end date of our incumbent contractor. To mitigate this risk, we will be actively seeking a 3-month extension to ensure sufficient time for thorough testing and migration to the new digital platform. This has meant the project end date has changed to September 2024.

2.7. **Projects moved to Paused –** There is currently one live project that is Paused which is Progress review of the Local Plan. This is as a result of the government reforms to the plan making system, a decision was taken by Members at the October 2023 Planning Committee to pause work on the review of the Local Plan until the new plan-making system is introduced. This is expected to be in late 2024.

2.8. **Projects due to commence in the next Quarter include -**
- Telephony review.
- Waste & recycling software.
- ANPR and Pay Display.
- Street Cleansing Service.
- Implement Fleet and Fuel Strategy.
- Play area Replacement Programme.
- Egham Hythe Centre Community Hub - Implementation.

2.9. **Year-end review of grade C projects**
- Twelve projects were identified for delivery during 2023/24 which were categorised as grade 'C' projects. These are typically small scale and low-cost projects that are managed within a service area.

- The PMO regularly reviews progress of these projects at the end of each quarter with Corporate Heads of Service.

Six grade 'C' projects have been completed.
Six grade 'C' projects remain live and delivery will continue in 2024/25.

Grade 'C' Project	Project Manager	Project Stage	End of Year Commentary
Orchard depot fence repairs / replacement	Paul Ashman	Delivered Aug 2023	Repairs/Replacement of the fence that surrounds the Orchard Depot.
Minor works to The Orchard	Alex Williams	Delivered Aug 2023	Minor internal works completed to the Orchard.
Business rates revaluation	Gaynor McKenna	Delivered Apr 2023	Business rates revaluation to comply with legislation.
Apple & Google Pay	Aidar Ismailov	Delivered Jan 2024	Apple Pay & Google Pay introduced as a payment method to enable new ways for customers to pay for our services.
Hybrid Meeting Rooms	Stephen Bowen	Delivered Jun 2023	Hybrid meeting equipment implemented within meeting rooms across the Civic Centre to enable hybrid working across the Council.
Establishment of Corporate Asset Management Model	Alex Williams	Delivered Sep 2023	Structure of Assets & Regeneration reviewed, and Corporate Asset Management model / strategies / policies developed.
Egham Business Park Defects	Alex Williams	Planning	Condition of the industrial roofs of the estate, and whether they are fit for purpose, is currently with Legal team.
Chertsey Museum Digitisation	Emma Warren	Planning	Options to enable the digitisation of museum archives and enable them to be published online.

Grade 'C' Project	Project Manager	Project Stage	End of Year Commentary
Quality Management System Roll-out	Maggie Ward	Execution	Following the successful introduction of a QMS to the maintenance team, the QMS will be rolled-out across the entire Housing Department.
RPG Improvements	Chris Swatridge	Planning	Develop the facilities at Runnymede Pleasure Grounds to replace play facilities and provide an enhanced destination for leisure and wellbeing for residents.
Members Device Refresh	Stephen Bowen	Execution	Member device refresh reviewed every four years to enable members to conduct their civic duties in a modern and efficient way.
Better Care Funding demonstrator wet room	Alice Foster	Initiation	Community access wet room facility to be installed.

2.10. **End of Year Statistics 2023/24 and Project Portfolio for 2024/25**

At Year End, the overall statistics for project portfolio delivery are:
- Total number of projects delivered - 16 (6 grade A, 4 grade B, and 6 grade C).
- Number of projects ongoing into 2024/25 - 30 (13 grade A, 11 grade B, 6 grade).
- Number of projects that are in the pipeline but are yet to start – 12.

Service Area Plans have been approved by the relevant Service Committee during February and March 2024. The Corporate Action Plan was presented to this Committee in March, providing the list of all planned activity (project and non-projects) from across all service areas for delivery in 2024/25.   In addition to the 30 on-going projects and 12 pipeline projects that already form the project portfolio, there are a further 30 planned activities for delivery in 2024/25 that are identified as projects to commence during 2024/25. These will be graded A, B or C as per the project methodology and added to the portfolio pipeline. Formal progress reporting will commence once projects are in progress.

Non-project activity (reviews, one-off activity, new core activity) will be monitored through the corporate reporting system to provide updates against plans as requested during the year.

3. **Policy framework implications**

1.1. Service Area Plans identify projects for the 2024/25 financial year which contribute to delivery of the Corporate Business Plan 2022 – 2026.

1.2. Service Area Plans for delivery in 2024/25 have been approved by the relevant Service Committee. As part of business planning and the corporate performance system, all planned activities are loaded in the business planning tool in readiness for 24/25. Data for 24/25 will be available for reporting of progress in-year for example by service area or by activity associated with delivery of a specific corporate strategy e.g. climate change.

4. **Resource implications/Value for Money**

1.3. New projects requiring revenue growth have been agreed as part of budget setting process for 2024/25. Capital growth requests were approved as provisional in the budget for 24/25 and will require future Committee approval to drawdown on the funds prior to a capital scheme proceeding.

5. Legal implications

5.1. It is considered that there are no legal implications arising from this report.

6. Equality implications

6.1. It is considered that there are no equality issues arising from this report.

7. Environmental/Sustainability/Biodiversity implications

7.1. This has been considered for this report and no implications identified directly associated with project portfolio reporting.

7.2. Implications associated with individual projects would be considered at the time of business case approval and subsequent updates at relevant Committees where applicable.

8. Risk implications

1.1. Monitoring delivery of projects is one aspect of the corporate performance system that provides a health-check on the delivery of the core and planned activities that contribute to delivery of the Corporate Business Plan and the Council's statutory duties and discretionary services. Regular reporting of project progress is a mechanism to provide an early-warning indicator of issues arising that may impact on project delivery, allowing early intervention as necessary to reduce the risk of project failure.

9. Timetable for Implementation

9.1. Project timetable included in Appendix A

10. Background papers

To note that the project dashboard is published monthly to the Members Teams area.

11. Appendices

- **Appendix A -** Updated project portfolio dashboard for March 2024

Portfolio Dashboard for Grade A & B Projects - March 2024

Last Months Grade A & B Projects by Status

1 (4.8%) (4.8%) 1
19 (90.5%)
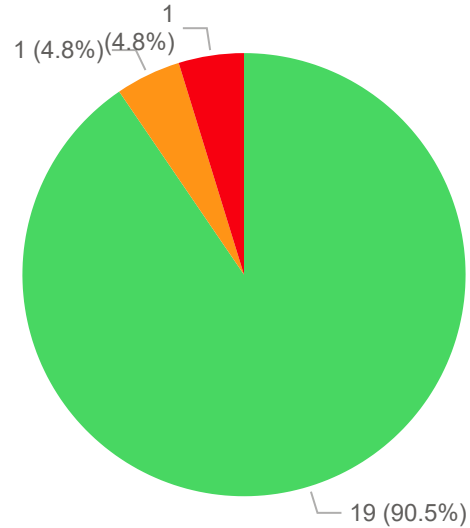
Status ● Green ● Amber ● Red

Current Grade A & B Projects by Status

1 (4.3%) (4.3%) 1
21 (91.3%)
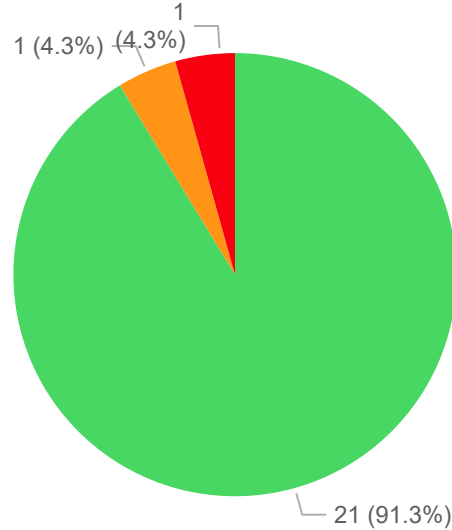
Status ● Green ● Amber ● Red

Total live projects (Initiation to Execution)	Total number of completed / closed projects last month	Total number of projects due to complete / close this month
23	**0**	**1**

Total number of end date changes this month	Total number of pipeline projects	Pipeline due to start this month
1	**18**	**0**

Service Area	Amber	Green	Red	Total
Assets & Regen		2		**2**
CEO		3		**3**
Community Services		3		**3**
Customer, Digital & Collection		2		**2**
Housing	1	9	1	**11**
HR		1		**1**
Planning, Economy & Built Environment		1		**1**
Total	**1**	**21**	**1**	**23**

Projects by Stage

4 (17.39%)
7 (30.43%)
12 (52.17%)
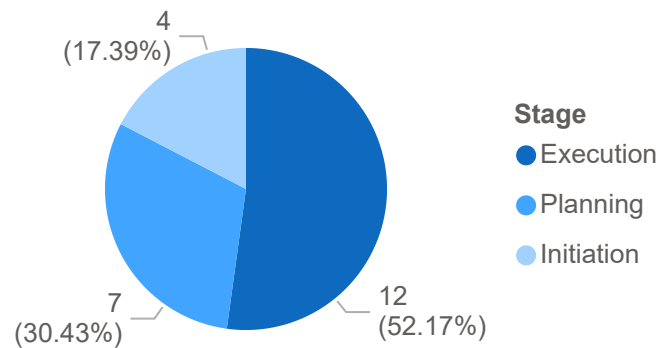
Stage
● Execution
● Planning
● Initiation

Projects with Red or Amber Status	Status ▼
Development Site H034 housing scheme	Red
Development Site H038 housing scheme	Amber

Projects with End Date change this month	February	March
NEC Housing Phase 3	30 June 2024	31 July 2024

Portfolio Timeline for Grade A and Grade B Projects in Initiation to Execution

Project Status ● Amber ● Green ● Red

	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025

CEO
- Best Value Notice response programme
- Savings and Efficiency Programme
- Service Review programme

Assets & Regen
- Chertsey Depot Refurbishment - options appraisal
- Civic Centre Refurbishment

Housing
- Development Site H021 housing scheme
- Development Site H033 housing scheme
- Development Site H034 housing scheme
- Development Site H038 housing scheme
- EPC C rating by 2030
- IRL Improvements
- Local Paths Investment
- NEC Housing Phase 3
- Parkside Regeneration (RIBA 0-4)
- Tenancy Agreement Refresh
- Tenants Handbook Refresh

Community Services
- Digitisation of telecare services - Equipment
- Play Space Improvement Programme
- Procurement of Disabled Adaptation Works Contractor

Customer, Digital & Collection
- Event management and bookings software
- HR & Payroll System Delivery

HR
- Management Development Programme

Planning, Economy & Built Environment
- Shared Prosperity Fund

Collapse All

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Portfolio for Grade A & B Projects - March 2024

Service Area	Title	Project Stage	Project Status	Plan due Date
Assets & Regen	Chertsey Depot Refurbishment - options appraisal	Execution	Green	30 June 2024
Assets & Regen	Civic Centre Refurbishment	Initiation	Green	26 February 2025
CEO	Best Value Notice response programme	Planning	Green	19 December 2024
CEO	Savings and Efficiency Programme	Planning	Green	31 July 2024
CEO	Service Review programme	Planning	Green	31 March 2025
Community Services	Digitisation of telecare services - Equipment	Initiation	Green	31 March 2025
Community Services	Play Space Improvement Programme	Execution	Green	31 July 2024
Community Services	Procurement of Disabled Adaptation Works Contractor	Execution	Green	30 April 2024
Customer, Digital & Collection	Event management and bookings software	Initiation	Green	30 September 2024
Customer, Digital & Collection	HR & Payroll System Delivery	Execution	Green	31 July 2024
Housing	Development Site H021 housing scheme	Planning	Green	01 July 2027
Housing	Development Site H033 housing scheme	Planning	Green	04 January 2027
Housing	Development Site H034 housing scheme	Execution	Red	01 March 2026
Housing	Development Site H038 housing scheme	Execution	Amber	01 July 2026
Housing	EPC C rating by 2030	Execution	Green	31 March 2030
Housing	IRL Improvements	Planning	Green	31 March 2026
Housing	Local Paths Investment	Initiation	Green	31 October 2024
Housing	NEC Housing Phase 3	Planning	Green	31 July 2024
Housing	Parkside Regeneration (RIBA 0-4)	Execution	Green	30 April 2026
Housing	Tenancy Agreement Refresh	Execution	Green	31 July 2024
Housing	Tenants Handbook Refresh	Execution	Green	31 January 2025
HR	Management Development Programme	Execution	Green	30 June 2024
Planning, Economy & Built Environment	Shared Prosperity Fund	Execution	Green	31 March 2025

Pipeline for Grade A & B Projects - March 2024

Service Area	Title	Project Grade	Project Stage	Plan start date	Plan due Date
Assets & Regen	Addlestone 2 - Feasibility	A	Pipeline	01 July 2024	31 March 2025
Assets & Regen	Chertsey Depot Refurbishment - Implementation	A	Pipeline	01 July 2024	31 March 2025
Community Services	Barrsbrook Farm Feasibility - Community Benefits	B	Pipeline	01 January 2024	31 March 2026
Community Services	Determine the viability of sports clubs self managing pitches and facilities in the borough	B	Pipeline	01 April 2024	31 March 2025
Community Services	Egham Hythe Centre Community Hub - Implementation	A	Pipeline	01 April 2024	31 March 2025
Community Services	Play Space Replacement Programme	B	Pipeline	01 April 2024	31 March 2025
Community Services	SANG Management Plan	B	Pipeline	01 April 2024	31 March 2025
Community Services	Work with NW Surrey Alliance to explore viability of extending Hoarding offer to Runnymede	B	Pipeline	01 October 2024	31 March 2025
Customer, Digital & Collection	ANPR and Pay Display	A	Pipeline	01 May 2024	31 March 2025
Customer, Digital & Collection	Financial Management System	A	Pipeline	01 April 2024	31 December 2025
Customer, Digital & Collection	Procure and implement a new Environmental Services system	A	Pipeline	01 April 2025	31 March 2026
Customer, Digital & Collection	Telephony review	B	Pipeline	01 April 2024	30 November 2025
Customer, Digital & Collection	Waste & recycling software	B	Pipeline	01 May 2024	31 March 2025
Env Services	Depot Redevelopment (linked to AR003)	A	Pipeline	01 April 2024	30 April 2025
Env Services	Env Health & Licensing System	B	Pipeline	01 April 2025	31 March 2026
Env Services	Implement Fleet and Fuel Strategy	A	Pipeline	01 April 2024	31 March 2025
Env Services	Street Cleansing Service	B	Pipeline	01 April 2024	31 March 2025
Planning, Economy & Built Environment	Develop Business Runnymede/Business Support	B	Pipeline	01 April 2024	31 March 2025

Portfolio for Grade C Projects - March 2024

Service Area ▲	Title	Project Stage	Project Status	Description
Assets & Regen	Egham Business Park Defects	Planning	Green	Procurement of a roof consultant to provide a project programme with key dates to meet and produce their report on the condition of the industrial roofs of the estate and whether they are fit for purpose.
Community Services	Chertsey Museum Digitisation	Planning	Amber	Consider options to enable the digitisation of museum archives and enable the archives to be published online, seeking funding where this cannot be delivered within budget/resources
Community Services	RPG Improvements	Planning	Green	Develop the facilities at Runnymede Pleasure Grounds to replace play facilities and provide an enhanced destination for leisure and wellbeing for residents of all ages.
Community Services	Better Care Funding demonstrator wet room	Initiation	Green	To set up a Better Care Funding demonstrator wet room facility at Manor Farm Day Centre and Windle Valley Day Centre, funded by the Disabled Facilities Grant. In doing so providing a facility for residents to access when using the centre or when awaiting major adaptations at home etc.
Customer, Digital & Collection	Members Device Refresh	Execution	Green	Member device refresh to be reviewed every four years to enable members to conduct their civic duties in a modern and efficient way
Housing	QMS Roll-out	Execution	Green	Following the successful introduction of a QMS to the maintenance team, the QMS will now be rolled-out across the entire Housing Department (timescale for roll-out will be dependent on resources).

Pipeline for Grade C Projects - March 2024

Service Area	Title	Project Stage	Plan start date	Plan due Date
Community Services	Development of Volunteering Opportunities Across Parks and Open Spaces	Pipeline	02 September 2024	31 March 2025
Community Services	Implement Trusted Assessor Level 4 into Home Improvement Agency service	Pipeline	01 April 2024	31 March 2025
Community Services	Increase opportunities for over 55's to access and participate in physical activity	Pipeline	02 September 2024	31 March 2025
Community Services	Offer a Carer Respite service at Windle Valley Day Centre	Pipeline	01 October 2024	31 March 2025
Community Services	Park & Open Space Development Plans	Pipeline	01 July 2024	31 March 2025
Community Services	Period Poverty Project	Pipeline	01 April 2024	31 March 2025
Community Services	Runnymede Sports Festival Day	Pipeline	01 April 2024	31 March 2025
Community Services	SANG Infrastructure Improvement	Pipeline	01 April 2024	31 March 2025
Community Services	To deliver the New Stories, New Audiences project following award of grant funding	Pipeline	01 April 2024	28 February 2025
Customer, Digital & Collection	Gazetteer software replacement as SaaS	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	SAN replacement	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	SIEM upgrade to SaaS	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	UCS replacement	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	VOIP for remote sites	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	WAN replacement of Unicorn lines	Pipeline	01 April 2024	31 March 2025
Customer, Digital & Collection	Web chat options to help customers access information and services.	Pipeline	01 April 2024	31 March 2025
Housing	Ensure tenants and leaseholders can recycle	Pipeline	01 April 2024	31 March 2025
Housing	Introduce a Tenant Incentive Scheme	Pipeline	01 April 2024	31 March 2025
Housing	Tender for Caretaker Services	Pipeline	01 April 2024	31 March 2025
HR	Develop networking groups across Service areas to maximise collaborative working	Pipeline	01 April 2024	31 August 2024
HR	Fully implement and optimise the new Applicant Tracking System	Pipeline	01 April 2024	31 March 2025

Department	Title	Project details as per Q3 2023/24 review
External Projects	River Thames Project	The RTS has been designated by HMG as a Nationally Important Strategic Infrastructure Project (NSIP) and as such subject to Development Consent Order (DCO) application to the Secretary of State. RBC is a Partner Local Authority in the scheme as well as being a statutory consultee, along with the other directly impacted Local Authorities Elmbridge, Spelthorne and Surrey County Council. All four Local Authorities are 'partners' in the Scheme. SCC is a also an Applicant to the DCO with the Environment Agency who own the Project. Runnymede, Elmbridge, and Spelthorne are all financial contributors to the scheme. It has been identified that because of the dual roles of the Local Authorities as both Scheme Partner / Promoter and Regulator. A paper to CMC regarding the separation of interests was passed and is now in place. The current expectation for the commissioning of the River Channels is currently expected to be 2030. Formal statutory consultation with the wider public was previously targeted for November 2023, but it was delayed and will now start on 22 January 2024.
External Projects	Southampton Pipeline	Esso are replacing the pipeline from Southampton to Fawley which was originally installed in the 1960's. This carries aviation fuel for Heathrow. The new pipeline will run for 110 km and crosses Runnymede through private and public land. The project is now in the construction phase and works are proceeding at various points in the Borough including Chertsey Meads and its environs. RBC's responsibilities now lie with its position as a Planning Authority in variations to the agreed methodology, route deviation, road closures, environmental impacts, etc. Installation of the pipeline is currently projected for 2025/26. Pipeline installation works on Chertsey Meads have taken longer than timetabled due to technical difficulties and poor/unexpected weather conditions over the summer 2023. There has been significant disturbance to the Meads, however, all works have been completed and signed off, with the exception of the River Bourne pathway. This area is now prone to flooding and, whilst a temporary solution has been put in place, a permanent solution will be completed in Spring/Summer 2024.
Planning Policy & Economic Development	A320 scheme	On 13 December 2022, the Secretary of State for Transport confirmed, with modifications:The Surrey County Council (A320 Corridor (Ottershaw to Chertsey and M25 Junction 11) Improvement Scheme) Compulsory Purchase Order 2022; and the related Surrey County Council (A320 Corridor (Ottershaw to Chertsey and M25 Junction 11) Improvement Scheme) (Classified Road) (Side Roads) Order 2022. During the Q3 period, Surrey County Council also finalised the contract with the main contractor who will starting works on the ground in the summer. Surrey County Council is currently planning and programming the works.

Completed Grade A & B Projects - 2023 to date

Service Area	Title	Description
Assets & Regen	Addlestone 1 - EWS1	Works to remove and replace cladding from six residential blocks in Addlestone One complex.
Community Services	Addlestone Day Centre Provision	Work with Addlestone Community Association in delivery of Day Centre services, or alternatively reopen the Eileen Tozer Centre.
Community Services	Befriending services in Runnymede	Procurement of a befriending service for vulnerable adults to replace the current in-house service set-up due to the Covid-19 pandemic.
Community Services	Lawn Tennis Association Support Project	LTA proposal to improve Tennis courts in the borough.
Customer, Digital & Collection	CTS scheme	CTS scheme
Customer, Digital & Collection	NEC Housing Phase 2	Ongoing from 2022/23: NEC Housing Phase 2 implementation
Customer, Digital & Collection	Parking Management System / Online Parking Portal	Implement our online parking portal to digitise the parking service and increase our online offer within One Account. Sagoss Ltd have been awarded a new contract for the implementation and support and maintenance of the Parking Management System. This project will address the implementation of the new parking management system.
Housing	Procurement & tender of term contracts for planned maintenance	Procure a multi-disciplinary building consultancy to aid the Housing Service to deliver a range of capital works programmes for the next five years.
Housing	Procurement and mobilisation of the new Repairs, Maintenance and Voids Contract	Procure a long-term repairs, maintenance, and voids contractor to deliver works in tenant's homes and empty properties.
Housing	Southam House / Audley House FRA work	Replace the existing weather boarding at Southam and Audley House due to the existing being timber and in poor condition.
Housing	Surrey Towers Fire Doors	Following on from the Fire Risk Assessment work., report due in Jan 22 to design and replacement.

Completed Grade Projects - 2023 to date

Service Area	Title	Description
Assets & Regen	Establishment of Corporate Asset Management Model	To review the structure of Assets & Regeneration and establish and implement the Corporate Asset Management model. Strategies and policies developed, going to February 2023 CMC and Full Council
Customer, Digital & Collection	Business rates revaluation	Business rates revaluation
Customer, Digital & Collection	Hybrid Meeting Rooms	Implement hybrid meeting equipment within meeting rooms across the Civic Centre to enable hybrid working across the Council
Env Services	Minor works to The Orchard	Minor works to the Orchard site office.
Env Services	Orchard Depot Fence Repairs/Replacement	Repairs/Replacement of the fence that surrounds the Orchard Depot.
Finance	Apple & Google Pay	Introduce Apple Pay & Google Pay as payment method

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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