

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 <u>7.1/7.1.1</u>	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 <u>n/a</u>	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				
<u>n/a</u> <u>5.8</u>	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.

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		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 <u>5.3.2</u>	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 <u>3.8</u>	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

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		<p>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:</p> <p>Scope 1 (Emitted directly from sources Heathrow owns or controls): 29,091tCO₂e (0.35%)</p> <p>Scope 2 (Emitted indirectly from purchased energy): 0tCO₂e (0%)</p> <p>Scope 3: All other indirect emissions upstream and downstream. This is dominated by emissions from flights: 8,228,185tCO₂e (99.65%)</p>		<p>by Heathrow and being discussed with the HSPG. This includes wider opportunities for the Heathrow affected boroughs.</p>
<p>MTFS004 <u>5.6</u></p>	<p>Net Zero Places: Phase 1 Innovate UK + City Science</p>	<p>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</p>	<p>None</p>	<p>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</p>

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		<p>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.</p>		<p>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.</p> <p>Key updates to be provided through the Regeneration and Major Projects Working Party</p>
<p>CC010 5.5/5.5.1/5.5.2</p>	<p>River Thames Scheme</p>	<p>This wider scheme will include the creation of two new river channels which will:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	<p>None</p>	<p>The current expectation is for the works to start in 2026, with commissioning of the River Channels currently expected to be 2030.</p> <p>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.</p> <p>The project is now officially nominated as a climate change adaptation initiative as well as a flood alleviation scheme.</p> <p>Key updates to be provided through the Regeneration and Major Projects Working Party</p>

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n/a <u>3.8.2</u>	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 <u>5.8</u>	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 <u>7.4.2</u>	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 <u>7.1/7.1.1</u>	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 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				
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 <u>1.7</u>	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 <u>n/a</u>	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 4 th September, bolstering the resource of the team.
CC060 <u>n/a</u>	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 29 th

			Full Council, 29th February 2024	February (subject to a number of minor amendments being made).
n/a <u>n/a</u>	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 <u>7.3, 7.3.1 and 7.3.2</u>	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 <u>8.2, 4.6, 3.9, 8.2.1</u>	TITLE CHANGE: Climate Change Communication 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 <u>8.2,</u> <u>8.2.2,</u> <u>4.6.5</u>	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	<p>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.</p> <p>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.</p> <p>£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:</p> <ul style="list-style-type: none"> -‘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

				<p>Chertsey) and New Haw Litter pickers (2 in New Haw). We expect more to be organised closer to the week.</p> <ul style="list-style-type: none"> -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 <u>n/a</u>	NEW Climate Change Web Pages and Newsletter	<p>Updating and redesigning the Climate Change web pages of the council website to make them more user friendly and helpful to residents.</p> <p>Initiation of quarterly climate change newsletter.</p>		<p>A phased upgrade is taking place of the website which will go live later this year.</p> <p>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).</p>
CC019/H WB034/ CC005/ MTFS00 4 <u>1.3.6, 7.2</u>	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 bid 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 <u>1.7</u>	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 <u>7.1.3</u>	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 <u>7.13,</u> <u>7.13.1</u>	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 7 th March. Also endorsed at Corporate Management Committee on 21 st March. Due to be considered for adoption at Full Council on 25 th 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 <u>7.1</u>	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 <u>8.2,8 2.3</u>	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 <u>7.1, 7.1.1</u>	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 <u>3.3, 6.7, 6.7.1</u>	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 <u>1.9</u>	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 <u>7.1.4</u>	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 <u>7.14</u>	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.		<p>For the 2023/24 financial year, the Greener Futures Steering Group agreed a number of key objectives, one of which was to,</p> <p><i>'Put the unique Surrey case forward to central government to gain the resources and powers necessary to meet our net zero targets'.</i></p> <p>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.</p>

Service Area: Assets and Regeneration

Lead Officer: Alex Williams

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Completed activities				
n/a <u>7.1.3</u>	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, CO2 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 1 st January 2024 and for a period of 5 years. No further updates to be provided on this activity.
Live/ongoing activities				
CC017 <u>1.5, 1.5.4</u>	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 <u>1.5.4</u>	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

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		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 <u>1.5, 1.5.4</u>	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 <u>1.5, 1.5.3</u>	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.

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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 <u>4.5</u>	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 <u>n/a</u>	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 <u>1.5, 1.5.1</u>	Decarbonisation plans for Assets and Regeneration (A and R) Estate	<p>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.</p> <p>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.</p>	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 <u>1.5, 1.5.4</u>	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	<p>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.</p> <p>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%.</p> <p>The EV charging infrastructure is not yet in situ but the business continuity plan is in place and the service is operating.</p>
n/a <u>n/a</u>	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 9 th 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 <u>7.15</u>	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 <u>5.2</u>	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 <u>5.3.4</u>	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 <u>5.7</u>	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 <u>7.7, 7.7.1</u>	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 <u>7.9</u>	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 <u>1.5.4</u>	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	<p>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.</p> <p>The committee report considers in detail environmental considerations associated with the roll out.</p>	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	<p>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.</p> <p>Currently within tender process. Currently going through clarification questions with potential suppliers. Evaluation of tenders planned for end of March 24.</p>
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

<u>ID 7.8, 7.8.5, 7.8.6</u>		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 <u>7.10</u>	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 <u>5.3/ 5.3.2</u>	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 <u>7.11/7.11.1</u>	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	<p>Relevant to the Council’s response to climate change, the specification for the Depot Refurbishment contains the following key elements:</p> <p>-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).</p> <p>-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.</p>		<p>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.</p> <p>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.</p>
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 <u>4.4</u>	Recycling initiatives	<p>The following initiatives are being rolled out at the time of writing this report:</p> <ul style="list-style-type: none"> • 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. <p>-Contamination work (Autumn 2022) –The Surrey Environment Partnership (SEP)</p>		<p>STATUS UPDATE: Remains on going.</p> <p>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.</p> <p>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.</p>

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 <u>3.5/3.5.1</u>	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 <u>4.2</u>	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 <u>7.11/7.11.1</u>	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 CO2e per year.

<u>CBP ref/ CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from March 2023), and any additional relevant information
				<p>Taken against the 657 tCO2e generated by the diesel fuel use, this represents a significant potential reduction in emissions (98.6%).</p> <p>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.</p>
Planned activities				
<p>ES023 <u>7.11/7.11.1</u></p>	<p>NEW Implementation of Sustainable Fleet Management Strategy</p>	<p>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).</p>	<p>Environment and Sustainability Committee, 7th March 2024</p>	<p>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 include Community Services, Customer, Digital and Collection Services, Finance, Climate Change, Procurement and Human Resources.</p>
<p>ES003 <u>5.4/5.4.1</u></p>	<p>Tree Surveys</p>	<p>Identify condition of council owned trees in the borough to look at risks and mitigation.</p>		<p>2024 start expected</p>

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 <u>7.8/7.8.1</u>	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 <u>7.8/7.8.3</u>	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, CO2 etc) for its Assets and Regeneration Estate. The bureau		CHANGE IN STATUS – PLANNED ACTIVITY TO COMPLETED Contract started on 1 st 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 <u>1.3.1 and 1.3.2</u>	Working to EPC C rating by 2030 (some upgrades as part of the Decent Homes Programme will contribute to meeting this target)	<p>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.</p> <p>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.</p>	Wednesday 8 th March – Housing Committee	<p>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.</p> <p>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.</p>
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

<u>1.4.2</u>	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 <u>4.4</u>	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 <u>1.3/ 1.3.5</u>	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
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				2023), and any additional relevant information
Live activities				
CC045 <u>7.12/</u> <u>7.12.4</u>	Active Travel for employees	Review existing and develop new policies to encourage colleagues to adopt Active Travel to commute to work through: <ul style="list-style-type: none"> • 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 <u>Not in CCAP as adopted at time of adoption</u>	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 <u>1.2.1</u>	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 <u>n/a</u>	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
				<p>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.</p> <ul style="list-style-type: none"> -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 Council's Agile Working Policy which will help reduce emissions associated with home to office commuting. <p>Possible additional measures identified are:</p> <ul style="list-style-type: none"> -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 <u>1.1.1</u>	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 <u>6.5/ 6.5.1</u>	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 124.79tCO ₂ e will be saved across these businesses per annum (equates to an average annual saving of 9.6tCO ₂ e 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 <u>6.5/ 6.5.1/ 6.5.2/</u>	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.

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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 <u>1.2/ 2.1/</u> <u>3.2/ 4.1/</u> <u>5.1/ 6.1</u>	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 <u>1.1/ 1.1.3</u>	NEW Climate Change	It was agreed at 28 th 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

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	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.

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		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)	<p>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.</p> <p>More information about the Runnymede LCWIP can be found at: Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) - Surrey County Council (surreycc.gov.uk)</p>	TBC	<p>Project started in March 2021 and phase 1 is now complete.</p> <p>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.</p> <p>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).</p> <p>Design work is being undertaken in preparation for being in position to bid for potential future DfT/ATE funding rounds for scheme delivery.</p>
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

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<u>3.3</u>		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 <u>3.6/ 3.6.3</u>	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 cost 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 <u>1.2/ 1.2.6</u>	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.

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		such as a masterplan or other design and development framework for a site or area.		
ED028 <u>3.6/ 3.6.3</u>	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 <u>6.3</u>	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.		<p>CHANGE IN STATUS FROM PLANNED TO LIVE ACTIVITY</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>A series of workshops with Royal Holloway University of London will begin in March 2024 focusing on supporting innovation and growth.</p>

