

CLIMATE ACTION PLAN

PERFORMANCE REPORT

2022/23

QUARTER ONE

JULY 2022



Listening Learning Leading



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Introduction

The **South Oxfordshire District Council Climate Action Plan (CAP) 2022-24** sets out to demonstrate and deliver the council's commitment to the Corporate Plan objective of taking Action on the Climate Emergency and target of becoming a carbon neutral council by 2025.

Progress on the actions and outputs in the CAP will be reported quarterly, in line with the council's Corporate Performance Management Framework. This report is the first iteration, and it is expected that it will evolve in line with the approach to Performance Management being embedded by the council, as well as from feedback from senior officers and Members. This report provides a strategic overview of the climate action performance across the council for quarter one 2022/23 (01 April to 31 June 2022) and should be reviewed in context with the council's quarterly **Corporate Plan Priorities Strategic Performance Report**. The council's greenhouse gas emissions are also reported and published annually.

The CAP is one piece of a much larger picture, consisting of national, regional and local initiatives and plans all of which influence our priorities. The CAP was designed to be a live document, where quarterly progress reporting may result in the reprioritisation or refocusing of actions by Cabinet where necessary.



Quarter context

Latest climate change science

The IPCC has finalised the second part of the Sixth Assessment Report, Climate Change 2022: Impacts, Adaptation and Vulnerability. The report describes how climate change is already affecting the world's human and natural systems and details which climate adaptation approaches are most effective and feasible, as well as which groups of people and ecosystems are most vulnerable. The report highlights the role of local government in designing and planning urban and rural settlements and infrastructure, and in working in partnership with communities and wider society, as critical for resilience to climate change.

The Climate Change Committee's 2022 Progress Report to Parliament highlighted that progress is lagging behind the UK's net zero ambitions. One of the priority recommendations of this report was to set out how the Government's Net Zero Strategy will be delivered, including clarifying the roles and responsibilities across central and local government.

National government legislation

The Environment Act received its royal assent in November 2021 and covers a broad range of issues across the four priority areas of air quality, biodiversity, water and waste. The implications of the Act will have significant impacts in certain areas of the council's service delivery. Before the Act comes into force the Government must publish a number of pieces of supplementary legislation and guidance which will provide the detail that is needed to allow effective implementation. However, the publication of this supplementary legislation and guidance has been subject to significant delays, and it is now unlikely that this information will be available until quarter three 2022/23. These delays will impact on the delivery of some actions in the CAP, particularly those related to waste reduction and air quality.

The Levelling Up and Regeneration Bill reached Committee stage in June 2022 and proposes significant changes to the planning system. An update to the National Planning Policy Framework (NPPF) is also expected later this year which will contain detail on energy and climate change. The current NPPF holds local planning authorities back from delivering net-zero ready new homes, which means that new homes are still being delivered which will need retrofitting later. The timing and content of the Levelling Up and Regeneration Bill and the updated NPPF will impact how ambitious the council can be with the actions relating the new Joint Local Plan.

At the council

During Quarter 1 we have been building capacity within the Climate and Biodiversity Team with the appointment of a new Senior Climate Action Officer to support the delivery of the CAP across South Oxfordshire and the Vale and to allow us to respond to a fast-moving funding landscape with help from the new External Funding Lead. The Team will work across all council service areas to support service teams to deliver their actions as well as taking direct responsibility for delivering some of the actions from the CAP. In South Oxfordshire we have also recruited two additional Senior Climate Action Officers on one-year secondments to help accelerate the delivery of some of the key actions.

South Oxfordshire District Council and the Vale of White Horse District Council are working together to produce a new Joint Local Plan for 2041. The Joint Local Plan will provide a guide to the kinds of new housing and jobs that are needed and where they should go as well as setting out the policies that will be needed to help us to achieve our climate targets. During quarter one the early stages of the plan were subject to a public consultation which sought views on the issues that should be addressed within the new Joint Local Plan. The outcomes of the various stages of the public consultation and the examination are key to allowing us to attain our corporate climate targets.



Quarter One 1 2022/23 Performance Highlights



The Joint Local Plan 2041 public consultation was launched. We asked for views on the main issues facing our districts, such as climate change, and how we could use the Joint Local Plan to address them



An initial decarbonisation assessment was carried out at Cornerstone Arts Centre, and we prepared tender documents for the survey work for all other operational council premises

We encouraged biodiversity on council owned land through participation in the **No Mow May** campaign - which has been extended to the end of the season



We are working with environmental charity Thames 21 on a project to submit an application to the Department for Environment, Food and Rural Affairs for '**bathing water status**' for a mile stretch of the River Thames in Wallingford - this will help provide important information on the overall health of the River



We continued to assist communities preparing neighbourhood plans, including with considering and inserting climate measures. Nineteen plans are at preparation stage



We submitted a bid in partnership with Oxfordshire County Council and District Councils into the **Local Electric Vehicle Infrastructure** (LEVI) scheme, with the aspiration to build the necessary infrastructure to facilitate a rapid shift to EV in the district



62

The number of Electrical Vehicle charging bays operational in five Council run car parks across South Oxfordshire, as part of the **Park and Charge** project



We explored the use of electric refuse vehicles, and an initial electric waste vehicle trial took place across the district

GOAL

To make climate action inherent in all the council's work by designing and updating our policies, strategies and governance with the climate emergency at their core

THEME 1 Our ways of working

QUARTER ONE ——— KEY ACTIVITIES ———

The council continued to push to integrate climate action into day-to-day activities across the different teams and services. This report is the first output of the new system of performance management of the CAP allowing us to track our progress towards the delivery of the actions within the plan.

In quarter one, various internal documents and report templates have been reviewed to ensure climate implications are considered. The Community Infrastructure Levy (CIL) strategy was updated to allow CIL funds to be used on projects that support our corporate climate and biodiversity objectives. Progress on developing the Joint Local Plan has continued and a consultation on the draft vision, which included matters relating to sustainable construction, was held from 12 May to 23 June 2022. All of the council meetings are now held virtually when permitted and were livestreamed to reduce travel to meetings.

See Theme 1 performance updates against all reporting measures on page 14



GOAL

To plan and deliver services to our residents in ways that reduce carbon emissions and prepare our district for future ways of living

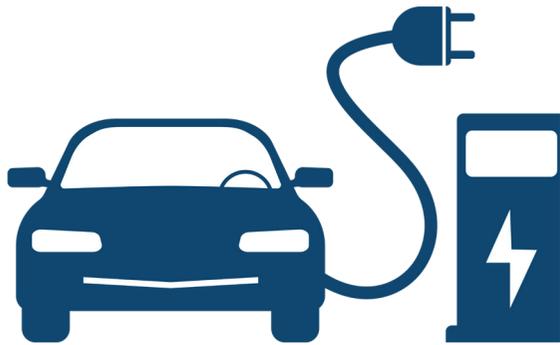
THEME 2 Our service delivery

See Theme 2 performance updates against all reporting measures on page 24

QUARTER ONE ——— KEY ACTIVITIES ———

To reach the council's target of being a carbon neutral council by 2025, we are reviewing all the services that the council delivers. This includes the waste collection service which accounts for just over 40% of our greenhouse gas emissions and in Quarter 1 we ran an initial trial of an electric waste vehicle. Although this trial demonstrated that the vehicle used is not suitable for our rural district, it did provide valuable information that will help in specifying new waste contracts in the coming years. To try and reduce the emissions from the council's fleet we are also working with the Energy Saving Trust on an Ultra-Low Emission Fleet Review to assess the opportunity to replace vehicles owned and leased by the council with electric vehicles.

In Quarter 1 the Joint Design Guide was adopted which includes lots of new information and guidance on climate and sustainability, aiming to encourage those planning new developments to reduce the carbon footprint of the proposals and to incorporate as many energy efficiency measures as possible.



GOAL

To create a culture of climate action amongst staff and councillors in the workplace

THEME 3 Our people

See Theme 3 performance updates against all reporting measures on page 29

QUARTER ONE ——— KEY ACTIVITIES ———

In order to enable and encourage staff and councillors to embed climate action in their day-to-day work, in Quarter 1 we have been developing an online training module on the CAP and carbon literacy. We are also working to build the skills and capacity needed to submit bids for climate-related funds and work has commenced to introduce the governance and documentation needed when making a bid to ensure it aligns with the council's goals and is deliverable. The council has submitted a bid in partnership with Oxfordshire County Council and other district councils into the Local Electric Vehicle Infrastructure (LEVI) scheme, which follows on from the success of the Park and Charge project.



GOAL

To approach our land management with sustainable and climate-friendly best practices

THEME 4 Our land

See Theme 4 performance updates against all reporting measures on page 32

QUARTER ONE ——— KEY ACTIVITIES ———

Progress has been made in quarter one towards enhancing biodiversity on council owned land through No Mow May, which was trialled on sites in Didcot and Wallingford. The initial trial period has now been extended to the end of the growing season in quarter three, when the success of the trail will be evaluated.

The council's website has been updated to offer more guidance for communities undertaking their own tree and hedgerow planting projects and communications were sent out to encourage community groups to plant trees for the Queen's Green Canopy.

The Park and Charge scheme was fully delivered, with 62 electric vehicle charging bays now operational in five car parks in the district. Potential locations for a solar farm were also reviewed.



GOAL

To decarbonise our buildings and their operations to ensure they are fit for the future

THEME 5 Our buildings

See Theme 5 performance updates against all reporting measures on page 35

QUARTER ONE ——— KEY ACTIVITIES ———

To progress the council's aim to ensure our buildings are fit for the future, work to complete energy efficiency and site decarbonisation assessments for all council properties continued. An initial assessment was undertaken in quarter one at Cornerstone Arts Centre and a tender was prepared for the survey work for all outstanding council premises.

To further the council's commitment to delivering council owned net zero homes, this quarter saw the development of a project at the council owned site 116-120 Broadway, Didcot. The tender for project management, cost consultancy and clerk of works services have been concluded and the successful applicant will advise on the appropriate carbon building standard for the site.

Work has continued on ensuring that the council's new office building at Didcot Gateway is designed to achieve BREEAM excellent building standards. Additionally preparatory work has continued for relocating the council's current office base from 135 Milton Park to Abbey House, Abingdon which has included plans for reviewing the operating needs of the building and managing energy consumption.



GOAL

To guide and support the district's businesses, voluntary sector and communities to take action on the climate emergency

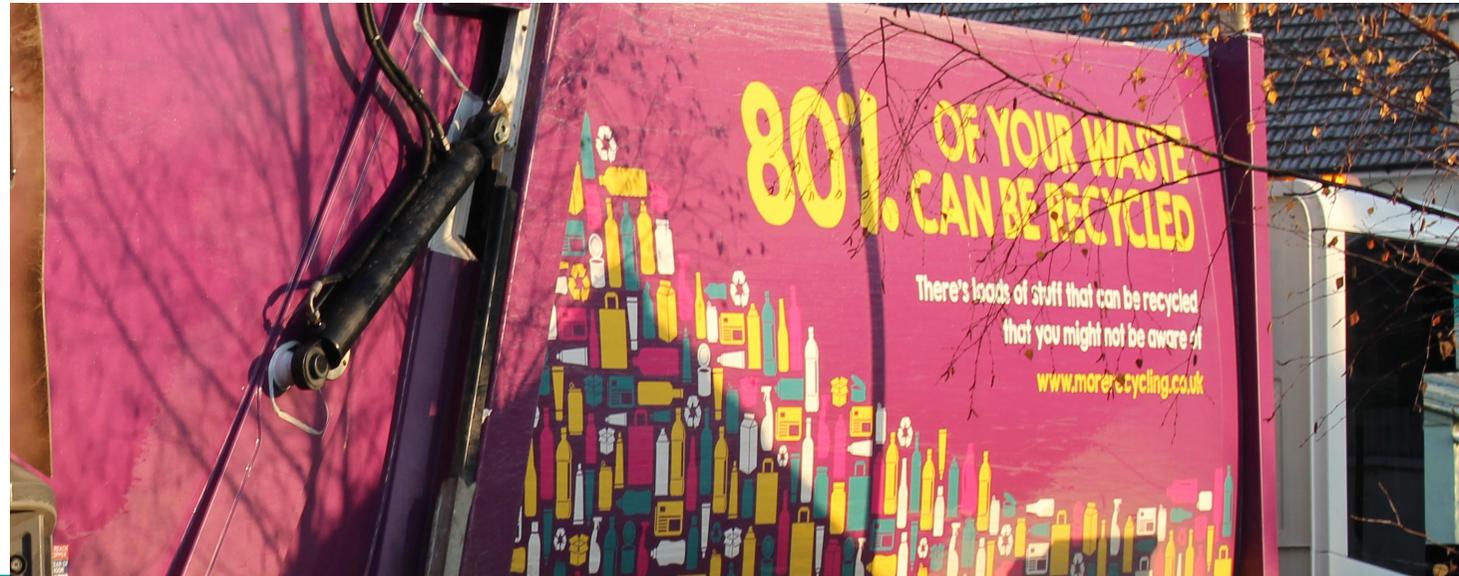
See Theme 6 performance updates against all reporting measures on page 40

THEME 6 Our communities

QUARTER ONE ——— KEY ACTIVITIES ———

In line with the council's aims to work with communities, businesses, the voluntary sector and residents to address the climate emergency, this quarter we have continued to deliver our strategic climate communications plan, sharing appropriate information on a variety of climate issues. For example, we promoted campaigns including the Great British Spring Clean, Earth Day, Walk to Work Day and Clean Air Day. Officers have also had an active role in the Oxfordshire wide councils' climate comms project, which aims to provide consistent and coordinated messaging across Oxfordshire, on a monthly key climate theme. This project will deliver a new, interactive, climate action website to support climate lifestyle changes and offer advice on aspects such as reducing energy use in your home and retrofitting. The new website will launch in quarter two.

The district has many strong pre-existing climate and biodiversity focused networks and groups and this quarter officers continued to connect with these, with a view to developing and strengthening these relationships further as the year continues. Communities were also supported to include climate measures and to develop policies on addressing the challenges of climate change, in their neighbourhood plans.



GOAL

To work in partnership to reduce carbon emissions across the district and support county-wide initiatives, making a greater impact together



THEME 7 Our partners

See Theme 7 performance updates against all reporting measures on page 46

QUARTER ONE ——— KEY ACTIVITIES ———

The CAP aims to build on the council's partnership work as key to achieving our climate emergency targets. This quarter, the council continued to engage in the development of the Oxfordshire Plan 2050, including work to ensure that climate considerations are central to the emerging Plan. Officers have also been supporting OxLEP to develop an event aimed at helping businesses to tackle climate change titled '*What would need to happen to get every business in Oxfordshire to cut their carbon emissions by half by 2030?*'. This event will be led by OxLEP in quarter two.

To progress the council's aim to end pollution in the River Thames and promote the sustainable use and enjoyment of the river, this quarter saw the commencement of a project to submit an application to the Department for Environment, Food and Rural Affairs (Defra), for bathing water status for a mile stretch of the Thames in Wallingford. The council is working with environmental charity Thames 21 to engage local volunteers, collect water samples and complete user surveys which will be used as evidence to support the application which will be made in quarter three.



Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW1	Update the Corporate Delivery Framework to include considerations for climate impact and carbon emissions	Report on the climate impact and carbon emission considerations included in the Corporate Delivery Framework providing examples	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	In Q1, the gateway one form (GW1), within the corporate delivery framework, was amended to encourage consultation with the Climate Action Team to support with assessment of climate and biodiversity implications of all projects across the council. Further work to increase awareness of these implications is planned for Q2 and will include updating the guidance and advice contained within the CDF.		
WOW2	Implement internal governance to progress and monitor the Climate Action Plan	Update on the internal governance including its structure and approach to progressing and monitoring the Climate Action Plan	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	Q1 2022/23 signified the commencement of the first reporting period for the Climate Action Plan (CAP). A methodology for performance management of the CAP was implemented this quarter, in alignment with the Corporate Plan performance management approach. Quarterly reports will be published that specifically give a strategic overview of climate activity and performance across the Council, including a RAG rating of progress on the measures, relevant narrative and statistical data where appropriate. The performance report will be reviewed by the Climate Emergency Advisory Committee, Scrutiny and Cabinet to increase visibility, ensure accountability and monitor delivery of the Plan's progress. Ensuring we are on track to meet the Council's carbon neutral targets, through delivery of the actions set out in the CAP.		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW3	Publish an internal toolkit with guidance for staff on how to assess the climate implications of projects and proposals	Update on the content of the toolkit and examples of projects and proposal that have used learning from the toolkit for the climate implications section of reports	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	During Q1, the Climate Action Team consulted with service areas across the Council to offer advice and guidance on climate and biodiversity implications and considerations, as part of internal decision making documentation and the Corporate Delivery Framework. Work to further this through creation of an internal toolkit available to officers will develop in Q2/Q3.		
WOW4	Develop and implement measures for monitoring procurement contracts based on carbon emissions and climate action	Update on monitoring of procurement contracts based on carbon emissions and climate action, providing examples of relevant contracts	Medium Term (2 years)	Cabinet Member for Finance	Head of Finance	During Q1, discussions were held with multiple companies on contract management opportunities for an online reporting and monitoring tool, to enable full contract management which will include climate action elements.		
WOW5	Update the contract evaluation quality scoring procedure to include carbon reduction criteria	Report on how the contract evaluation quality scoring criteria has been updated to include carbon reduction criteria, providing examples of relevant awarded contracts	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	During Q1, action to address climate change continued to be discussed with teams when preparing the tender documentation. Work also continued on drafting a set of questions focused on climate action, to be used as guidance.		Live tenders that include climate action criteria have not been completed as yet. Examples will be included in Q2 performance update.
WOW6	Deliver staff training on the Procurement Strategy which includes understanding of carbon reduction objectives and criterion	Percentage of staff who completed the procurement training quarterly / report on how the training has impacted procurement contracts, providing relevant examples	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	During Q1, work continued on preparing training on revised procurement procedures. This training will include Procurement Strategy, carbon emissions and action. It is due to be delivered in Q2 (September) to managers and in Q3 to officers.		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW7	Conduct a review of all report writing templates, adding a climate implications section where missing	Percentage of report writing templates that include a climate implications section / narrative on the updates to report writing templates	Short Term (1 year)	Cabinet Member for Partnerships and Legal Democratic	Head of Legal and Democratic	At Q1, 100% of report templates have a climate implications section. However, it is recognised that there is work to be done around assessing climate impact for decision making purposes. Work to develop a screening toolkit and impact assessment form will be initiated.		
WOW8	Divest direct investments from environmentally harmful activities where possible, whilst protecting the security of tax-payer funds	Narrative update detailing changes which have included climate elements into financial decision making	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	At Q1, the council has no direct investment in environmentally harmful activities. Work has continued on developing a process to review the environmental, social, and governance (ESG) risk score, of current and potential counterparties, which will cover assessment of climate implications as part of assessment criteria for future investment.		
WOW9	Incorporate a policy statement on environment/ social/governance factors in the financial implications section of reports	Update on the statement included in Council templates under financial implications	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	No progress to report 2022/2023		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW10	Engage with the council's investment portfolio to ask for and review their carbon reduction plans as part of decision making for the treasury management strategy	Number of investment portfolios reviewed for their carbon reduction plans / narrative on any changes in investments based on investment portfolio carbon reduction plans / percentage of Council portfolio in Paris Agreement aligned companies	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	No progress to report Q1 2022/2023		
WOW11	Review internal audit processes and where appropriate include risk considerations for the climate emergency	Report on how the internal audit processes have been updated to include carbon emission considerations	Short Term (1 year)	Cabinet Member for Finance	Head of Finance	During Q1 2022/23 the audit scoping document has been updated to include an assessment of climate change risks, which is used on every individual audit.		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW12	Refine criteria for community infrastructure levy (CIL) funding to maximise opportunities for including carbon reduction measures in projects and supporting climate action projects	<p>Narrative update about work in this area to include detail of new CIL spending strategy, communication with parishes</p> <p>Quantitative elements - CIL Spend broken down by type, by parish</p>	Medium Term (2 years)	Cabinet Member for Planning	Head of Finance	<p>The CIL Spending Strategy was updated and changes came into effect in April 2021. The changes enable the council to use its CIL funds to the fullest extent of the regulations, on projects either identified in the council's infrastructure delivery plan (IDP) or on infrastructure projects that support the council's corporate priorities, including climate change. Any infrastructure projects delivered by the council are required to consider climate and biodiversity implications.</p> <p>As part of the 2022/23 capital programme, CIL funding has been allocated to the following climate/biodiversity projects:</p> <p>Tiny Forests: £25,000</p> <p>Strategic Partnership with Trust for Oxfordshire's Environment to protect the natural world: £50,000</p>		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW13	Promote community infrastructure levy (CIL) criteria to all relevant staff to ensure they maximise carbon emission reductions in all CIL projects	Percentage of CIL projects that include carbon emission reduction considerations/ relevant project proposals, providing examples	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Finance	Each year, projects with potential to be funded from CIL are identified so that they can be considered together as part of the budget setting process. The Climate Action Team will be asked to provide some wording to include in the annual request for projects to remind officers that all projects must look to minimise carbon emissions. All projects must also cover the climate and biodiversity implications in decision making documents in order for the projects to be considered for approval. The Climate Action Team will also be encouraged to bring forward projects that directly contribute to the reduction in carbon emissions where these are in line with the CIL spending regulations. The percentage of CIL projects that include carbon emission reduction considerations will be reported on an annual basis in Q4.		
WOW14	Include more ambitious climate criteria in the conditions of our affordable housing grant funding	Updates on changes to the climate criteria of the affordable housing grant funding and how this has impacted new affordable housing developments, providing examples	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Housing and Environment	During Q1, work to review the criteria for S106 affordable housing grant funding continued and this is ongoing. The review will include more specific climate measures, including clarity whether a project can be rejected for funding due to environmental criteria. The recruitment of a new Housing Delivery Manager will support progression of this action, following an assessment of the new Housing Delivery team.		The council is in the process of reviewing specific requirements with regards to climate measures in regards to affordable housing grant funding and the recruitment of a new Housing Delivery Manager will help progress this work, including setting timescales.

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW15	Include policies in the Joint Local Plan that will help deliver zero carbon development and encourage more sustainable choices	Narrative update on sustainable and net zero planning policies being developed and included in the emerging JLP	Long Term (2 years plus to deliver)	Cabinet Member for Planning	Head of Policy and Programmes	In Q1 the Joint Local Plan consultation was held (from 12 May - 23 June 2022) which asked for views on the draft vision for the Local Plan and opportunities to deliver that vision, including matters relating to sustainable construction.		
WOW16	Produce an options paper for setting up a carbon offsetting scheme for developers as part of the new Joint Local Plan	Report on options paper development and suggested ways forward	Long Term (2 years plus to deliver)	Cabinet Member for Planning	Head of Policy and Programmes	No progress to report Q1 2022/2023		Currently at early stage of work on scoping and vision for Joint Local Plan (consultation held May-June 2022). Later work will consider detailed policy development and could explore merits of a carbon offsetting scheme.

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW17	Produce an options paper for pool electric vehicles for use by council staff to reduce emissions from business mileage, implementing if approved	Update on the development of options paper for piloting pool electric vehicles, including on the carbon emission savings and decision making progress	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	In Q1 62 electric vehicle (EV) charging points have been implemented as part of the 'Park and Charge project' across five car parks per council. As of July 2022 uptake of the EV bays is low as expected and officers will monitor this uptake and usage of the EV charging bays over the next year as it is hoped and planned to grow. In the meantime to maximize use of the EV bays, officers are exploring the potential for commercial EV hire clubs to benefit from this low usage of the EV bays and include council EV charging points as part of hire clubs network for recharging and parking of their EVs. If staff resource is available, officers will also explore the use of EV hire companies for the benefit of staff who require vehicles for travel purposes whilst on council business. In particular, the new EV Park and Charge bays in the Cattlemarket car park in Abingdon could be trialled as a pilot EV hire scheme for council staff working at Abbey House (and potentially the public out of hours). Staff are due to relocate to Abbey House in September 2022 and if successful, a similar approach could be implemented at the new HQ office site opposite the train station at Didcot Gateway. The Energy Saving Trust are carrying out a review of staff mileage. Their report will assess the emissions savings, and any potential financial savings, if some journeys in officer's own vehicles were to be replaced with electric pool vehicles. The results from this study will feed into the proposed pilot scheme.		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW18	Develop and implement an internal communications plan to keep staff updated on climate action work, including useful advice and guidance on how to incorporate climate action into projects and programmes	Data on the number of internal communications campaigns on climate action work and a narrative update on the type of information shared and any feedback from staff on the use of the information	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	During Q1, a Climate Comms Forward Plan has been developed and is discussed fortnightly with Climate Action Officers to keep it up to date as a live document, this includes internal and external communications. Staff have been informed about Climate Action Plan and the Climate Action Oxfordshire website in Q1.		
WOW19	Move to a digital by default approach for virtual meetings where possible given the current conditions around decision making in Local Government	Percentage of virtual meetings taken place, benchmark to include CEAC, Scrutiny, Cabinet and Council meetings	Short Term (1 year)	Cabinet Member for Democratic and Legal Services	Head of Legal and Democratic	The council continues to hold meetings remotely where permissible within the confines of the legislation and all of these meetings are livestreamed. Any meetings of bodies carrying out an advisory function or where a formal decision is not being made is held virtually, and additionally these meetings are livestreamed. Arrangements for meetings to be broadcast when the council moves to new offices in Q2 are being made. At present, we believe that we can livestream all meetings apart from council meetings. At Q1, 100% of Council meetings are now on-line and are available for a period of 12 months.		
WOW20	Improve our use of existing technology to move to digital by default working	Update on the use of technology for meetings; data on % of MFD printing	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	100% of committee meetings continue to be held using MS Teams enabling hybrid meetings and live streaming for online consumption. Use of MS Team Rooms to improve hybrid meeting experience is being explored for Abbey House large meeting room.		

Theme 1: Our ways of working - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
WOW21	Develop and implement an anti-idling policy for staff and contractors on council business, to ensure engines are turned off when appropriate	Update on the development of the policy and examples of anti-idling implementation from staff and contractors	Medium Term (2 years)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Corporate Service	No progress to report Q1 2022/23.		

Theme 2: Our service delivery - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
SD1	a) Prepare new waste management approach to align with provisions of the Environment Bill	Narrative measure on comms activity relating to waste/recycling Quantitative information on recycling rate, contamination rates, percentage of residual waste to landfill		Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	No progress to report Q1 2022/2023. No details from Defra on the results of consultations that have taken place on the Environment Act		Delay from Defra on the various elements of the Environment Bill and how it will impact on the new waste service
SD2	b) Specify new waste management contract with route optimisation, collection frequency and vehicle size to minimise carbon emissions	Narrative measure on comms activity relating to waste/recycling Quantitative information on recycling rate, contamination rates, percentage of residual waste to landfill	Long Term (2 years plus to deliver)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	No progress to report Q1 2022/2023. The new waste management contract is not required until 2024.		

Theme 2: Our service delivery - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
SD3	c) Trial electric refuse vehicles and other relevant vehicle options, to identify the most suitable vehicles for reducing carbon emissions whilst maintaining service delivery	Narrative measure on comms activity relating to waste/ recycling Quantitative information on recycling rate, contamination rates, percentage of residual waste to landfill	Long Term (2 years plus to deliver)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	An initial electric waste vehicle trial has taken place. The vehicle was trialled across the district in a mixture of rural and urban areas. The conclusion of the trial during Q1 was that current vehicles available are not suitable for waste collection in our district due to a number of factors. The vehicle was unable to complete a waste collection round if it was doing more than one load of collected material (a current waste collection vehicle will do two to three loads). Additionally, the trial electric waste vehicle completed 60 to 70 per cent of the collection round on one charge and due to the current depot infrastructure, the vehicle could not charge mid shift due to time constraints. Positive feedback from drivers was received regarding the low noise level of the electric waste vehicle, however, concern was also raised regarding safety risks of other road users potentially not being able to hear the vehicle. The trial took place at intervals over a two-month period.		
SD4	d) Replace end of life waste collection vehicles with electric fleet where range available allows	Narrative measure on comms activity relating to waste/ recycling Quantitative information on recycling rate, contamination rates, percentage of residual waste to landfill	Long Term (2 years plus to deliver)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	No progress to report Q1 2022/2023. Current waste collection vehicles will not be replaced until 2024.		

Theme 2: Our service delivery - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
SD5	Explore opportunities for a new waste depot including research into renewable energy supplies	Update on proposals for a new waste depot, including potential carbon reduction figures	Long Term (2 years plus to deliver)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	During Q1, work to explore opportunities for a new waste depot continued. A possible site has been identified and a meeting took place with the owner. A Non-Disclosure Agreement (NDA) has been produced at the request of the site owner, so that negotiations can progress without prejudice to either party prior to a formal agreement being entered into. The NDS is in the process of being signed by both parties.		
SD6	Develop a business case and implement a delivery plan for council vehicles to be zero emission by 2025, where available on the market	Data on potential carbon reduction savings from switching vehicles to zero emission; narrative report on business case development and delivery plan for doing so, including market options for EVs	Short Term (1 year)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Development and Corporate Landlord	In Q1 the councils worked in partnership with the Energy Saving Trust on an Ultra Low Emission Fleet Review. This project is assessing the opportunities to replace vehicles owned and leased by the councils with electric vehicles. A report will be published at the end of the project which will cover predicted carbon emissions savings, costs, and timescales for equivalent vehicles to come to market. The report will be completed in Q2.		
SD7	Install electric vehicle (EV) charge points in council depot and other locations as necessary to meet needs of council fleet	Data on the number of EV charge points installed for use by council fleet; narrative update on the location of the EV charge points and how they meet the needs of the council fleet	Short Term (1 year)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Development and Corporate Landlord	No EV charge points have been installed for use by the council fleet. During Q1 no council EV vehicles were purchased. We have commissioned a report by the Energy Saving Trust to make recommendations on best types of vehicle procurement across councils.		The "council fleet" does not include electric vehicles currently

Theme 2: Our service delivery - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
SD8	Feedback on planning applications to include signposting to information sources to improve the energy efficiency of proposals	Data on the percentage of applications that include sign posting to energy efficiency advice	Short Term (1 year)	Cabinet Member for Planning	Head of Planning	There is currently no method for collecting data on the percentage of applications that include sign posting to energy efficiency advice. The recently adopted Joint Design Guide (adopted in South Oxfordshire on 23 June 2023) includes a climate change section with website links to guide and assist customers and users on information resources on incorporating energy efficiency measures into development proposals.		
SD9	Update the council planning and development webpages to signpost to advice on energy efficiency considerations for inclusion in planning applications	Update on the energy efficiency information provided on the council webpages; data on the number of clicks on the links	Short Term (1 year)	Cabinet Member for Planning	Head of Planning	During Q1 the Joint Design Guide was adopted (June 2022). This is a web-based document which includes information and advice on energy efficiency considerations for inclusion in planning applications.		
SD10	Work with our town and parish councils who are developing projects that reduce carbon emissions locally by providing advice on planning permissions needed for their projects to be a success	Report on support provided to town and parish councils on their carbon reduction projects; data on number of carbon emissions reduction projects submitted by town and parish councils	Short Term (1 year)	Cabinet Member for Planning	Head of Planning	Town and Parish Engagement sessions are held monthly where representatives from the Town and Parish Councils can meeting with officers (a Service Manager and Team Leader) to discuss planning matters. This is the forum through which Town and Parish projects can be discussed and advice around planning-related carbon emissions offered.		

Theme 2: Our service delivery - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
SD11	Support the implementation of the air quality action plan across the district	Comms relating to AQ initiatives and metrics relating to AQ	Long Term (2 years plus to deliver)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Housing and Environment	During Q1, tender documents to engage air quality consultants to produce a new air quality action plan have been published. The closing date for return is in Q2. Following tender returns, work will commence on evaluation and appointment.		

Theme 3: Our people - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
P1	Provide all-staff and councillor training on the council's climate action plan and carbon literacy	Data on percentage of staff that have taken the climate action plan training; narrative on how staff have integrated the training into their work, using case studies	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	During Q1, work continued on reviewing and scoping content for an internal, online training module for all-staff and councillors. This module will include information on understanding climate change, the impact of climate change, the international and national picture, the South Oxfordshire District Council story so far and how addressing climate change is a role for everyone.		
P2	Provide enhanced specialist training on latest carbon reduction or climate action approaches to relevant staff and councillors	Data on percentage of specialist training delivered to staff; narrative on how staff identify the training they need and how they have used the training in their work	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services / Head of Policy and Programmes	No progress to report Q1 2022/23. To follow after implementation of CAP Action P1		

Theme 3: Our people - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
P3	Ensure there is relevant skill and capacity to support grant application writing and bidding for climate related funds, maximising the opportunities to include carbon emissions reductions and energy efficiency in all projects	Dedicated bid writing resource secured; Data on the number of applications to grants and funds that relate to climate action and carbon emission reduction; narrative report on grant writing skills and training that has taken place to maximise opportunities on bid writing	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	During Q1 2022/23, in order to ensure there is relevant skill and capacity to support grant application writing and bidding for climate related funds, the External Funding Lead has continued to embed in the organisation and work has commenced to introduce the governance and documentation needed when making a bid to ensure it aligns with the Council's goals and is deliverable. The Council has also submitted a bid in partnership with Oxfordshire County Council and other district councils into the Local Electric Vehicle Infrastructure (LEVI) scheme which follows on from the success of the Park and Charge project. We are expecting a result in Q2, if successful this will provide the necessary infrastructure to facilitate a rapid shift to EV in the district which will significantly decrease carbon emissions from vehicles. Work has also continued on ensuring we are prepared for phase 3b of the Public Sector Decarbonisation Scheme.		
P4	Implement a green travel plan for all staff and councillors, including a digital by default approach where possible to reduce travel	Data on staff mileage once this plan is implemented and narrative report on the changes to staff travel as a result of the plan	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	No progress to report Q1 2022/23		The plan will now cover new temporary office location at Abbey House. Ideas will be scoped out in Q2.

Theme 3: Our people - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
P5	Set up green champions network for interested staff to support climate work	Report on outcomes of green champion network meetings, including case studies of green champions to highlight key areas of work and impact of the champions	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	No progress to report Q1 2022/23		
P6	Incorporate climate action opportunities within council volunteering scheme for staff	Data on the number of climate action opportunities within council volunteering scheme and data on the number of take up of these opportunities; case studies from staff on how they have engaged with this opportunity	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	No progress to report Q1 2022/2023		

Theme 4: Our land - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
L1	Following the grounds maintenance operational review, update grounds maintenance operations to enhance biodiversity and tree cover including considering the need for mowing, opportunities to allow for wilding, and reducing the use of pesticides and herbicides where possible	Report sharing the updates to the grounds maintenance operations that address the climate emergency and how they support biodiversity	Short Term (1 year)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Development and Corporate Landlord	No progress to report in Q1 2022/2023 towards the grounds maintenance review due to an ongoing internal evaluation. However, progress has been made towards enhancing biodiversity on council owned land through No Mow May, which was trialled on sites including Didcot and Wallingford. The trail has been extended to the end of the season in Q3 when the visual impact, ecological growth, and informal feedback will be assessed.		Limited progress to date
L2	Identify sites for new tree planting and wilding opportunities on Our land or through partnership opportunities on privately owned land to support natural carbon capture	Report on identification of sites for new tree planting opportunities, including plans to plant trees on these sites	Medium Term (2 years)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Development and Corporate Landlord	In Q1, work has continued to ensure the suitability of sites identified for a Tiny Forest in Didcot for delivery in Q3-Q4. The council's website was updated to offer more guidance for communities undertaking their own tree and hedgerow planting projects. Communications were sent out in Q1 to encourage community groups to plant trees for the Queen's Green Canopy, following the first 2021/22 planting season, where 2300 trees were planted by communities to celebrate the Jubilee. No tree planting applications have received in Q1 2022/2023, but we would expect this to increase in Q2 and Q3.		Identification of sites to date has been limited to those identified by community groups

Theme 4: Our land - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
L3	Prepare a business case and, if approved, implement a local renewable energy project, such as a solar farm, to address unavoidable council emissions	Data on the amount of renewable energy produced and emissions offset; narrative update on the progression of plans for this project and how the renewable energy produced neutralises council emissions	Long Term (2 years plus to deliver)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	In Q1, the Strategic Property team worked with the Climate Action team looking at potential locations for a solar farm and the former Assendon Tip has been identified as a possibility. We have recently received an Energy Opportunities Assessment report from the Greater South East Energy hub which is being reviewed.		Any possible project still at inception stage
L4	Deliver the Park and Charge scheme, installing EV charge points in our car parks, in partnership with Oxfordshire County Council	Data on the number of EV charge points installed in council car parks; narrative update on the partnership approach for delivering this project	Short Term (1 year)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Development and Corporate Landlord	In Q1 the project was completed. 62 EV charging bays are now operational across five South car parks in Henley-on-Thames, Wallingford and Thame as part of the Park and Charge project.		

Theme 4: Our land - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
L5	Develop an options paper for installing public EV charging points on additional council premises, including funding sources available	Update on the business case development for installing public EV charging points; data on energy use of the points, including how much charge they provide to EVs	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	No progress to report in Q1 2022/2023.		Officers, in partnership with Oxfordshire County Council, have applied for LEVI funding (local electric vehicle infrastructure) which if successful, would increase the number of EV charging points at further locations (staff resource dependant). However, whilst a bid for funding has been made, there is not currently a business case, or an options paper, drafted.

Theme 5: Our buildings - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
B1	a) Complete energy efficiency and site decarbonisation assessments for all leisure centres	Data on the energy efficiency of all leisure centres; narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	At Q1, a decarbonisation assessment had already been completed for Thame Leisure Centre. In Q1, the Climate Action team prepared a tender for the survey work for all outstanding operational council premises.		In progress but not completed
B1	b) Following site assessments of leisure centres, prepare for external funding opportunities, including soft market testing	<p>Narrative update relating to external funding utilisation, both funding received direct to the Council, and projects which have received part external funding or are in progress if not already delivered</p> <p>Specific elements which should be included - proportion of spend on leisure/ community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure</p>	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	No progress to report Q1 2022/2023. Awaiting decarbonisation surveys (Action B1a).		In progress but not completed

Theme 5: Our buildings - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
B2	a) Complete energy efficiency and site decarbonisation assessments for all non-leisure operational properties	Data on the energy efficiency of all non-leisure centres; narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	Long Term (2 years plus to deliver)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	In Q1, the Cornerstone initial assessment was undertaken. The Climate Action Team are preparing a tender for the survey work for all outstanding operational council premises.		In progress but not completed
B2	b) Prepare for external funding opportunities for non-leisure properties, particularly properties with an end-of-use heating plant, including carrying out soft market testing	<p>Narrative update relating to external funding utilisation, both funding received direct to the Council, and projects which have received part external funding or are in progress if not already delivered</p> <p>Specific elements which should be included - proportion of spend on leisure/ community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure</p>	Long Term (2 years plus to deliver)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	In Q1 a consultant was appointed to undertake the Cornerstone bid document preparation.		In progress but not completed

Theme 5: Our buildings - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
B3	Prepare plan for Didcot Broadway site using sustainable designs and low carbon and water efficient standards, as well as including the provision for infrastructure that supports sustainable transport and has considered waste and recycling facilities	Report on the sustainable design and low carbon and water efficient standards used in the plans for the Didcot Broadway site; data on expected energy usage of the building	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	In Q1 2022/23, we tendered for project management, cost consultancy and clerk of works services for the development project at 116-120 Broadway and the successful Tenderer was Allen Construction Consultancy Ltd. They will be required to help manage the project and advise on the business case for the development which will be to EPC A, zero carbon, PassivHaus standards or equivalent subject to costings and advice to be provided by the cost consultant.		
B4	Prepare Didcot Gateway site project plan to achieve the Building Research Establishment's Environmental Assessment Method (BREEAM) excellent standard in addition to a 40 per cent reduction in carbon emissions compared with a 2013 Building Regulations compliant base case, and with consideration for sustainability and environmental impact throughout the design and construction of the site	Report on the carbon emission reductions and prospective energy use of the building, including sustainability and environmental impact considerations included in the plan	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Policy and Programmes	During Q1 we have continued to ensure that the new office building at Didcot gateway is designed to achieve BREEAM excellent and exceed the stated carbon reduction requirements of both this measure and planning policy DES 10. All regulated energy will be produced by on site PV - anticipated that the unregulated energy component (things plugged into sockets) will be sourced from green energy providers and the council is also investigating the options for offsetting this residual electricity use, for example through investing in local renewable energy generation. During Q2 we will compare the new building's predicted energy use with pre-covid data for the office at 135 Milton Park from 2019/20, though direct like for like comparisons may be difficult due to the way data is collected.		

Theme 5: Our buildings - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
B5	Retrofit Cornerstone Arts Centre to ensure it is fit for purpose using energy efficient methods, including solar panels on the roof and low carbon heating system	Report on retrofit upgrades to the Cornerstone Arts Centre; data on carbon emissions savings from upgrades	Medium Term (2 years)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	A site decarbonisation assessment of Cornerstone has been completed. In Q1 a consultant was appointed to undertake Cornerstone funding bid document preparation.		Ongoing project
B6	Include carbon and energy reduction targets in management plans for the monitoring of site operations including all leisure centres to enforce and encourage low carbon operational behaviour in council assets	Report on the changes to the carbon and energy reduction targets in the criteria for monitoring operations and report on the changes to operational procedures to meet carbon and energy reduction targets; data on carbon emissions from operations	Long Term (2 years plus to deliver)	Cabinet Member for Housing and Environment	Head of Development and Corporate Landlord	This action compliments the site decarbonisation assessments covered in actions B1 and B2. Whilst the decarbonisation reports could be helpful for this action, the core aim here is to look at the 'softer side' of energy management, looking to optimise energy efficiency across the operational estate. This will be developed further as part of the evolution of the Corporate Landlord Model which has commenced in Q1. In Q2 we will consolidate the Council's office base from 135 Milton Park to Abbey House presenting an opportunity to review the operating needs of the building (other users include Oxfordshire County Council and The Citizens Advice Bureau) and to manage energy consumption e.g. lighting, heating to match the pattern of use.		In progress but not completed

Theme 5: Our buildings - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
B7	Develop a policy to agree an energy efficiency standard for new asset acquisitions and council owned builds	Update on the development of the energy efficiency standards policy for new asset acquisitions and builds, including case studies of how this has been implemented	Long Term (2 years plus to deliver)	Cabinet Member for Housing and Environment	Head of Development and Corporate Landlord	No progress to report Q1 2022/2023.		Not progressed

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C1	Implement an external communications plan which shares updates on the climate action work undertaken by the council, and advice and guidance to residents, businesses and the voluntary and community sector on reducing carbon emissions. To include:	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Short Term (1 year)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	During Q1, a Climate Comms Forward Plan has been developed and is discussed fortnightly with officers to keep it up to date as a live document. This includes internal and external communications activities assigned where appropriate, to each climate action the council is involved with.		
C2	Advice and guidance on circular economy principles and how to implement them, especially for businesses and the voluntary and community sector	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	During Q1, we continued to promote the work of Oxfordshire Greentech, as a business network supporting the growth of the low-carbon sector in Oxfordshire. Greentech offer a special interest group focused on Circular Economy and can provide specialist support and guidance in relation to this area.		

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C3	Advice and guidance on energy efficiency of operations, including consideration for delivery options and the energy efficiency of buildings used by businesses and the voluntary and community sector	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	In Q1, energy efficiency information for businesses and community groups was added to the council's climate action web pages. This will be further developed in Q2, alongside the launch of an Oxfordshire wide councils' climate action website, supporting a coordinated response to offering advice and guidance across the county.		
C4	Share climate friendly lifestyle changes, including ways to make homes more energy efficient	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	In Q1, officers have supported and been actively engaged in, the Oxfordshire Climate Action Comms Project, which includes the launch of a new Oxfordshire climate action website as well as ongoing promotion of events and climate action messaging since the campaign commenced. This has included a month by month Oxfordshire wide theme, to share climate friendly lifestyle changes to residents and communities around specific subjects with shared messaging. In Q1 these themes included biodiversity and active travel.		

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C5	Promote climate funding opportunities for businesses, voluntary and community sectors, and residents	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	In Q1, we promoted the Cllr grant scheme, which includes encouraging communities to put forward projects that will contribute to the council's Corporate Plan priorities, to protect and restore our natural world and take action on the climate emergency. The scheme is due to close in Q2 and applications will be assessed		
C6	Promote community sharing and reuse to reduce waste and unnecessary consumption	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	In Q1, the council's social media pages were used to encourage members of the community to reduce waste and unnecessary consumption, including promoting composting, the Great British Spring Clean, Earth Day, walk to work day and clean air day.		

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C7	Promote relevant housing energy efficiency schemes, including grants, to residents, landlords and housing associations	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery; should be widened from just businesses to business, voluntary sector and residents (but still want to tie into the corporate plan objective when collecting data)	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	In Q1, we promoted an event held by Oxford City and Better Homes Oxford. Information was also shared about external funding opportunities where appropriate. South Oxfordshire received 92 enquires to the Green Homes Grant Local Authority Delivery (LAD) 1b scheme, and 40 households subsequently received retrofitting measures.		
C8	Include in Community Employment Plans considerations for addressing the councils climate neutral targets through commitments such as green skills training, sourcing through a local and sustainable supply chain, supporting local social enterprises and charities and accessing local employment	Update on the conditions of Community Employment Plans that address the climate emergency and how they are being implemented by developers; data on the number of Community Employment Plans implemented with conditions that address the climate emergency	Long Term (2 years plus to deliver)	Cabinet Member for Economic Development and Regeneration	Head of Development and Corporate Landlord	<p>South Oxfordshire's current Local Plan does not contain a policy that allows the Council to request Community Employment Plans (CEPs) as a condition of planning. Consequently, we are unable to request CEPs in the district, and cannot report on this measure.</p> <p>In Q1, work began to try and ensure that an appropriately worded policy is considered for inclusion within the new joint local plan.</p>		In the absence of a new local plan it will not be possible to deliver this.

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C9	Support communities with their neighbourhood planning by providing up-to-date advice and guidance on climate measures and actions, encouraging climate considerations to be at the core of neighbourhood plans	Data on the number of neighbourhood plans developed; Narrative update on the types of climate actions incorporated into neighbourhood plans	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	In Q1 work continued to assist communities preparing neighbourhood plans, including the insertion of climate measures. There are 19 neighbourhood plans (including plan reviews) currently being prepared. In Q1 the neighbourhood plans for Brightwell cum Sotwell (Review), Cholsey (Review), Garsington and Benson (Review) have reached pre-submission consultation stage. The council has formally commented on these plans and provided advice on Brightwell cum Sotwell's Policy BSC6: Building Performance covering how the ambitious goals of promoting zero carbon can be best achieved through a neighbourhood plan, including advice on the relevant legislation. We encouraged the inclusion of specific policies on reducing greenhouse gas emissions and/or identifying suitable areas for renewable and low carbon energy sources in the Cholsey, Garsington and Benson Neighbourhood Plans. We also signposted neighbourhood planning groups towards resources and support on preparing specific policies on addressing the challenges of climate change.		

Theme 6: Our communities - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
C10	Support taxi drivers in switching to electric vehicles, including reviewing options to incentivise the switch through fees and charges	Data on the number of taxi drivers driving electric vehicles and narrative update on the support to taxi drivers for doing so	Long Term (2 years plus to deliver)	Cabinet Member for Community Wellbeing	Head of Legal and Democratic	The licence fee for electric vehicles is set at £85, which is over 60% lower than the fee for all other vehicles. At Q1, there are 3 licensed electric vehicles in South Oxfordshire. This equates to 0.5% of the total number of licensed vehicles (591).		This will always be a long term initiative until the Government embargo on new petrol and diesel vehicles comes into effect, but we have to recognise that the trade will not readily move to what is in reality a developing technology without readily available charging infrastructure.
C11	Organise quarterly climate focused network meetings for town and parish councils, and voluntary and community organisations, linking with existing networks	Data on number of meetings held; narrative update on the agendas, outcomes and actions from the meetings	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Corporate Services	During Q1, the Climate Action Team continued to connect with the many pre-existing climate and biodiversity focused network meetings and partnerships in Oxfordshire, with a view to developing these relationships further. Based on discussions in Q1, the Climate Action Team has begun to scope opportunities to support town and parish councils, and voluntary and community organisations with their climate and nature recovery plans, skills development, communications or links with other council services and likeminded groups.		

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP1	Build relationships with town and parish councils to support and encourage their climate action initiatives	Update on how the council has worked with town and parish councils on climate action initiatives, including case studies	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	The CAP aims to build relationships with Town and Parish Councils, and Voluntary and Community Organisations as key to achieving the district's climate action targets. In Q1, the Council launched a new round of councillor community grants, which can provide town and parish councils and community groups with funding towards climate action projects. In 2021/22, the scheme funded 18 different organisations to engage in climate action projects. These projects will provide examples of good practice to inspire others.		
OP2	Identify areas in our community that are most vulnerable to the effects of climate change to ensure they are properly supported and protected to promote wider community wellbeing	Update on the identification of areas most vulnerable to the effects of climate change and how the council has supported them to adapt to these changes, including through initiatives such as Better Housing Better Health	Long Term (2 years plus to deliver)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	During Q1 2022/23, residents seeking cost of living crisis support continued to be signposted to Better Housing Better Health via the council's website and through information provided by the Community Connectors, as part of a range of available financial help and food provision.		
OP3	Work with Oxfordshire County Council to support active and sustainable travel infrastructure initiatives	Narrative update on work with Oxford County Council Optional quantitative metrics on the amount of new footpaths/cycle paths	Medium Term (2 years)	Cabinet Member for Environment, Climate Change and Nature Recovery	Head of Policy and Programmes	In Q1, Oxfordshire County Council has tendered for a consultant to develop a Strategic Active Travel Network and an appointment is due to be made by end of August 2022.		

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP4	Work with the Future Oxfordshire Partnership on a county-wide approach to reducing carbon emissions, building on the strategic vision and Pathways to Zero Carbon Oxfordshire	Update on progress on the Future Oxfordshire Partnership's county-wide approach to reducing carbon emissions, including examples of projects and programmes that address the strategic vision and Pathways to Zero Carbon Oxfordshire	Short Term (1 year)	Leader of the Council	Head of Policy and Programmes	During Q1 2022/23, City Science were appointed to develop on the Pathways to Zero Carbon Oxfordshire (PaZCO) Part 2 Routemap and have organised a series of five thematic workshops which will be held in Q2. The workshops are designed to define the action plan.		
OP5	With Our partners, support the development of a coordinated retrofit programme for Oxfordshire through our role in the Environmental Advisory Group of the Future Oxfordshire Partnership	Narrative update on current/completed activities of EAG and influencing activity	Long Term (2 years plus to deliver)	Leader of the Council	Head of Policy and Programmes	During Q1 2022/23, the council promoted an event held in Oxford Town Hall which was specifically designed to showcase retrofit options for homeowners which included talks by expert installers and options to visit homes that had installed measures.		
OP6	Support Registered Social Landlords in applying for retrofit funding, such as Social Housing Decarbonisation Funding	Narrative update on engagement with Registered Social Landlords on retrofit funding	Long Term (2 years plus to deliver)	Cabinet Member for Community Wellbeing	Head of Housing and Environment	The council remains to support any bids by the Registered Providers for retrofit funding or Social Housing Decarbonisation Funding. No requests for support were received during Q1.		The council is ready and available to assist if the Registered Providers decide to apply for the funding.

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP7	Use our membership of Oxfordshire Local Enterprise Partnership (OxLEP) to ensure rapid growth of the green economy	Update on the council's influence in OxLEP to ensure rapid growth of the green economy, including examples of projects and programmes that address this work	Long Term (2 years plus to deliver)	Leader of the Council	Head of Development and Corporate Landlord	<p>During Q1 2022/23 the Economic Development team have:</p> <p>Supported OxLEP to develop stakeholder and speaker contacts for a forthcoming event to be hosted at Harwell Campus, focusing on “What would need to happen to get every business in Oxfordshire to cut their carbon emissions in half by 2030?” this event has been marketed to local businesses, and will be attended by EcDev Officers. The event will take place in September 2022; and</p> <p>Worked in partnership with OxLEP, Abingdon and Witney College, and Oxfordshire Greentech to develop an introductory event at the new Green Construction Centre (Abingdon and Witney College) that will lead onto more events across different specific topics/sectors related to Green Skills, with a specific focus on Retrofit. This event will take place in November 2022 and is funded through our partnership with Greentech.</p> <p>Consulted OxLEP on the Green Skills Development ambitions of our UK Shared Prosperity Fund investment plan. OxLEP have developed a proposal for this section of the plan, and are also liaising with the Greater South East Net Zero Hub to explore how a South East wide Retrofit Academy proposal might develop.</p>		

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP8	Support and influence the Oxfordshire Plan 2050 ensuring climate considerations are integrated throughout the plan	Update on the development of the Oxfordshire Plan 2050 with particular comment on how the Plan includes climate considerations	Medium Term (2 years)	Leader of the Council	Head of Policy and Programmes	During Q1 the Council engaged in the development of the Oxfordshire Plan 2050 through officer input and through the member Advisory Group meetings, Cllr Anne-Marie Simpson as the South's representative. This work included feedback on draft policies to ensure that climate considerations, as set out in the Oxfordshire Strategic Vision, are central to the emerging Oxfordshire Plan.		Many hours dedicated to the project in Q1, ultimately success depends on inter-authority partnership working.
OP9	Utilise the opportunity of the Oxford to Cambridge Arc to advance corporate objectives around the Climate Emergency	Update on the councils input into the Oxford to Cambridge spatial framework and the inclusion of climate emergency corporate objectives	Long Term (2 years plus to deliver)	Leader of the Council	Head of Policy and Programmes	No progress to report Q1 2022/2023 as central Government have produced no further outputs on the OxCam Arc Spatial Framework (which is paused as part of the Levelling Up agenda and may not be taken forward).		Awaiting further news on future of the Arc.

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP10	Support the Thames Valley Rivers network to meet their aims and use this group to facilitate and influence work cross party and cross boundary to end pollution in the river and promote the sustainable use and enjoyment of the River Thames	Update on work with the Thames Valley Rivers network, including case studies of projects and programmes that have been implemented to meet the aims of the network	Short Term (1 year)	River Thames Champion	Head of Policy and Programmes	During Q1, to progress the Council's aim to end pollution in the river and promote the sustainable use and enjoyment of the River Thames, officers are working with environmental charity Thames21 and volunteers from the local community to collect water samples and complete user surveys, to provide information on the overall health of the river Thames. So far, 20 local volunteers have signed up to take part in the project and received training from Thames21 in how to take accurate samples from the river. Later this year, the information collected during the project will be used to inform an application to the Department for Environment, Food and Rural Affairs (Defra) for bathing water status for a mile stretch of the Thames with Wallingford at the centre. Work also continued this quarter on reviewing a one year forward plan for the Thames Valley Rivers Network, to drive forward its aims and progress its aspiration to attract a wider membership. During Q1 scoping work also started on the Council's engagement in and communication around, World Rivers Day 2022 in Q2 (25 Sept 2022).		
OP11	Engagement across the energy sector on activity required to move to carbon neutral and work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	Update on engagement with the energy sector and examples of work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	No progress to report Q1 2022/23.		

Theme 7: Our partners - performance updates against reporting measures

CAP ID	Actions	Reporting Measure	Delivery Timescale	South Cabinet Lead	Officer Lead	Performance Update	RAG rate progress against each measure	Comments on AMBER or RED ratings
OP12	Partner with Good Food Oxfordshire to support their Good Food Strategy for Oxfordshire, ensuring climate considerations are included throughout the strategy	Update on the development of the Good Food Strategy for Oxfordshire, including examples of climate considerations	Medium Term (2 years)	Cabinet Member for Corporate Services, Policy and Programmes	Head of Policy and Programmes	Work on Part one of the Good Food Oxfordshire Strategy concluded in Q1, with the Strategy going to Cabinet in Q2 2022/23.		

