

CLIMATE ACTION PLAN

PERFORMANCE REPORT

2022/23

QUARTER FOUR

APRIL 2023



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 are reported quarterly, in line with the council's Corporate Performance Management Framework. This report is the second 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 four 2022/2023 (01 January to 31 March 2023) and should be reviewed in context with the council's quarterly **Corporate Plan 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

The Environment Act

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 Act is a vehicle for a number of different environmental policies and sets out the legal framework for significant reforms to local authority waste and recycling services, as well as creating new statutory duties for local authorities on nature recovery. In December 2022, HM Government published its legally binding environmental targets, followed by the publication this quarter of its Environmental Improvement Plan which sets out the detail of how it intends to achieve the targets, including setting interim targets.

At the end of February, the Government published its response to the consultation on Biodiversity Net Gain (BNG), which provided some much-needed clarity about the ways that the new BNG requirements will be implemented. We now know the types of application that are likely to be excluded from BNG requirements, and that BNG will have a phased introduction starting in November 2023 for major development sites with all other in scope applications being subject to BNG from April 2024.

Defra Published the guidance and regulations for Local Nature Recovery Strategies (LNRS) on 23 March. The regulations and guidance set out how LNRS will be delivered, establishing a statutory role for the City and Districts as 'Supporting Authorities' in the production of the LNRS with the County as the 'Responsible Body'. Work began ahead of the publication of the regulations and guidance in January to establish a steering group to project manage the production of the LNRS.

Committee on Climate Change Report

At the end of quarter four, the Committee on Climate Change published and presented to Parliament, its annual assessment of England's progress in adapting to climate change, as required under the Climate Change Act. Their assessment presents concern that adaptation is needed at scale to fully prepare for climate risks facing the UK across cities, communities, infrastructure, economy and ecosystems. The report also highlights the impacts from extreme weather in the UK over the last year, and the urgency of adapting to climate change as a consequence. The record-breaking temperatures seen in summer 2022 caused heat-related deaths, wildfire incidents and significant infrastructure disruption.



Sustainable Travel

According to the United Nations Economic Commission for Europe, carbon dioxide emissions in the transport sector account for around 30% of a developed country's emissions. Interventions and incentives in the transport sector are necessary for the transition to net zero. HM Government announced in February plans to provide further funding so that bus operators can continue to cap single bus fares outside of London at £2 until the end of June, encouraging people to use bus services, which are an important part of a sustainable travel model. The transition to electric vehicles is also a key element of a sustainable transport model. Electric vehicles also have zero tailpipe emissions of air pollutants, and their motors are more efficient than combustion engines. However, it was reported this quarter that there has been a 27 per cent drop in the sale of electric cars since June 2022, due to the rise in the cost of energy, according to an Auto Trader report.

Trees

Almost half of England's neighbourhoods have under 10 per cent tree cover, with lower-income areas more likely to have fewer trees, according to research released this quarter by Friends of the Earth. The country's tree cover is 12.8 per cent with woodland making up 10 per cent. The Government plans to increase tree cover to 16.5 per cent by 2050.

The end of this quarter marked the official end of The Queen's Green Canopy initiative, which was created to mark Her Majesty's Platinum Jubilee in 2022 and invited everyone across the UK to plant trees. Following the death of Her Majesty The Queen, the initiative was extended to the end of March 2023. The Queen's Green Canopy reports that over three million trees were planted across the United Kingdom.



Quarter four performance highlights



We delivered **Procurement Strategy training** to senior managers, ensuring **carbon reduction** objectives and criterion are met when procuring goods and services

The **Sustainable Design Measures Statement** is now a validation requirement for all applications seeking planning permission

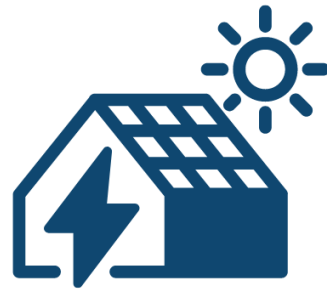


We launched an **online climate change training module** for all staff

We created **'retrofitting your home'** and **'how to reduce your home energy use and costs'** pages on our website



£376,071



The amount of funding we received from the **Public Sector Decarbonisation Scheme**, towards solar panels and air source heat pumps at Cornerstone Arts Centre, Didcot



We launched **Electric Vehicle Car Clubs** with three electric vehicles now available to hire across our car parks in Henley, Wallingford and Thame

We are changing the cutting regime on council-owned land to encourage wildflowers and other plants to thrive and improve biodiversity as part of our **'Let it Bee'** initiative



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

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

THEME 1 Our ways of working

QUARTER FOUR ——— KEY ACTIVITIES ———

In quarter four the Corporate Delivery Framework guide was updated to include the consideration of climate impacts and carbon emissions. The framework is the councils' project management system that aims to ensure there is a consistent and transparent approach to project management that includes all relevant considerations and is critical in ensuring climate is a central theme in all new projects. During quarter four a draft Climate Impact Assessment toolkit was developed for internal use at South and Vale. The proposed tool records the impacts of projects on greenhouse gases, air quality, sustainable transport, land use change, biodiversity, soil and waterway health, climate change adaptation, energy use, sustainable materials and waste. The testing process of this tool will be rolled out next quarter.

These actions are key to the progression of our aim to ensure the climate and environmental impact of our work is considered and embedded within our day-to-day activities and processes.

In addition, the council has reviewed the carbon reduction plans of the asset managers of its externally managed funds. The council's current fund managers are founding members of the Net Zero Asset Managers Initiative and are committed to achieving net zero targets. This now meets our target to consider carbon reduction plans as part of decision making for the treasury management strategy.



GOAL

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

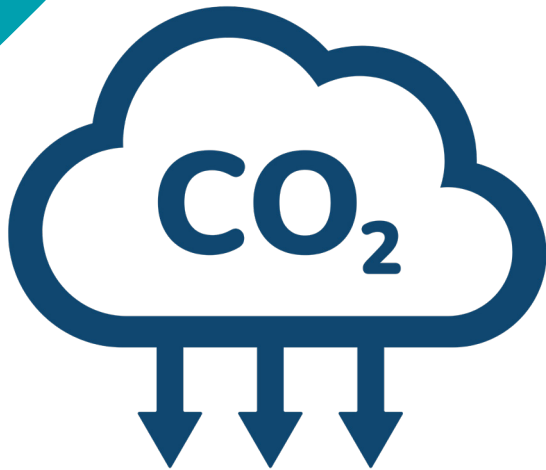
THEME 2 Our service delivery

See Theme 2 performance updates against all reporting measures on page 22

QUARTER FOUR ——— KEY ACTIVITIES ———

This quarter, work continued in developing the strategic approach to our future waste services, in recognition that the waste collection service accounts for just over 40% of the council's greenhouse gas emissions. This work included a report on future vehicle procurement, setting out a desire to maximise the number of new waste collection vehicles operating on an alternative fuel source.

The Sustainable Design Measures Statement (SDMS) developed last quarter is now a validation requirement for all planning applications. The SDMS requires applicants to submit details of energy efficiency measures and allows officers to better understand the environmental impact of developments. In addition, notification was received this quarter of a £5000 grant shared with the Vale of White Horse, from the Natural England Green Infrastructure Grant. This will be used to develop recommendations for how to embed Natural England's new Green Infrastructure standards into our Local Plan.



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 27

QUARTER FOUR ——— KEY ACTIVITIES ———

To support staff to understand more about climate change and put climate action at the forefront of their work, a new online training module on climate change was launched this quarter. The module includes information on understanding climate change, how we can respond to climate change, the South and Vale story so far and how climate action is a role for everyone.

The climate training module also highlights green volunteering as one way to learn more about, and engage in, protecting our planet. Staff volunteering information on our intranet has been created to highlight case studies and ideas on how to get involved in community-based conservation or other climate activities and will also be further championed by the council's well-being group for its mental health benefits.



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 31

QUARTER FOUR ——— KEY ACTIVITIES ———

Our commitment to enhancing biodiversity on council owned land continued this quarter, with eight regularly mown sites across Didcot, Wallingford and Woodcote being identified as suitable sites to allow biodiversity to thrive by stopping cutting during the growing season, allowing wildflowers and grasses to grow and provide nectar for pollinators.

This quarter we also created a new wildflower meadow in Didcot, adding to the other five existing wildflower meadows in Didcot and Wallingford. In addition, 26 trees were planted at several location across South Oxfordshire, supporting natural carbon capture.

Building on the Park and Charge project completed in earlier this year, which implemented 62 EV charging bays across council car parks in South Oxfordshire, this quarter officers engaged in an Oxfordshire wide project to deliver one EV car club vehicle in each of three car parks in South Oxfordshire. These launched this quarter and are operated by Co-wheels in Henley and Wallingford and one operated by 3BHire in Thame.



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 33

QUARTER FOUR ——— KEY ACTIVITIES ———

We received notification of a successful award of £376,071 this quarter, following our submission to HM Government's Public Sector Decarbonisation Scheme for funding towards the installation of solar panels and air source heat pumps at Cornerstone Arts Centre, Didcot. This work will be significant in progressing the council's aim to ensure our buildings are fit for the future.

This quarter we also awarded the contract for production of decarbonisation assessments for all our remaining leisure facilities in South Oxfordshire and progressed procurement of an architect led team to design net-zero homes on a council owned site at Didcot Broadway.



GOAL

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

THEME 6 Our communities

See Theme 6 performance updates against all reporting measures on page 37

QUARTER FOUR ——— 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 supported a business-to-business event in partnership with Thame Town Council, helped communities preparing neighbourhood plans to incorporate climate measures and promoted the substantial discounts in taxi licence fees available for zero emission vehicles.

As part of the council's ongoing activity to respond of the cost-of-living crisis and recognising the links this has with energy saving, we promoted our new retrofitting webpages, which provide information on reducing your energy use, insulation options and installing renewable energy sources at home. In addition, a webpage was created which specifically offers a step-by-step guide to improving the energy efficiency of community buildings. We also highlighted food waste action week and offered advice and tips on how to reduce food waste.



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

QUARTER FOUR

KEY ACTIVITIES

The CAP aims to build on the council's partnership work as key to achieving our climate emergency targets. We have worked to support town and parish councils and community groups and encourage their climate action initiatives. Five community grants were made this quarter that directly support communities taking climate action, totalling just over £65,000. In addition, a free introductory webinar was held for 20 registered businesses, community organisations and town and parish councils. The webinar was led by Bioregional, as part of the council's Greentech sustainable business partnership.

Officers have also continued our work with other Oxfordshire councils, in applying for Local Electric Vehicle Infrastructure (LEVI) funding and scoping proposals for spending the funding. At the end of this quarter, we were notified that we were successful in attracting a LEVI grant of £3.655m capital and £215k revenue for Oxfordshire, to spend in 2023/24 on implementation of more EV charging points across the county. Work also continued this quarter to prioritise strategic routes for walking and cycling, based on local demand and/or the likelihood of converting car trips to cycle trips. This work will help in the production of a District level Active Travel Map.

To progress our aim to support coordinated retrofit action across Oxfordshire, at the meeting of the Climate and Ecological Emergencies Advisory Committee (CEEAC) this quarter, a paper setting out the actions that the council could take to accelerate retrofitting across the district was discussed. Following this discussion, two new webpages on retrofitting homes and retrofitting community buildings were uploaded to the website. We are also cooperating with other local authorities across the county and participated in a retrofitting roundtable hosted by Oxfordshire County Council and the Low Carbon Hub, exploring opportunities for joint working to accelerate retrofitting across Oxfordshire.



See Theme 7 performance updates against all reporting measures on page 43

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	The Corporate Delivery Framework documentation has been updated to include considerations for climate impacts and carbon emissions. Action WOW1 is now complete.		
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	Action WOW2 completed in Q2 2023/2023.		
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	In Q4 a draft Climate Impact Assessment toolkit was developed for internal use at South and Vale, building on example toolkits received from other local authorities. The proposed tool records the impacts of projects on greenhouse gases, air quality, sustainable transport, land use change, biodiversity, soil and waterway health, climate change adaptation, energy use, sustainable materials and waste. The tool has subsequently been tested by members of the climate and biodiversity team on several council projects. The testing process will be rolled out to other council teams in Q1 2023/2024.		This action is slightly behind schedule. The toolkit will be tested further in Q1 2023/24. Once the testing is complete it will be rolled out more widely.

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
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 and Property Assets	Head of Finance	In Q4 further meetings and demonstrations were held with Scanmarket to review their solution. We are currently awaiting the final cost proposal from Scanmarket. The next step is to request funding to progress this during 2023/24.		If funding is approved implementation will start during 2023/24.
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 and Property Assets	Head of Finance	Action WOW5 is complete. Considered BAU.		
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 and Property Assets	Head of Finance	Staff training on carbon reduction objectives and criterion forms part of the Procurement Strategy training which was delivered to the Senior Management Team this quarter. The climate and biodiversity team have supported with the relevant training content. The roll-out of further training has been delayed and will be delivered in Q1 2023/24.		See performance update column.

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	Action WOW7 completed in Q3 2022/2023.		
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 and Property Assets	Head of Finance	Action WOW8 is complete. Considered BAU.		
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 and Property Assets	Head of Finance	Following a review of this action officers have concluded that there is a significant overlap with action WOW7, with climate and biodiversity implications now clearly being identified in all report writing templates. This action is now complete.		
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 and Property Assets	Head of Finance	The council has reviewed the carbon reduction plans of the asset managers of its externally managed funds. The council's current fund managers are founding members of the Net Zero Asset Managers Initiative and are committed to achieving net-zero targets. This action is now complete and considered BAU.		

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
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 and Property Assets	Head of Finance	Action WOW11 completed in Q3 2022/2023.		
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>New allocations of CIL Funding totalling £5,039,000 were approved as part of the budget setting process and have been included in the new provisional capital programme.</p> <p>The full details of the funding allocations are shown in the provisional capital programme but the allocations most linked to climate action are:</p> <ul style="list-style-type: none"> • Cornerstone Decarbonisation Works = £1,592,000 (also supported by a government PSDS grant) • GWP Northern Centre Decarbonisation Works = £200,000 • Projects to look at land management, tree planting, wildflower, rewilding, habitat creation across both districts following on from 'No Mow May' and subsequent public consultation (and to include review of land management at GWP) = £50,000 • Wheatley West Flood Alleviations = £51,000 • Surface water flooding reduction schemes = £100,000 • Improvements to river banks = £50,000 • East Hagbourne Structural lining of culvert and maintenance of existing storage facility = £10,000 • EV charging = £50,000 		

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>All council projects are required to consider climate and biodiversity implications as part of the approvals process.</p> <p>An update on all South CIL allocations will be provided in 23/24 Q1 following the end of year budget process.</p>		
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	There has been no additional promotion of CIL funding during Q4 as the focus has been on getting the funding referred to in WOW12 into the provisional capital programme. The next round of request for projects is likely to be in Q2 which will again promote environmental initiatives as part of the request. Any in-year requests that come through will also be reminded of the requirement for all projects to be done in consultation with the Climate Team.		
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	In Q4, the report to update the policy and process for Section 106 grant funding was completed and is due to be taken to Cabinet for decision in Q1 2023/24. These updates will ensure carbon impacts of new housing is considered and taken into account when awarding grant funding.		

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 Q4 the council selected consultants after a competitive tendering process to prepare a Net Zero Carbon Evidence base for the Joint Local Plan. This will provide recommendations on the best policy approach to take in the Joint Local Plan to secure zero carbon development.		
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	The Net Zero Carbon Evidence base, which was commissioned in Q4, includes specialist advice on questions like 'Could offsetting help us reach net zero carbon status? If so, what should it include? Should we allow offsetting if policy requirements cannot be met? What options do we have regarding setting up a potential carbon offsetting scheme for developers?'. Work on this action is likely to be explored in the evidence base and incorporated into the Joint Local Plan, rather than progressed as a separate options paper.		
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	No progress to report Q4 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
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 Q4, through the weekly staff email update and Jarvis news items, staff were encouraged to take part in the staff climate action training programme on LEAH. They were also kept informed about climate action projects, including the Let It Bee project to increase biodiversity on council land. Staff were also alerted to green job volunteering opportunities.		
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	Action WOW19 is complete. This action is now business as usual.		
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	Action WOW20 is complete. This action is now business as usual.		

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 Q4 2022/2023.		

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	Work has continued on developing the strategic approach to future waste services to help inform preparations for the new waste contract. This quarter, a report was taken to Cabinet which outlined the future direction, and a decision was achieved on the short/medium future of the service, with plans for a longer term solution due to come in the next 12 months		
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	New waste round optimisation changes are now business as usual. Other elements to minimise carbon emissions such as collection frequency and vehicle size hinge on the strategic approach to waste management being developed as per SD1.		
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	A report on future vehicle procurement was agreed by Cabinet in Q4. This included the desire to, subject to operational and capital constraints, maximise the number of new vehicles that were operating on an alternative fuel source.		

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
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	A report on future vehicle procurement was agreed by Cabinet in Q4. This included the desire to, subject to operational and capital constraints, maximise the number of new vehicles that were operating on an alternative fuel source.		
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 Q4, work continued on developing the strategic approach to future waste services to help inform preparations for the new waste contract. A report was taken to Cabinet which outlined the future direction, and a decision was achieved on the short/medium future of the service, with plans for a longer term solution due to come in the next 12 months.		
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	The public conveniences cleaning team are seeking approval for leasing five electric vehicles (Two vans for the Supervisor and Assistant Supervisor and three other vehicles for the cleaners to share). Chargers in the Council-owned car parks can be used to charge the vehicles overnight and whilst the cleaners are carrying our duties in the toilet facilities. (update continues on next page)		

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
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	The Facilities team will be reviewing the use of either electricity supply from Abbey House or the EV chargers located in the nearby council owned car parks. The Energy Savings Trust report shows that suitable vehicles are now available as EV and therefore when selecting a new vehicle the facilities team will consider this. There is no current infrastructure for the Grounds Maintenance service to charge EV vehicles and the location of a permanent depot with an EV charging facility will need to be resolved before it becomes practical for vehicles to be charged. Suitable Electric Vehicles are currently available for some of the grounds maintenance fleet but not those that require the capacity to tow the equipment used to maintain the open spaces in South/Vale.		
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	The planning application for the Grounds Maintenance depot on Great Western Park (to include EV charging points) was withdrawn this quarter. This will be reviewed early 2023/24.		The planning application did not fully explain reasoning behind the location chosen and there was no public engagement. Due to the high profile and sensitive nature of the site, it was agreed to withdraw the planning application and look at a more thorough comms campaign post elections (May 2023).

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	During Q4 the Sustainable Design Measures Statement became a validation requirement for all applications seeking planning permission. This action is now considered BAU.		
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	The content of the webpages was finalised in Q4, providing guidance and advice on sustainable, energy efficiency measures. This content will be added to the websites in Q1 2023/24.		Implementation delayed.
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	Action SD10 continues to be business as usual. Town and Parish Engagement sessions continue to be held monthly. This provides an opportunity for representatives from our Town and Parish Councils to meet with officers to discuss planning matters, local planning issues. This forum also provides a platform for Town and Parishes to raise local projects and seek advice on planning-related carbon emissions and sustainable design.		

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 Q4 the draft Air Quality Action Plans were reviewed by officers, and the long list of potential actions were discussed with the Cabinet Leader, Portfolio holder and ward members where there is currently an Air Quality Management Area. The information was also shared with Oxfordshire County Council and Highways England to enable them to play their part in improving air quality. This information will feed into the final plans which will go for public consultation in Q1 2023/24.		

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	Action P1 is complete, training module was launched to officers in Q3. During Q4, out of the 655 LEAH (our online training platform) users, 53 completed the training module on climate change, equating to 8%.		
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	In Q4, four officers from across the council attended APSE Energy's (Association of Public Service Excellence) Big Energy Summit held across two days. Subjects included decarbonising fleet and buildings, implementing solar projects, accessing energy insights, the transition to electric vehicles and engaging communities in the transition to net zero.		

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	<p>During Q4 South Oxfordshire district council was notified of successful awards from:</p> <p>The Public Sector Decarbonisation Scheme Phase 3b - £376,071 funding towards:</p> <ul style="list-style-type: none"> replacing gas fired boilers with air source heat pumps, installing solar panels and associated electrical network upgrades, at Cornerstone Arts, Didcot <p>Local Electric Vehicle Infrastructure (LEVI) pilot funding - £698,407 joint application with all Oxfordshire Councils to fund:</p> <ul style="list-style-type: none"> cable gullies enabling Oxfordshire residents with properties on the street without off street parking to run an Electric Vehicle (EV) charging cable under the pavement to charge their EVs. South Oxfordshire residents will be able to apply for grants, which will be administered by Oxfordshire County Council <p>Natural England Green Infrastructure grant</p> <ul style="list-style-type: none"> £2500 (£5000 total grant shared with Vale) towards: Commissioning consultants to develop recommendations on how to embed Natural England's Green Infrastructure Strategy recommendations into Local Plans <p>Proposals submitted: UKRI Net Zero Fast Followers - £298,023 joint bid with Vale of White Horse, Cherwell, and West Oxfordshire District Councils to fund:</p> <p>(update continues on next page)</p>		

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	<ul style="list-style-type: none"> Two year full-time Net Zero Innovation and Delivery Officer Two year project to pilot approach to nature-based carbon offsetting in Oxfordshire South Oxfordshire will lead the project and manage officer if funding is successful <p>Officers involved in developing bids were given guidance to upskill and increase bid writing capacity.</p>		
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 Q4 2022/2023.		
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	In Q4, a paper was prepared to present different options to promote employee engagement in climate action and biodiversity. This follows research into green champion networks used by other local authorities and other 'champion' models currently used by different services within the council. It links with CAP actions P1, P2 and P6 where staff training and green volunteering are also working towards embedding a culture of sustainability amongst staff. It will be presented to senior managers in Q1 2023/34.		Options for taking this action forward will be considered in Q1 2023/24.

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
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	Action completed in Q4 2022/23. Officers have developed a communications plan which incorporates green volunteering opportunities as part of ongoing staff engagement in climate action and biodiversity. Staff volunteering information on Jarvis has been updated to highlight case studies and ideas to get involved in community-based conservation or other climate activities, and will be further championed by the council's well-being group for its mental health benefits. Green volunteering is also highlighted within the council's climate training module, launched in Q4, to promote further commitment amongst staff.		

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	<p>In Q4, a total of eight amenity sites across Didcot, Wallingford and Woodcote were identified which will not be cut all season to allow wildflowers and plants to grow. The 'Let it Bee' awareness campaign was launched to explain how this is helping to increase biodiversity on the land we manage. We have put up signs to identify the areas on the ground and put location maps and FAQs on the website. In addition, we have created a new wildflower meadow at Cronshaw Close in Didcot to add to the other five existing wildflower sites in Didcot and Wallingford.</p> <p>The review of grounds maintenance operations under a 'Transformation' project was started during Q4.</p>		
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	<p>During Q4 2022/23, 26 standard trees were planted at several locations across the district.</p> <ul style="list-style-type: none"> • Didcot (Mowbray Fields, Buckingham Close, Worcester Drive and on the Ladygrove Estate). • Wallingford (Castle Meadows). • Woodcote (Wittenham Close). • Henley (Greys Road and Kings Road Car Parks) <p>From Q1 2023/24, officers will create a quarterly report based on the outcomes from the 'Strategic Property Review' that will list assets (land) that could be explored for further tree planting or biodiversity enhancements by the relevant working groups.</p>		

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 Q4 we appointed APSE Energy to prepare a feasibility study and outline business case. This will include a potential solar farm project in South Oxfordshire.		
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	Action L4 complete in Q2 2022/2023. Building on this action, this quarter officers supported and engaged in an Oxfordshire wide project to deliver one EV car club vehicle in each of three Park and Charge council car parks across the district. Operated by Co-wheels, EV cars are now available for hire in Henley and Wallingford. Operated by 3BHire, an EV car is now also available to hire in Thame.		
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	In Q4, officers have continued to work with Oxfordshire County Council in applying for LEVI (local electric vehicle infrastructure) funding and scoping proposals for spending the funding. At the end of Q4, we were notified that a LEVI grant of £3.655m capital and £215k revenue was awarded to Oxfordshire County Council to spend in 2023/24 on implementation of more EV charging points across Oxfordshire.		

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	This quarter the contract was awarded for decarbonisation assessment and survey work. The surveys will commence in Q1 2023/24.		
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	When site assessment work has been undertaken (SeeB1a) the information will be assessed for future funding opportunities.		

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	Decarbonisation funding for Cornerstone was secured this quarter, through the Public Sector Decarbonisation Scheme. Appointment of consultants has commenced. Other buildings are included in Project 2 of the survey programme and will take place across 2023/24.		
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	The council was successful in being awarded £376,071 of Public Sector Decarbonisation Scheme Phase 3b funding. This includes funding towards installation of solar panels and air source heat pumps at Cornerstone.		

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	During Q4 2022/23, the council (working with the external project manager) progressed procurement of an architect led team to design net-zero homes on a council owned site at Didcot Broadway. Procurement documentation is being updated to address a number of clarification questions raised by interested bidders.		
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	In Q4 officers begun investigating methodologies for comparing historical and projected data consumption to support with analysing carbon emissions reductions.		

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	The council was successful in being awarded £376,071 of Public Sector Decarbonisation Scheme Phase 3b funding. This includes funding towards installation of solar panels and air source heat pumps at Cornerstone.		
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	Detailed monitoring information is available for the Leisure Centres and reviewed regularly. In Q4, meter readings and data gathering were reviewed for other buildings. Resource requirements for reporting and monitoring regime will be reviewed and developed in the next quarter, Q1 2023/24.		
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 in Q4 2022/23.		Any policy / agreed approach will need to align with acquisitions / new build projects in the pipeline.

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	<p>During Q4 many communications campaigns aiming to encourage the community to reduce its carbon emissions were run. These included:</p> <ul style="list-style-type: none"> • Promoting our new retrofitting pages on our website which gives information for those looking to reduce their energy use by insulating their properties and installing renewable energy sources. • Working with the planning team to draft new pages on whether permission is needed to install solar panels on homes • Issuing a press release on the tripling of EV charging that has taken place at our car parks as part of the Park and Charge scheme • Continuing to work with the Climate Action Oxfordshire website by promoting their articles on the amount of energy that could be saved by insulating properties. <p>Promoting a new webpage which gives a step-by-step guide to improving the energy efficiency of community buildings.</p>		
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	<p>During Q4 the communications team supported and promoted the Thame Green Business Expo held in March, which was a business-to-business event and very well attended. We also promoted the One Planet Living business training organised by the council, Oxford Greentech and Bioregional. The two-hour free training session aimed to help local businesses become more sustainable and was well attended.</p>		

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 Q4 officers incorporated the 'What your business can do' page into the new Action on Climate and Nature web section – this page promotes sustainable business actions. Retrofitting and energy saving was also promoted among business and voluntary and community sectors through developing a step by step advice for retrofitting webpages, which give advice on improving the energy efficiency of community buildings.		
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	During Q4, officers continued to develop the web section titled 'Reduce your energy cost' with more information for the public on energy saving and also grants available for home improvements which increase energy efficiency. We also added the 'Retrofitting your home' section on the website and promoted this on our social media. We promoted the county's Welcome the Warmth grants for energy efficiency measures for eligible householders.		

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 Q4 a new web page was created called 'Where to get funding for your community climate action project' aimed at community groups and town or parish councils. This highlighted seven funding opportunities including the council's community grants.		
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 Q4 the comms team promoted the national campaign - food waste action week – by offering advice and information about the amount of food that is thrown away each week and how to avoid it and save money – additionally linked to cost of living crisis.		

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	During Q4, in addition to a new website section titled 'Retrofitting your home', which was created to provide more information to the public on energy efficiency, officers added information to the web section on loans and grants available to reduce energy. We also promoted the county's Welcome the Warmth grants for energy efficiency measures for eligible householders.		
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	No progress to report in Q4 2022/23.		Without a new Local Plan in place with a requirement for Community Employment Plans, it is not possible to progress this action.

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	<p>In Q4 work continued to assist communities preparing neighbourhood plans, including the insertion of climate measures. There are 24 neighbourhood plans (including plan reviews) and one neighbourhood development order currently being prepared. In Q4 the neighbourhood plans for Beckley and Stowood and Wheatley (Review) have reached post-submission consultation stage. The Beckley and Stowood Neighbourhood Plan demonstrates the local community's concern for addressing the climate challenge and its draft policies seek to achieve the highest standards of energy efficiency and carbon neutrality for new development, encouraging the retrofit of existing houses and low carbon transport solutions.</p> <p>The Wheatley Neighbourhood Plan has regard for the climate emergency, in particular through Policy T1 Impact of Development on the Road Network, Policy EN1 Biodiversity and Policy DQS1 Individual and Community Energy Projects. The council has formally commented on these plans and where appropriate provided encouragement and advice on the refinement of policies addressing the challenges of climate change.</p>		

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	At Q4, out of 593 licensed vehicles there are three electric vehicles and 177 (30%) are hybrid. The council offers substantial discounts in licence fees for zero emission vehicles.		We continue to promote the reduced fees for zero emission vehicles and an aim within the taxi policy is for all licensed vehicles to be zero carbon by 2030 at the latest. However, this will be constrained by the available infrastructure and in particular the ability for fast charging given the nature of the trade.
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	No progress to report Q4 2022/2023.		

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	In Q4 the council awarded a total of 5 community grants supporting the voluntary sector and town and parish councils to take climate action, totalling just over £65,000. This represents around 20% of all awards made in Q4. Two new webpages were published on where to get funding for your community climate and biodiversity project, and how to improve the energy efficiency of your community building. The results from the Community First Oxfordshire T&P survey circulated in Q2 were published, highlighting the importance of collaborative working with community groups to tackle the climate emergency and peer-to-peer learning to drive projects forward. A business-to-business event was held in partnership with Thame Town Council as part of the council's Greentech sustainable business partnership at Thame Town Hall. A free introductory webinar was held for 20 registered businesses, community organisations and Town & Parish councils on the One Planet Living sustainability framework, led by Bioregional (as part of our Greentech partnership). A briefing for town and parish councils on domestic retrofit advice and financial support available for residents was drafted and will be published in Q1 2023/24.		

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
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 Q4, officers took part in a workshop with Oxfordshire County Council and key stakeholders to progress a county wide plan to help identify the climate vulnerability and health impacts of climate change for communities in Oxfordshire. The first stage will be to gather evidence which looks at current vulnerability to climate risks as well as future vulnerability over the next 30 years. The second phase will be to develop a climate adaptation and resilience strategy and action plans. In addition, promotion of OCC's Welcome to the Warmth campaign offered information on current grant funding to improve the energy efficiency of low-income and low energy performance homes across Oxfordshire as part of the Government's Sustainable Warmth Home Upgrade Grant scheme.		

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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
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	<p>Attended the 3rd and 4th Strategic Active Travel Network Steering Group sessions (20 January and 23 March) which considered the long list of strategic routes across Oxfordshire for walking and cycling and prioritisation of routes across the County based on demand / likelihood of converting trips to cycling. The map produced by this workstream will go to some lengths to address the need to produce a District map showing active travel.</p> <p>Reviewed the safeguarded transport schemes with Oxfordshire County Council, many of which either include or are solely designed to deliver walking and cycling infrastructure. The Districts are working with county to ensure the safeguarded transport schemes are up to date and additional schemes added as appropriate.</p> <p>Attended a Cycle Safari and Steering Group session for the Didcot LCWIP project (24 February and 8 March) to review key cycling pinch points and issues within Didcot, as well as consider where walking and cycling infrastructure may be best placed within Didcot.</p> <p>Attended the first Abingdon Area Travel Plan (28 February) to deliver Policy 52 of the LTCP, this work builds on the Abingdon LCWIP work.</p>		

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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	In Q4 the Oxfordshire Net Zero Route Map and Action Plan was finalised and published. On 20th March 2023 the Future Oxfordshire Partnership reviewed and endorsed the document which sets out 14 actions that are most effectively delivered through joint working between the Oxfordshire local authorities and key stakeholders. Recognising resource constraints, the Environment Advisory Group officer group were asked to identify a sub-group of five actions which should be urgent priorities for the short term. Work on these has already begun.		
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	In Q4, a paper setting out the actions that the council could take to facilitate retrofitting was finalised and discussed at the CEEAC meeting on 16 January 2023. Two webpages on retrofitting homes and retrofitting community buildings were uploaded to the website. A member of the Climate and Biodiversity Team participated in a retrofitting roundtable hosted by Oxfordshire County Council and the Low Carbon Hub which explored opportunities for joint working to accelerate retrofitting, and will be the start of further joint working. The funding available to residents through Oxfordshire County Council's Sustainable Warmth grants was also promoted.		

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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
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	In Q4 a report was taken to Cabinet Briefing which provided some initial data on the number of RPs in the district, their portfolio size and age of stock. It also began the work to outline the retrofit plans to meet future legislative needs.		
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>Economic Development are working with OxLEP on several workstreams to help ensure growth of the green economy, this includes:</p> <ul style="list-style-type: none"> • Emerging Strategic Economic Plan for Oxfordshire that includes articulation of the opportunities related to business sustainability and the drive for net-zero. • Development of the Destination Management Plan for Oxfordshire, which will have a strong emphasis on developing sustainable tourism. • Countywide discussions to take a collaborative approach to business decarbonisation, and green skills development using shared prosperity funding. 		
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	Work on OP2050 has ceased and this action will not be updated.		

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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
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	The council has taken the decision to no longer engage with the Oxford to Cambridge Arc (now known as the Oxford-Cambridge Partnership).		
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	In Q4 Officers attended meetings of the River Thame Catchment Partnership and the South Chilterns Catchment Partnership. Discussions included a revision for of the Catchment Management Plan for the Thame and the potential to make applications for Bathing Water Status for sites along the Thame as a way of driving improvements to sewerage treatment outfalls in the catchment. A new council webpage was also created and uploaded this quarter, on 'rivers and waterways' highlighting the importance of rivers and the benefits they bring.		
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	In Q4 the Future Oxfordshire Partnership approved the Oxfordshire Net Zero Route Map and Action Plan. Local grid constraints will be tackled as one of the five Priority Actions. A local area energy planning approach (LAEP) will involve ongoing dialogue between network operators, local planning authorities and other key stakeholders to ensure a joined-up approach to identifying and supporting necessary upgrades to local energy networks.		

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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	In Q4, work progressed with Good Food Oxfordshire and relevant cabinet members to agree the draft terms of reference for a local food action plan steering group. The first meeting of the new group will be held next quarter.		



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