

REPORTS FROM THE EXECUTIVE AND COMMITTEES TO COUNCIL

REPORT OF THE REVIEW COMMITTEE

1 CARBON NEUTRAL BY 2030

- 1.1 This item of business was referred by the Review Committee on 7 July 2020 to Council with a recommendation from the Working Group of the Review Committee who have been looking at developing a policy for the Council to make the Council carbon neutral by 2030. An extract of the key elements of the Working Group's report to the Committee is appended.
- 1.2 In response to questions at the meeting it was noted that:
- 1.3 The Waste and Leisure contracts and the Asset Development Programme would be subject to their own reviews as they would all have a significant impact on the Council's carbon footprint. A Member commented that in the Carbon Neutral Action Plan there was no commitment for the Council's new buildings under the Asset Programme to be carbon neutral, but that there would be an opportunity to change the design of the buildings from that agreed during the tender process.
- 1.4 In respect of recommendation 9 of the report, it was felt that although there should be a specific resource allocated to delivering the initiatives in the proposed action plan, it would provide greater flexibility if the detail was not determined at this stage. The Committee agreed an amendment to recommendation 9, proposed by the Assistant Director, Place & Environment; the wording to be changed to read:

"To investigate the potential costs of a Carbon Reduction Officer, or other possible arrangements such as partnership working, to deliver the initiatives in the proposed action plan. Once quantified, any request for additional resource would need to be considered as part of the budget setting process for 2021/22."
- 1.5 It was confirmed that the Local Plan would have to be mindful of national housing and growth targets and that national planning policy would take precedence over local policy. Local authorities aspired to achieving carbon neutrality by 2030, 20 years prior to the Government's target of 2050.
- 1.6 The Portfolio Holder for Environment would have political responsibility for overseeing the carbon neutral by 2030 process and taking it forward; this could be included in the policy document.

- 1.7 There had been no expert input into drafting the policy, which is why it had not been possible to set targets relating to achieving carbon neutrality within it. Specific targets could be set as time progressed.
- 1.8 Carbon neutrality is a wide-ranging topic and housing development within the District would be guided by national policy. The carbon neutral by 2030 policy focused on the Council achieving carbon neutrality as an organisation in respect of its own estate and vehicles, not as a District. The topic could be extended and developed over time.
- 1.9 The Working Group had discussed potentially continuing its meetings to monitor performance and changes. The Chairman of the Working Group invited Members of all political groups to join and contribute to its work.
- 1.10 The Committee agreed to an additional recommendation that an annual update on carbon neutral by 2030 would be provided to the Committee.
- 1.11 The opportunities for working in partnership with Southend Borough Council and the other Essex Authorities to reduce Rochford District Council's carbon footprint would be explored; nothing yet had been concluded.
- 1.12 Members felt that the Working Group had been set up under the Review Committee and, therefore, while the Committee would recommend policy, once the policy had been determined it should be referred on to the Portfolio Holder. The Review Committee's role was to scrutinise. Because it was proposed that the Working Group would remain in existence for the time being, the Portfolio Holder for Environment would raise this with the Executive to ensure that the Working Group remains independent of the Review Committee and reports back to it annually.

2 RECOMMENDATION

- 2.1 It is proposed that Council **RESOLVES**
 - (1) That the draft Carbon Neutral policy and action plan be approved.
 - (2) That the draft Disposable Plastic Policy and action plan be approved.
 - (3) That an Annual report of Green House Gas (GHG) emissions be prepared to show what the Council's carbon footprint is.
 - (4) That all Council reports include a section on the effect the decision will have on the GHG emissions of the Council.
 - (5) That a revised procurement strategy be prepared taking into account the issues mentioned in this report.

- (6) That the limitations around the current planning regulations be noted.
- (7) That the revised Local Plan takes into account the Government's Environment Bill.
- (8) That the opportunities of working in partnership with Southend Borough Council and the other Essex Authorities to reduce Rochford District Council's carbon footprint be explored.
- (9) That the potential costs of a Carbon Reduction Officer, or other possible arrangements such as partnership working, to deliver the initiatives in the proposed action plan be investigated. Once quantified, any request for additional resource to be considered as part of the budget setting process for 2021/22.
- (10) That the Review Committee receives an annual update on carbon neutral by 2030.

If you would like this report in large print, Braille or another language please contact 01702 318111.

CARBON NEUTRAL BY 2030

1 PURPOSE OF REPORT

- 1.1 The report is from the working group of the Review Committee who have been looking at developing a policy for the Council to make the Council Carbon Neutral by 2030.

2 INTRODUCTION

- 2.1 On 16 July 2019 Council resolved that the Review Committee be asked to set up a cross party working group to understand the implications and recommend a policy to this Council on how it can reduce its carbon footprint and become carbon neutral by 2030 at the latest.

- To consider and understand the costs and to investigate external funding sources.
- To consider how this Council can encourage developers to design carbon neutral homes and industrial estates through the planning process.
- To recommend a policy for this Council to consider by April 2020 and to regularly update the Portfolio Holder for Environment on its work.

- 2.2 The Committee formed a working group at its September 2019 meeting, which has met with officers on a regular basis since to consider the issues; this is their final report.

3 General

- 3.1 A carbon footprint is defined as: The total amount of greenhouse gases produced to directly and indirectly support human activities, usually expressed in equivalent tons of carbon dioxide (CO₂).
- 3.2 It considers all six of the Kyoto Protocol greenhouse gases: Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulphur hexafluoride (SF₆).
- 3.3 It is measured in tonnes of carbon dioxide equivalent (tCO₂e). The carbon dioxide equivalent (CO₂e) allows the different greenhouse gases to be compared on a like-for-like basis relative to one unit of CO₂. CO₂e is calculated by multiplying the emissions of each of the six greenhouse gases by its 100-year global warming potential (GWP).
- 3.4 The first thing the working group looked at was the measurement of the Council's Green House Gas (GHG) emissions. Whilst the goal of Carbon Neutrality was defined, it was necessary to measure the Council's existing GHG emissions to form a base line. The Council would then be able to

measure its GHG emissions on an annual basis to be able to demonstrate how the journey to Carbon Neutrality was progressing.

- 3.5 A number of authorities had already proceeded down this route and were reporting their greenhouse gas emissions using the guidance set out by the Department of Energy and Climate Change and the Department for the Environment, Food and Rural Affairs.
- 3.6 The reporting guidance identifies the main types of emissions sources in three categories known as scopes. These are defined as follows.

Scope 1 – direct emissions

- 3.7 Activities owned or controlled by your organisation that release emissions straight into the atmosphere. Examples of scope 1 emissions include emissions from combustion in owned or controlled boilers, owned or controlled vehicles.

Scope 2 – energy indirect

- 3.8 Emissions being released into the atmosphere associated with the consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities, but which occur at sources you do not own or control. The most common type of Scope 2 emission is electricity purchased for own consumption from the National Grid or a third party.

Scope 3 – other indirect

- 3.9 Emissions are discretionary to include that are a consequence of your actions, which occur at sources which you do not own or control and which are classified as scope 2 emissions.
- Business travel not owned or controlled by your organisation – for example, use of public transport
 - Commuting
 - Use of "grey fleet" – that is, use of employees' own cars for which fuel costs are claimed back via expenses
 - Emissions from contractors
 - Supply chain procurement
- 3.10 It was interesting to note the differences between each authority on how they reported their emissions; however, the guidance from the government departments and advice the group received from other authorities was all that was necessary was that the baseline calculated should cover the maximum

number of emission sources in order to capture the authority's true carbon footprint. Future calculations would then include the same sources, which would enable you to compare year on year changes.

- 3.11 Whilst other local authorities' calculations are of interest it was agreed that there was no point in comparing them to Rochford's calculation, as the Authority's operation would be different in every case and what they had included in their Scope 3 emissions differed in each case.
- 3.12 To be able to show that the actions that the Council are taking is working to reduce its greenhouse gas emissions it is necessary to set a base line for the calculation which should then be undertaken on an annual basis. The baseline year chosen was 2018/19 and a copy of the calculation has been attached to this report at appendix A. The calculation includes the fuel usage of the existing waste vehicles as well as the electricity and gas usage for the buildings that are managed by Fusion under the leisure contract.
- 3.13 The working group considered the parts of the Council that had an effect on the GHG; these were assets, procurement (fuel for heating and vehicles) and the purchase of vehicles.

Assets

- 3.14 The working group asked the Assistant Director, Assets & Commercial to speak to them about the Council's assets as it was clear from the GHG calculations that these had the biggest effect on the Council's carbon footprint.
- 3.15 The group wanted to understand what was already being planned in respect of the new Council offices and the other properties in the Council's asset portfolio before they formulated their views.
- 3.16 Assets that are planned for development and are to be retained by the Council, that is, the new council offices in Rochford and the community, council and partner facility in Rayleigh as part of the Asset Delivery Programme will be required to meet the 'BREEAM very Good standard'. **BREEAM** (Building Research Establishment Environmental Assessment Method) is an international scheme that provides independent third-party certification of the assessment of the sustainability performance of buildings.
- 3.17 Assets that are planned for disposal by the Council and subsequent development by the Council's development as part of the Asset Delivery Programme will be required to meet building regulations regarding sustainability.
- 3.18 The output specification for the proposed renovation of the Freighthouse and retained facility in Rayleigh specifies that it should be energy efficient, low maintenance and meet the BREEAM very good as a minimum standard as

set out above. If a bidder proposes an enhanced specification this will be reflected in the scoring process.

- 3.19 An output specification enables the Council to define the outcomes it wishes to achieve and then seek innovation from the market regarding how these outcomes could be met.
- 3.20 If the Council wishes to make amendments to the specification, post contract award, a business case would have to be made and this would need to go to the Investment Board in the first instance. It was noted that procurement regulations set out the limitations as to the level of variation that can be made to contracts once a contract has been awarded.
- 3.21 The Asset Delivery Programme will require bidders to develop proposals based on the output specification; detailed designs and planning applications would follow once the contract has been awarded.
- 3.22 The working group recognised that it could be more expensive to retro fit a building rather than at the start of the build and this situation would have to be looked at carefully.
- 3.23 In respect of Clements Hall and Rayleigh leisure centres going forward, it is anticipated that these will be the only buildings under the new leisure contract and the re procurement process is just starting. It is recognised that there is an opportunity to build requirements such as Council policy into the new contract around the Carbon Neutral agenda. It was also noted that this could have a commercial impact on the contract.
- 3.24 At the moment Fusion are cutting down on single use plastics and replacing lighting with LEDs when the opportunity presents itself. If any equipment fails prior to the end of the contract, such as one of the boilers, then the replacement would be like for like under the existing contract.
- 3.25 The age of Clements Hall Leisure Centre means that it has a lot of old technology and its insulation levels are not as high a specification of newer facilities such as the Rayleigh Leisure building.
- 3.26 In respect of the Council's pavilions the Asset Team are undertaking works on a phased, prioritised basis and this includes roof repair and replacement works.
- 3.27 The working group felt that the Council should be moving away from gas heating and looking at alternatives that either did not generate a carbon footprint or if electrify was used then it could be purchased from a green source or generated directly.
- 3.28 It was felt that, after looking at what other authorities had done, it would be useful to arrange for an energy audit to be conducted on those assets that

were remaining to see what could be done to reduce their energy consumption.

3.29 In addition, other authorities had introduced automated meter reading (AMR) devices for their buildings and these have the benefit of:-

- Accurate billing based on actual meter readings
- Allowing better forecasting of energy use for budgeting purposes
- More tariff flexibility as energy suppliers can offer time-sensitive tariffs that maximise energy use during lower demand periods
- Better energy management
- An opportunity to maximise energy efficiency through a better understanding of energy use
- The ability to reduce carbon emissions and help environmental credentials

3.30 The working group felt that the introduction of AMR by RDC would be worthwhile.

Procurement

3.31 As part of the investigation by the working group they examined the Council's current procurement strategy. Whilst the existing strategy did include a section on sustainability it was felt that this did not go far enough. The group received input from the Council's procurement officer who suggested that the strategy should be revised to provide a more robust commitment from RDC towards sustainable procurement, and this could be achieved by:-

- Updating the contract procedure rules in line with RDC's policies and vision for climate control and sustainability; then reflect this within the procurement strategy.
- Updating the work plan in more detail, including KPI's to measure the Council's achievements and areas to improve.
- Identifying immediate short terms changes that can be included within the work plan; this could include, using more efficient printers and eliminating unnecessary printing, not directly purchasing/using single use plastics.
- Detailing the longer-term commitments, including reviewing all utility contracts and identifying renewable/green energy companies, reviewing the RDC fleet and replacing with low emission/electric vehicles where

appropriate, working with the larger contract suppliers to improve their processes.

- Investigating whether it would be appropriate to carry out supply chain audits to analyse what our larger contract suppliers' commitments are to sustainability.
- A commitment to changing tender documentation to include evaluation criteria dedicated to sustainability and use appropriate weightings.
- Utilising a sustainable risk assessment tool.

- 3.32 The working group agreed with these suggestions and have made a recommendation about a revised procurement strategy at the end of this report.

Council's vehicle fleet

- 3.33 Whilst the Council does not have a large vehicle fleet compared to some authorities, the fuel these vehicles use does contribute to the Council's carbon footprint (scope 1 – direct emissions). The group heard that there are equivalent electric vehicles for some of the fleet that can be purchased as and when the vehicles need replacing; the Council already has one electric vehicle on order.
- 3.34 Some of the more specialist vehicles do not have an electric equivalent; in these cases it is proposed that they be replaced at the appropriate time with a hydrogen powered vehicle, although to be carbon neutral the hydrogen needs to be generated via electrolysis powered from a renewable energy source.
- 3.35 It is hoped that over the next 10 years additional types of electric vehicles will be introduced; the Council would then be able to purchase them as the current vehicles reach the end of their useful life.
- 3.36 The group noted that other councils had installed solar panels on their buildings, which were used to charge batteries during the day and then the charge in the batteries was used to charge their electric vehicles overnight. It was hoped that in time this could be investigated when the Council had sufficient electric vehicles to make it viable.

Waste & Recycling contract

- 3.37 This is being considered by another Review Committee working group ; however, the carbon footprint of the vehicles the new contract will use will be taken into account during the formulation of its recommendations.

Single use plastics

- 3.38 As part of the review the working party considered the Council's use of single use plastic. Whilst it is not included in the GHG emissions report it was seen

as being intrinsically linked to the Carbon Neutral agenda. Whilst the Council on the face of it did not have a large issue with disposable plastic within the offices due to its introduction of water dispensers a number of years ago and staff using their own cups and water bottles, there were still areas that could be improved, such as during Council-run events, etc.

- 3.39 The working group examined other authorities' policies around these areas and formulated the attached draft policy and action plan for adoption by the Council.

Open Spaces

- 3.40 Whilst the intention of the Council should be to find a carbon neutral solution to the areas where at the current time it produces CO₂ from its actions, it has to be recognised that in some cases it will not be possible. The heating of the swimming pool is a case where alternatives can only go so far. In these cases, it will be necessary for the Council to try and offset its production of CO₂.
- 3.41 This can be done by the planting of trees and other shrubs that will have the added benefit of providing shade and improve the Council's parks and open spaces.

Planning

- 3.42 The new Local Plan will contain policies on future development. A Council policy that requires homes to be carbon neutral was unlikely to be successful because, although existing national policies require a standard of low carbon homes in new developments, these fall short of being carbon neutral. To require carbon neutrality could be seen to put a greater burden on developers than required by national policies.
- 3.43 The Government's Environment Bill will put the environment at the centre of policy making – the Council's new local plan should reflect this.
- 3.44 In the next couple of years national policy is likely to change its direction of travel, and expectations of developers will increase; in the meantime, the Council will have to work with national policy as it currently exists. The Council's focus is to achieve the best standards of development and progress a plan that is going to be successful.
- 3.45 The Local Plan is not a living document; it is set at a specific point in time. However, it will be reviewed and updated every five years. Although, as new national policies are enacted, the Council's policy may be a little out of synch, planning application decisions can have regard to the national policy.
- 3.46 Until a policy is enacted in national policy legislation or guidance it would be difficult to make changes locally; at the point of the new Plan being examined, consideration will be given to the national policy requirements at the time. It wouldn't be appropriate to include potential future policies in the new Local

Plan. Requirements by a local authority that are seen as onerous could elicit challenges from developers. The new Local Plan must be able to justify the extent to which it meets national policy requirements and to what extent developers are taken to task. Local policies should be in accordance with national policies and a national policy will take precedence.

- 3.47 As part of a planning application there is a solution impact survey of the overall position of the development and the carbon levels that will be produced. The Council will have regard to technical evidence on energy demand and re-use, water, waste disposal, etc, in conversations with ECC. Building Regulations deal with the technical aspects of the planning process, including the building materials to be used.
- 3.48 The Council has discretion as to the planning policies it sets and the new Local Plan policy could contain requirements for electric charging points in new builds, as long as this is regarded as reasonable.
- 3.49 Although developers of new large-scale developments are not specifically encouraged to put in electric charging points, this can be looked at in future. Although the Council cannot oblige developers to be carbon neutral, the pre-application process could include the Council's objective of working toward carbon neutrality. Once adopted by the Council, a carbon neutral policy could be used as part of the evidence base for the Local Plan. It was requested that the overarching rules in respect of electric charging points in developments, in particular in block of flats where there is not a parking space for each car or where cars have to park on the road, be included in the Local Plan.
- 3.50 A Member asked how the Local Plan would address the impact of the increase in the number of cars and carbon emissions on the already congested roads, as a result of building new developments. Evidence gathered to inform the new Local Plan would need to comply with legislation, including the evidence from Essex Highways on the capacity of the road network. The Local Plan will have to be supported by transportation infrastructure modelling, which includes cycling, walking and public transport.
- 3.51 The Local Plan will have an air quality and sustainability appraisal for new build developments that will include a process for baselining. It was recognised that there is a tension between a national policy that requires the Council to meet certain housing targets and a policy that requires a reduction in its carbon footprint. However, the Council's commitment to reduce its carbon footprint would not outweigh the national policy requirement to meet growth needs of housing and jobs. National policy may change in time.
- 3.52 The new Local Plan would provide for a significant reduction in carbon compared with the current situation, although, as mentioned previously, there cannot be a requirement for developments to be carbon neutral. Baseline data for the levels of air quality for proposed large developments would be required in the new Local Plan. Any assessment of the impact of the road network on

air quality would include assessment at peak times and would be carried out by an independent consultant.

- 3.53 The monitoring of air quality and action plan is the responsibility of the Council's Environmental Health team.
- 3.54 An appraisal will be produced for each new development that will address how the carbon footprint of the development and the resultant increase in road traffic can be mitigated. However, the Local Plan will have to align with national policy, so will not be able to insist on carbon neutrality if national policy does not go that far.
- 3.55 The working group considered three examples of policies adopted by local authorities across the country. The group felt that the Manchester example could be useful in writing the RDC policy.
- 3.56 In respect of planning applications made before the new Local Plan takes effect, weight would be given to the emerging plan that is getting ready to be examined 6-9 months before adoption. Presently the Council is at the issues and options stage and the plan is likely to be adopted within the next 18 months; it cannot be relied on totally until this time.
- 3.57 The local plan evidence will include a comprehensive transport assessment and sustainability appraisal. Thought could be given to including air quality and the South Essex energy study in this. All evidence will be presented to the Planning Policy Sub-Committee for recommendation into Full Council. There is an on-going conversation on what is possible and what should be done and linking this to what the local needs are; include in Action Plan.
- 3.58 A Member raised the possibility of the Community Infrastructure Levy (CIL) contributing towards tree planting in the District. However, the CIL is available for only infrastructure including, for example, requiring developers to contribute towards a bus service. There could be conversations with ECC, as the transportation authority, about any plans to invest in electric buses and planned bus routes.
- 3.59 A minimum expectation of the Council is that it has a permissive policy towards renewable energy. The group felt that barriers should be reduced where possible to encourage developers to use renewable energy, including solar panels and wind farms across the District. It was recognised that there are areas in the District that are protected for birds etc. and there are restrictions around Southend airport and Foulness Island.

Council Decisions

- 3.60 It is clear that, going forward, the Council will need to consider the effect each decision it makes will have on its Carbon Footprint. To that end the working group felt that a compulsory section should be included in each report, similar

to that for Equality & Diversity, outlining what effect the decision will have on the Council's Carbon Footprint.

Ongoing monitoring

- 3.61 Whilst the initial carbon footprint calculation has been undertaken as part of the work of the working group it is clear that the ongoing calculation will need to be undertaken on an annual basis and the monitoring of the policy and action plan will also need to carry on.
- 3.62 To this end it is proposed that a designated officer is tasked with producing the calculation on an annual basis and monitoring the action plan.

Partnership Working

- 3.63 During its investigation the working group heard from two representatives from the Energy and Sustainability team at Southend Borough Council. The team at Southend have introduced a number of initiatives to reduce the Council's Carbon footprint, all of which have been cost neutral.
- 3.64 It was hoped that RDC would be able to use their experience and could possibly work in partnership with Southend Borough Council or another of the Essex Authorities in the future.

Policy

- 3.65 The draft policy, attached as appendix 2, endeavours to identify all the areas where the Council generates CO₂ by its actions and states what it will do in general terms to reduce/eliminate them.

Action Plan

- 3.66 The draft action plan takes the areas that are stated in the policy and translates them into actions. These actions will not all be completed straight away and so have time scales attached to them to allow for monitoring them on the journey to carbon neutrality. The move to new premises will allow the Council to reduce its Carbon Footprint but once in the new premises there will be an ongoing need to monitor the performance of the new buildings. Likewise, there is expected to be a country wide move to greener sources of energy generation over the next 10 years plus the expansion of new greener technology to power vehicles, etc. and so the action plan will need to be monitored on an annual basis.

Possible Costs related to Carbon Neutrality

- 3.67 Several of the initiatives included in the action plan could come from existing agreed budgets as items would be replaced over time, such as the Council's vehicle fleet, rather than all at once. The pavilions are being refurbished via a programme of works and this will continue from existing budgets.

- 3.68 The purchase of green energy is something that will need to be procured as the Council's existing agreements come to an end.
- 3.69 The Leisure Contract is currently being prepared to be retendered and changes made to the buildings, and possibly the installation of any renewable energy sources, should be taken into account during this process and a business case made for the changes.
- 3.70 The asset project means that the Council's assets will shrink over time and so the majority of the current buildings contributing to the Council's Carbon Footprint will no longer be Council assets and the new building at the Freight House will be more energy efficient. Once the plans for the building have been submitted there will be the opportunity to assess whether additional requirements will be needed to ensure that the goal of carbon neutrality can be attained.
- 3.71 On talking to other authorities the working group heard from representatives from Southend Borough Council who have introduced a number of initiatives for the Council in its drive to reduce its carbon footprint, all of which have either been cost neutral or have paid for themselves via savings that have been made. The group hoped that RDC could follow their example and have made the initial actions on the plan cost neutral.
- 3.72 The Government have recently announced their Environment Bill 2020 which they say will bolster the role of local leaders on tackling environmental issues by providing additional powers and flexibilities to deliver action. It is expected that this will also mean that additional funding will come from Government as it brings forward other parts of its Environmental agenda.
- 3.73 It is clear that in order for the Council to meet the target of being Carbon Neutral by 2030 it will need a dedicated officer to oversee the actions from the plan and to coordinate the Council's efforts. Most of the Councils that are already ahead of RDC have taken this step. Indeed, Southend BC have a team of 10 staff working on this, although they are expected to generate sufficient savings to pay for themselves.
- 3.74 The working group have suggested that a budget of £50,000 be made available to cover the costs of this post which could be for a trial period of a year.

Rochford District Council Annual Greenhouse Gas Emissions Report 2018-19

Introduction

Climate Change is the greatest environment challenge facing the world today.

To be able to measure the Council's move towards its goal to be Carbon Neutral by 2030 it is necessary to calculate its Carbon Footprint. This calculation will provide the baseline year against which its performance over time can be measured.

Approach

This report details the emissions arising from the activities of Rochford District Council in 2018-19 and follows the guidance set out by the Department of Energy and Climate Change and the Department for the Environment, Food and Rural Affairs.

Emissions Summary

Tonnes CO₂e

| | 2018/2019 |
|-----------------------------------|------------------|
| Scope 1 | 1,247 |
| Scope 2 | 513 |
| Scope 3 | 17 |
| TOTAL ANNUAL NET EMISSIONS | 1,777 |

Operational Scopes

- **Scope 1**
 - Heating fuel for buildings including those operated on the Councils behalf
 - Waste Vehicles operated on the Councils behalf by Suez
 - Owned transport fleet
- **Scope 2**
 - Grid electricity used in buildings and for street lighting
- **Scope 3**
 - Staff business travel

Emissions**Tonnes CO₂e**

| | 2018/2019 |
|------------------------|------------------|
| Scope 1 | |
| Natural Gas | 609 |
| Heating Oil | 16 |
| Waste Vehicles | 585 |
| Vehicle Fleet | 37 |
| TOTAL SCOPE 1 | 1247 |
| | |
| Scope 2 | |
| Electricity | 513 |
| TOTAL SCOPE 2 | 513 |
| | |
| Scope 3 | |
| Business Travel | 17 |
| TOTAL SCOPE 3 | 17 |
| | |
| TOTAL EMISSIONS | 1,777 |

Reporting Period

The reporting period is 1st April 2018 to 31st March 2019.

Geographic Breakdown

All of Rochford District Council's activities and operations fall within the UK and have therefore been included within this report, in line with the DEFRA reporting methodology.

Rochford District Council

Single-use Plastics Policy

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

The council will work towards minimising use of single-use plastics across its own operations and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the District.

What are single-use plastics?

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

The council commits to:

- Work with staff to ensure that single-use plastics are eliminated across our offices
- Work with our event organisers to eliminate single-use plastics across all District events held on council land and share guidance for this more widely
- Support communities and litter-pick initiatives to ensure our parks, open spaces are free from plastic litter
- Use government legislation that regulates against the use of single-use plastics to support our efforts where we can
- Require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate)
- Where the use of plastics is unavoidable, the council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics
- Work with partners in joint ventures and innovative projects for reducing single-use plastic waste
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the council's social media and communication channels

The council will work to embed these commitments into the sustainable events guidance, sustainable procurement policy, and into other key council strategies, policies and plans.

Single Use Plastic Action Plan

Appendix C

| Objective | Action Ref | Action | Responsibility | By When? | Update |
|---|------------|---|----------------|----------|--|
| Procurement | | | | | |
| Remove single use plastics from council premises | | Undertake an internal audit across RDC buildings and services to establish the level of SUP usage. | | | |
| | | Update the core list of supplies on the council's system to remove single use plastics where possible. | | | |
| | | Produce and undertake a SUP survey with key suppliers in order to understand and influence the reduction of SUPs | | | |
| Encourage contracted providers to use alternatives to single use plastics | | Include in future RDC contract specifications the consideration to use SUP alternatives where possible. | | | |
| | | | | | |
| Licensing | | | | | |
| Influence traders and street operators to seek alternatives to single use plastics. | | Review the RDC Licensing Act Policy in order to incorporate the reduction of or alternatives to SUPs where possible, subject to conditions. | Licensing Team | | We are governed by the 4 Licensing objectives and we cannot include this within the policy or conditions. We can talk to the Pubwatch scheme to see if they will |

Single Use Plastic Action Plan

Appendix C

| Objective | Action Ref | Action | Responsibility | By When? | Update |
|------------------------------|------------|--|----------------|----------|---|
| | | | | | volunteer to be part of the pledge to reduce single use plastics. |
| | | Review the RDC Street Trading Policy in order for alternatives to SUPs be provided where possible, subject to conditions | Licensing Team | | We can include the pledge to alternatives to single use plastics, but we cannot add this as a condition of the licence as we could be challenged in court why we are penalising the street traders and not the other shops within the High Street |
| Waste & Recycling | | | | | |
| Promote awareness of | | Provide key communication to the public in relation to how SUPs can be | | | |

Single Use Plastic Action Plan

Appendix C

| Objective | Action Ref | Action | Responsibility | By When? | Update |
|--|------------|---|----------------|----------|--------|
| sustainable waste management practices and encourage behavioural change in relation to the use of SUPs. | | prevented and recycled in conjunction with wider waste awareness messages | | | |
| | | | | | |
| | | Work with external partners to promote SUP reduction campaigns to the public | | | |
| | | Review all RDC owned buildings to ensure the internal recycling schemes are being used in the correct manner. | | | |
| Leisure Services | | | | | |
| Promote and implement methods to reduce the amount of SUPs used. | | Remove SUP confetti at the Council's wedding venues and replace with sustainable alternative. | | | |
| | | Promote the SUP message to producers and traders at Wild Woods Day, giving priority to those traders who demonstrate a commitment to the reduction of SUPs. | | | |
| Communications | | | | | |
| Develop a communications plan in order to raise awareness of the SUP issue with the public and interested parties. | | Ensure that residents are informed of both why and when alternatives to SUPs are being used. | | | |
| | | Ensure that clear information of the different types of plastic, identifying what can and | | | |

Single Use Plastic Action Plan

Appendix C

| Objective | Action Ref | Action | Responsibility | By When? | Update |
|-----------|------------|---|----------------|----------|--------|
| | | cannot be recycled is provided to residents | | | |
| | | Provide residents with an opportunity to identify how SUPs usage can be reduced | | | |
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Rochford District Council Carbon Neutral Policy

The purpose of this Policy is to ensure that Rochford District Council can achieve its goal of becoming Carbon Neutral by 2030.

It covers all of our activities and estate. Rochford District Council is a large employer and a significant resource user and we recognise that by setting an example we can encourage businesses and residents in the District to follow our lead.

In addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements, we will use our powers and influence to further protect and improve the environment, while encouraging and supporting others to do the same.

We will:

- Reduce the consumption of energy and water across all of our activities
- Purchase energy from renewable sources wherever possible.
- Minimise our impacts of travel by using more sustainable travel solutions or alternatives to travel.
- Improve our performance to prevent all types of pollution and reduce CO₂ and other harmful emissions from our activities.
- Work with and where possible require our suppliers and contractors to reduce the impact of the goods and services by considering whole life costs and ending our use of single use plastics.
- Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy.
- Protect, conserve and enhance our District's high quality natural environment and its biodiversity whilst improving our parks and open spaces, public rights of ways and green corridors.
- Ensure environmental risks and opportunities are managed positively.

In order to achieve this, we will operate an environmental management system that will be integrated into the corporate management framework to:

- Apply to all activities undertaken by us, including contracted out services as new contracts are negotiated.
- Set objectives and implement action programmes in order to minimise the negative environmental effects and increase the positive effects of our activities.

| Objective | Action | By When? | Update |
|---|---|------------|--------|
| Reduce the consumption of energy and water across all of our activities | Undertake an internal audit of energy and water usage across all the Council's assets. | April 2021 | |
| | Pursue options to install renewable technologies at suitable sites within the Council's estate | April 2025 | |
| | Establish cost and feasibility of introducing Automated Meter Reading (AMR) across the Council's property estate | April 2022 | |
| | Determine where improvements to a buildings' fabric or heating system could enhance its energy efficiency and reduce its energy demand | April 2021 | |
| | Set CO2 reduction targets for Council offices and leisure centres. | April 2024 | |
| | Continue to switch street lighting as existing lights come to end of life, where Council owned, to well-designed and well directed LED lights | Ongoing | |
| Purchase energy from renewable sources wherever possible | Consider the purchase of electric vehicles when replacing any of the Council's own fleet and if this is not possible look to purchase a hydrogen powered vehicle. | Ongoing | |
| | All hydrogen used to power fleet vehicles should have been produced using electricity from renewable sources. | Ongoing | |
| | Ensure council's procurement strategy specifies that low carbon lights and appliances are procured | April 2021 | |

| Objective | Action | By When? | Update |
|---|---|-----------------|--------|
| Work with and where possible require our suppliers and contractors to reduce the impact of the goods and services by considering whole life costs and ending our use of single use plastics | Include in contracts specifications the Councils wish to end its use of single use plastics | April 2021 | |
| Apply to all activities undertaken by us, including contracted out services as new contracts are negotiated | Include in all new contracts the Councils aim to reduce/eliminate its Carbon Footprint. | April 2021 | |
| Minimise our impacts of travel by using more sustainable travel solutions or alternatives to travel. | Review Council's travel policies to encourage the Council's workforce and enable them to take action in their workplace. The Council will support its staff by promoting increased awareness, conducting behavioural change programmes, encouraging the use of existing flexible working policies, low carbon and sustainable travel, the use of ICT. | Review Annually | |
| | Encourage car sharing whenever possible | Review Annually | |
| Ensure environmental risks and opportunities are managed positively | To establish guidance and include a section on all Council reports to state the impact of the decision being proposed on the Council's carbon footprint. | June 2020 | |
| Improve our performance to prevent all types of pollution | Encourage and enable energy saving behaviour by all council staff | Ongoing | |

| Objective | Action | By When? | Update |
|--|---|------------|--------|
| and reduce CO2 and other harmful emissions from our activities. | | | |
| | Seek partnership with other Councils and other partners in Essex to share ideas and implement schemes that could lead to a reduction in the Council's carbon footprint. | Ongoing | |
| | To continue to work with the Private Hire/taxi trade to improve on the efficiency of their vehicles through the introduction of electric taxis through installation of charging points at taxi ranks. | Ongoing | |
| Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy | Encourage staff to eliminate the use of disposable plastics in all the Council's activities | Ongoing | |
| Set objectives and implement action programmes in order to minimise the negative environmental effects and increase the positive effects of our activities. | Identify areas suitable for renewable energy in the local plan | April 2023 | |
| Protect, conserve and enhance our District's high quality natural environment and its biodiversity whilst improving our parks and open spaces, public rights | Identify suitable areas on Council owned sites to plant trees and further bio diversity. | Ongoing | |

| Objective | Action | By When? | Update |
|------------------------------|--------|----------|--------|
| of ways and green corridors. | | | |
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