

Overall Summary of CCRP 2021 – Actions - July 2021 update

Actions	Status
3	Complete
22	Underway
0	Not Progressing Yet

Six months into the Corporate Carbon Reduction Plan 2021 and all of the 25 actions have been started with activities underway to achieve their respective targets. Already there have been successes, with a new tracker system that captures and reports the carbon dioxide emissions from all fleet vehicles implemented. Changes to the Council's Corporate Plan have been made and were signed of at City Council on 14th June 2021, and the roll out of the e-learning training programme on climate change for staff and councillors has been completed. Other notable achievements includes: £5m funding secured from two applications to the Public Sector Decarbonisation Fund; £36,500 secured from Heat Networks Delivery Unit (HNDU Round 10) towards district energy; LEDs in large part of Life Centre installed including the Gym; 7 Vehicles with Electric lifts have been purchased and are now operating in Fleet; We have received and signed a grid connection agreement with Western Power Distribution (WPD) to Implement and monitor vehicle-to-grid charge points on the City Council estate and a draft Zero Carbon Business Travel Policy, plan and guide has been drafted and engagement is underway with various stakeholders prior to launch to complement New Ways of Working. Overall progress has been good and none of the actions have "not started" which bodes well for each action being completed by the end of 2021.

CCRP 2021: Progress Report

Area of focus	Approach	Ref	Status
Council Buildings	Invest in a decarbonisation programme covering the City Council estate	2.1.1	Underway
		2.1.2	Underway
		2.1.3	Underway
		2.1.4	Underway
Vehicles / fleet / transport / equipment	Invest in a decarbonisation programme covering the City Council's vehicle fleet	2.2.1	Underway
		2.2.2	Underway
		2.2.3	Underway
		2.2.4	Underway
		2.2.5	Complete
		2.2.6	Underway
		2.2.7	Underway
Roads and street furniture, including lighting and traffic lights	Invest in a decarbonisation programme of street lighting, street furniture and traffic lights	2.3.1	Underway
		2.3.2	Underway
Staff and Councillor travel / travel at work	Reduce unnecessary travel	2.4.1	Underway
		2.4.2	Underway
Waste minimisation which is Council generated	Minimise waste	2.5.1	Underway
		2.5.2	Underway
		2.5.3	Underway
Governance	Review policies, assess carbon implications of investments and establish monitoring	2.6.1	Complete
Behaviours	Engage to instil behavioural change	2.7.1	Underway
		2.7.2	Complete
Engagement	Engage externally and internally with a specific focus on listening to people so that they can contribute to the success of the Plan	2.8.1	Underway
Finance – strategic investment policy and procurement	Achieving emission reductions through strategic investment and Social Value policy	2.9.1	Underway
		2.9.2	Underway
		2.9.3	Underway

CCRP 2021– Action Plan July 2021 Update

Area of focus	Approach	Ref	Actions	Lead	Activities planned to deliver the Action this year	Describe what has been achieved so far (July 2021)	Status of update
Council Buildings	Invest in a decarbonisation programme covering the City Council estate	2.1.1	Increase by 125% the City Council's PV (solar photovoltaic) provision by commissioning 720kW of new capacity.	Alistair Gets	<ul style="list-style-type: none"> • Negotiations to determine final solar PV size and installation to be in place by summer 2021. • Seek further grant funding to increase the original 4 sites to 8 sites (tbc). • Initiate a tender process for the 4 sites • Award the work • Issue contracts • Consider the further sites as an extension of that contract. • Review outcome on new capacity to see if this can be increased to 800kWp 	Grant funding has been approved and both tender processes and structural surveys have been completed. Contracts were drawn up In June 2021 for the original 4 buildings. Preliminary work has started. The projected final output size on the original 4 buildings is 699kWp. On any new buildings another 166kWp (KWP - peak power of a PV system) is projected.	Underway
		2.1.2	Implement an LED lighting and controls replacement programme for the Plymouth Life Centre, Council House, Ballard House, Chelson Meadow, Prince Rock and four car parks (Western Approach, Mayflower East, Theatre Royal and Mutley).	Alistair Gets	<ul style="list-style-type: none"> • Prepare and release tender documents. • Award tenders (by location) • Monitor and review installation timeframe with expectations they should be achieved by the end of the year. • Prioritise the Gym at the Plymouth Life Centre as it will be first under the Plymouth Life Centre refurbishment contract. 	Light-emitting diodes (LEDs) have been installed in large parts of Life Centre installed including the Gym. However, further work in the contract has been delayed (due to the need to advance the Heat Decarbonisation project in Action 2.1.4) This is a temporary delay which is unlikely to impact on overall completion.	Underway
		2.1.3	Provide every new commercial tenant with a Sustainable Occupancy Pack to encourage action on carbon reduction initiatives.	Paul Elliott	<ul style="list-style-type: none"> • Provide an intern opportunity for Plymouth University students to support with this for 8 weeks. • Analyse existing tenancy data to gain better understanding of sector breakdown etc. • Produce a resource for tenants to access 	Following agreement with the University of Plymouth for 2 students to be part of this project the placements started on 12 April 2021 for 8 weeks and are now complete. Desktop analysis and interviews with tenants were completed in June 2021. The recommendations report has been completed and online Sustainable Occupancy Packs will be produced over the next few months.	Underway
		2.1.4	Develop a business case and multi-million pound funding bid for a district heating system for the Guildhall, Council House and Midland House, utilising low carbon heat pump technology and a low carbon heat pump solution at Ballard House.	Jon Selman	<ul style="list-style-type: none"> • Funding applications to the Public Sector Decarbonisation Fund • Funding application to the BEIS HNDU fund Round 10 • Planning applications/ listed building consent for heat pumps, solar on building • Develop detailed design and tender packs for procurement • Delivery of schemes 	£5 Million of funding has been secured from two applications to the Public Sector Decarbonisation Fund for the Guildhall Cluster (including Midland House, Plymouth Combined Law courts, and the Council House), Ballard House, 3 Elliot Terrace, 1 Derriford Business Park, Frederick Street, Prince Rock Admin Building, Camels Head, Crownhill Court and Pounds House. £36,500 has also been secured from Heat Networks Delivery Unit (HNDU - Round 10) towards district energy. 7 Planning applications have been determined and another 5 planning applications validated. In addition, 3 tenders have been launched for heat pumps, and secondary glazing works which are awaiting evaluation.	Underway

Area of focus	Approach	Ref	Actions	Lead	Activities planned to deliver the Action this year	Describe what has been achieved so far (July 2021)	Status of update
Vehicles / fleet / transport / equipment	Invest in a decarbonisation programme covering the City Council's vehicle fleet	2.2.1	Purchase a further 38 electric fleet vehicles in 2021 as part of the plan for all City Council vehicles below 3 tonnes to be electric by 2022.	Martin Hoar	<ul style="list-style-type: none"> Take delivery of 15 phase 2 electric vehicles by September 2021 (Part of 38) Prepare and road test vehicles Take delivery and complete replacement of 19 (part of 38) fossil fuel vehicles by April 2022 Prepare and road test vehicles 	The Phase 1 vehicles are now in service and road tests are going well. The Phase 2 procurement tender is scheduled to take place in July 2021 for delivery in September/October 2021. The Phase 3 Procurement tender is scheduled to take place in April 2022 after a re-evaluation of service requirements.	Underway
		2.2.2	Purchase and install electric bin lifts for seven vehicles in the fleet.	Martin Hoar	<ul style="list-style-type: none"> Scope and purchase appropriate electric bin lifts for specific vehicles Put in place a programme to replace each of the 7 vehicles with lifts. Undertake an assessment including Co2 emissions saved and any other pro/cons 	7 vehicles with electric lifts have been now been purchased, which are now operating in the City Council's fleet. Data analysis is being prepared for the reduction in fuel use compared to the operation of the electric lifts.	Underway
		2.2.3	Pilot the use of electric tools in managing the City Council's green estate, as a step towards removing petrol powered tools.	Chris Avent	<ul style="list-style-type: none"> Identify appropriate fossil fuel tools which can be replaced with electric ones. Put in place a pilot programme to replace as many tools as needed to undertake a viable assessment. Undertake an assessment including Co2 emissions saved and any other pro/cons including value for money, health and safety and long term sustainability. 	The pilot programme is underway for electric leaf blowers, hedge cutters, polesaws and chainsaws. Scoping work for the assessment methodology is underway in order to conduct an overall assessment of the pilot during summer 2021. Funding has been secured to procure consultant support for this area of work by March 2022.	Underway
		2.2.4	Trial new approaches to managing the city's green infrastructure which reduce the need for machinery and increase carbon capture.	Chris Avent	<ul style="list-style-type: none"> Maintaining for nature will involve managed edges with a mown 1m strip Signage/markers will be developed and installed during the year Develop image bank for cutting regime to support published information Develop digital systems with mapping capability, not only for operations, but with view to improved visual representations to publish for the public Develop consistent campaign and materials including managed meadow site signage Investing in equipment to increase baling of cuttings to ensure best practice management Investing in seed harvesting equipment to create a local seed bank to be used to enhance city sites 	During 2021 the City Council will be adopting a new cutting regime. 60% of grassland will be maintained for people, for amenity and recreation (regular close mowing). 40% of grassland will be maintained for nature, in places that are of more use to nature than us, like verges and steep banks as well as meadows and wildflower sites (annual cut and bale, but not used for animal feed) following reseeding.	Underway
		2.2.5	Install a new tracker system that captures and reports the carbon dioxide emissions from all fleet vehicles.	Martin Hoar	<ul style="list-style-type: none"> Purchase new tracker system Plan program to install new tracker system into each vehicle Run test reporting process (QA) Start to report validated carbon dioxide emissions reports as appropriate 	Purchase of a new tracker system was completed in May 2021. These have now been fully installed. Carbon dioxide emissions data and analysis is being now regularly reported.	Complete
		2.2.6	Implement and monitor vehicle-to-grid charge points on the City Council estate at Prince Rock Depot, Windsor House and Ballard House.	Dan Turner	<ul style="list-style-type: none"> Western Power Distribution to confirm capacity is available for connection at Ballard House (6) and Prince Rock Depot (9). Agree Final designs for the installation Start installation from April 2021. Expectations of completion by early summer QA and measure the effectiveness of the V2G chargers over the following months. 	The Council has received and signed a grid connection agreement with Western Power Distribution (WPD). A suitable installation date is being considered as this work needs to be synchronised with multiple other works at Ballard House. It is expected that this work will be completed in the early summer 2021.	Underway
		2.2.7	Purchase an electric powered road sweeper for trial in the city.	Katrina Houghton	<ul style="list-style-type: none"> Trial and identify appropriate electric road sweepers which can replace fossil fuel sweepers. Put in place a pilot programme to undertake a viable assessment. Undertake an assessment including Co2 emissions saved and any other pro/cons including value for money, health and safety and long term sustainability. If viable, purchase suitable electric road sweeper by July 2021 	Trials were undertaken in January 2021 of small mechanical 3.5 tonne sweepers to inform any future phase of fleet replacement decisions. Between March - April 2021 electric pedestrian sweepers were hired to assess their suitability for long term use and possible purchase once a viability assessment which is currently underway is completed.	Underway

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Roads and street furniture, including lighting and traffic lights	Invest in a decarbonisation programme of street lighting, street furniture and traffic lights	2.3.1	Reduce emissions from 50 road islands, by changing illuminated bollards and sign lights to LED.	Phil Bellamy	<ul style="list-style-type: none"> Identify and survey suitable sites Procure appropriate bollards and lighting Schedule replacement programme – 5 per months (All complete by Dec 2021) 	Sites have been identified and lighting units have been procured. 25 units are now complete. An additional 100 LED lighting units have been replaced with associated signage. Lighting units for main road signs are on order with delivery expected in September 2021. Delivery is ongoing through the Term Maintenance Contract (TMC).	Underway
		2.3.2	Increase to over 50% the number of road junctions with LED traffic light units.	Phil Bellamy	<ul style="list-style-type: none"> Identify and survey suitable sites Procure appropriate lighting and material Schedule replacement programme – 8 per month 	The overall delivery programme is on target. Installations are proceeding and it is anticipated that the target of 50% will be exceeded. In addition, Transforming Cities Fund 2 (TCF2) funding is being targeted for the Microprocessor Optimised Vehicle Actuation (MOVA) enablement to reduce congestion and convert an additional 20% of highway assets. Further TCF funding has been approved for supporting signal upgrade works / MOVA installations.	Underway
Staff and Councillor travel / travel at work	Reduce unnecessary travel	2.4.1	Implement a Sustainable Travel Policy for Plymouth City Council staff and councillors to instil behavioural change relating to business travel, commuting, parking and more sustainable modes of travel.	Alison Mills Dan Forster	<ul style="list-style-type: none"> Draft a Sustainable Workforce Travel Policy Draft an Employee Travel Plan Draft an Employee Travel Guide 	A Zero Carbon Business Travel Policy has been prepared, and engagement is underway with various stakeholders, prior to its launch to complement New Ways of Working later in 2021. A 3-year Employee Travel Plan has been drafted, with some activities in the plan already underway. A supporting guide for staff has been drafted to support the implementation of the policy.	Underway
		2.4.2	Provide electric pool bicycles and training for use by staff and councillors to help reduce car travel.	Alison Mills Dan Forster	<ul style="list-style-type: none"> Scope requirements for re/introduction of electric pool bikes at selected premises (secure storage, induction arrangements, number of bikes, safety equipment, etc.) by working with relevant service owners. Include necessary actions / investments for service owners to deliver electric pool bikes in new corporate travel plan Consider submitting bid to Workplace Travel Grant to part fund electric pool bikes 	Actions and investments in relation to e-pool bikes and training have been included in the provisional draft of the Corporate Travel Plan (CTP). This plan supports both the Zero Carbon Business Travel Policy and the Employee Travel Plan and will be developed in tandem with these initiatives.	Underway
Waste minimisation which is Council generated	Minimise waste	2.5.1	Install standardised and improved recycling facilities in all City Council corporate buildings	Ann Thorp	<ul style="list-style-type: none"> Identify and evaluate current waste production Scope and purchase the appropriate standardised and improved recycling products Install the appropriate standardised and improved recycling products into each building Undertake an assessment including Co2 emissions saved and any other pro/cons including value for money, health and safety and long term sustainability. 	Analysis of waste production is in progress with comparison over the last two years. Waste contracts have been reviewed to streamline contracts and reduce carbon footprint. Work is in progress with Green Champions to consider best standards and enhance recycling across the corporate estate	Underway
		2.5.2	Create an internal online system to inform staff about spare equipment that is available for them to re-use.	Ann Thorp	<ul style="list-style-type: none"> Draft an online system Evaluate the online system with a test scheme Populate online system with current known equipment Work with Communications team to publicise Go live – before Dec 2021 	The location of store areas is being explored. A flow chart of the process has been agreed and will be used to support the digital offering.	Underway
		2.5.3	Reduce waste production to a minimum within grounds maintenance and ensure products from land management activities (such as timber) are repurposed for positive reuse.	Katrina Houghton	<ul style="list-style-type: none"> Identify and evaluate current waste production Identify activities where waste production can be reduced Identify activities where waste production can be eliminated completely Start to implement activities where waste production can be repurposed or reused. Undertake an assessment including Co2 emissions saved and any other pro/cons including value for money, health and safety and long term sustainability. 	A new contractor has been engaged for bailing and disposal of bales from vegetation cut from meadow sites across the city into a local organic composting scheme. The 2021 cutting regime to enhance biodiversity will cut and bale increased volumes of cut vegetation, but these will not be used for animal feed. A feasibility study into the commercialisation opportunities for woodchip has been completed. Green waste producing activities have been identified e.g. winter cutbacks, tree maintenance. Investment needs have been identified and options are being pursued to achieve this. Work is underway on a methodology for measuring the impact of this work.	Underway

Area of focus	Approach	Ref	Actions	Lead	Activities planned to deliver the Action this year	Describe what has been achieved so far (July 2021)	Status of update
Governance	Review policies, assess carbon implications of investments and establish monitoring	2.6.1	Ensure that any changes to the Council's Corporate Plan and associated policies take account of the climate change ambitions of the Council.	Caroline Marr	<ul style="list-style-type: none"> Policy team to recommend review of Corporate Plan post local election May 2021 Ensure that Climate Emergency outcomes are represented in any new plan 	The revised Corporate Plan 2021-2025 was agreed at the meeting of the City Council on the 14 June 2021. A review was undertaken and minor changes were made, including prioritising the Climate Emergency and making it more prominent in the new plan. Under the heading "Unlocking the Cities potential" the priority of "A green, sustainable city that cares about the environment" is now second in the list, fulfilling the Climate Emergency priority objective. Guidance on producing departmental business plans has been sent to all Service Directors and incorporates specific priorities in relation to climate change, requiring all departments to identify their service-specific responses to the Climate Emergency. Governance processes (from CCRP 2020) have already been introduced into City Council decision making (e.g. Cabinet Reports, Executive Decisions and capital business cases) to ensure Climate Emergency ambitions are considered in any new policies or projects.	Complete
Behaviours	Engage to instil behavioural change	2.7.1	Deliver an extensive programme of awareness raising and behaviour change to all employees and building users.	Simon Elvin	<ul style="list-style-type: none"> Develop a business case, and get 'sign off' for a Carbon Impact Assessment tool Run a campaign to educate, but also to create an identity among colleagues as leaders in carbon responsibility. Launch a campaign to establish a 'carbon champion' to identify people who spearhead and target behaviours so carbon neutral behaviours become embedded. Deliver a 'members' specific training session, with a focus on those in Cabinet and other decision making positions. (Planning, Licencing) 	A draft Carbon Impact Assessment tool has been created and is currently under consideration. A City Council Behaviour Change Campaign is in the process of being finalised. There is an ongoing dialogue with the Green Champions to ensure their ideas for carbon initiatives are incorporated in future CCRP and CEAP plans.	Underway
		2.7.2	Roll out an e-learning training programme on climate change and the importance of reducing carbon emissions for all staff and councillors.	Laura Schamotta	<ul style="list-style-type: none"> Develop and consult key learning outcomes Ensure that new Climate Change eLearning will be available to the whole organisation. Put forward proposals for official sign off 	An E Learning Programme was agreed in January 2021. Climate Change eLearning went live on the Learning Zone on 05 February 2021. This was communicated to staff a via Staff News email. Democratic support will be implementing Member training.	Complete
Engagement	Engage externally and internally with a specific focus on listening to people so that they can contribute to the success of the Plan	2.8.1	Deliver a joint City Council/CATERed single use plastic communications campaign.	Chris Parsons	<ul style="list-style-type: none"> Campaign planned for September Being developed with Plastics Team Consulting with CATERed to determine campaign details 	Following initial discussions with CaterED it has been agreed to target a campaign for September 2021. Options to investigate how schools could be encouraged to put forward ideas of how single use plastics can be reduced are being investigated.	Underway

Area of focus	Approach	Ref	Actions	Lead	Activities planned to deliver the Action this year	Describe what has been achieved so far (July 2021)	Status of update
Finance – strategic investment policy and procurement	Achieving emission reductions through strategic investment and Social Value policy	2.9.1	Initiate a new procedure that requires City Council Officers to consider Climate Emergency implications for all procurement activity where possible, including additional sign off procedures where Climate Emergency outcomes are not included	Holly Golden	<ul style="list-style-type: none"> Ensure consideration of climate emergency implications are built into standard procurement processes. Create a new sign off form and process where climate emergency outcomes are not included in procurement activity 	For 2021/2022 a social value target of 20%, which reflects industry good practice, has been introduced. The environment is a central element of social value and this target highlights the importance of social value to and for the City Council. Procurement Gateway 2: Pre-Publication Gateway template has been updated to include a section on 'Climate Considerations, with robust justification required when climate implications have not been considered as part of the requirement. Further procurement documentation is under review and where updates are required to better reflect the Climate Emergency these will be updated during the course of the year.	Underway
		2.9.2	Set minimum environmental social value targets for all City Council procurement decisions, where appropriate.	Holly Golden	<ul style="list-style-type: none"> Work with the low carbon team/ relevant internal technical experts to determine which (if any) environmental social value measures should be selected as standard Work with the low carbon team/ relevant internal technical experts to determine whether any minimum environmental social value targets can be set 	A Workshop of City Council officers has been held to identify standard and recommended environmental social value measures. 'Next Steps' guidance documents will be produced later in the year as required.	Underway
		2.9.3	Benchmark the City Council's staff pension performance against those of other authorities in terms of its investments in carbon intensive industries, and compare the performance of these carbon intensive investments to its other investments.	Paul Looby	<ul style="list-style-type: none"> Plymouth City Council is a member of the Devon Pension Fund – it is not a council pension fund. Plymouth City Council are reliant upon Devon County Council to benchmark as we have no direct control over the fund or its administration. Devon County Council have been asked to provide benchmarking data 	In March 2021 the Devon Pension Fund (DPF) pledged its portfolio of investments will be net-zero by 2050 at the latest. The Fund's investments in companies classed as 'carbon intensive' have fallen significantly over the last few years. When last measured in December 2019 it showed a 21.5% reduction when compared to just nine months previously. In the short-term, the Fund has committed to invest over £200 million in renewable energy infrastructure funds via the Brunel Pension Partnership. The DPF, working with the Brunel Pension Partnership, will decarbonise all its current investments at a rate of 7% per annum and to increase investments into carbon solutions. DPF committed to not only reducing the carbon footprint of current investments but to ensure that in the long term investments are carbon neutral.	Underway