

# CORPORATE CARBON REDUCTION PLAN

## CCRP2 2021 Outturn Report

23 February 2022



### 1. INTRODUCTION

- 1.0 This report sets out the outturn position in relation to the actions set out in the Corporate Carbon Reduction Plan 2021 (CCRP2) agreed by the City Council at its meeting on 25 January 2021. It highlights the successful completion of the majority of actions, describing some of the key achievements over the last year and also some of those action that still need to be completed.
- 1.1 CEAP2 actions 'complement' those from CCRP 1 which were partly designed to kick start the corporate approach to carbon reduction. CCRP 2 actions were chosen to hone in on specific activities which would start to deliver measurable results on the journey to net zero.
- 1.2 The overall outcome of the plan remains the same, to strive to reduce corporate carbon emissions to zero by 2030. It's recognised and accepted that the majority of corporate emissions are included in part A of the CCRP. These are the known significant emissions which are estimated to be 95% of the known corporate emissions.

### 2. CCRP2 2021 OUTTURN REPORT

- 2.1 At year end, 64% of all actions have been 'achieved' and 36% 'achieved in part'. The actions reported as 'achieved in part' do so because the majority of their activities were realised, but, because of COVID and its knock on effects, some slippages were experienced. All of these actions have an 'achieve by' date which all are anticipated to meet. There are no actions that have 'not been achieved'.

CCRP2 Action Status	2021 Outturn
Achieved	16 (64%)
Achieved in Part	9 (36%)
Not Achieved	0 (0%)

### 3. KEY ACHIEVEMENTS

- 3.1 Some highlights from CCRP2 actions achieved include:

- The district heating project successfully secured £5 Million of funding from two applications to the Public Sector Decarbonisation Fund. And a further £36,500 was secured from Heat Networks Delivery Unit (HNDU) Round 10 towards district energy.
- Every new commercial tenant was provided with a Sustainable Occupancy Pack to encourage them to take action on carbon reduction initiatives.
- 7 electric bin lifts were purchased, installed and are now operating in the Fleet.
- A new approach was introduced to managing the city's green infrastructure reducing the need for machinery and increase carbon capture.
- A new tracker system that captures and reports the carbon dioxide emissions from all fleet vehicles has been implemented.
- A pedestrian electric sweeper was purchased for the city center and waterfront environment
- More than 50% of road junctions have had LED traffic light replacement units fitted.

- Carbon emissions from road and street furniture has been reduced as more than 70 road islands in the city have been upgraded to incorporate the very latest bollard and lighting technology
- An e-learning climate change training programme was developed, signed off and rolled out in early 2021
- The Procurement Service introduced an organisational social value target of 20% and also updated procedures placing an expectation to consider Climate Emergency implications for procurement activity
- The Devon Pension Fund (DPF) has pledged its portfolio of investments will be net-zero by 2050 at the latest.

#### 4. ACTIONS ACHIEVED IN PART

4.1 The actions reported as 'achieved in part' do so because the majority of their activities were realised, but, because of COVID-19 and its knock on effects, some slippages were experienced. All of these actions have an 'achieve' by date which all are anticipated to meet.

4.2 Some highlights from CCRP2 actions achieved in part include:

- **Action 2.1.1: Increase by 125% the City Council's PV (solar photovoltaic) provision:** Grant funding was approved and this allowed preliminary work to start soon thereafter. In year it was proposed that the number of sites might increase. The net effect being, when complete, the PV provision for this action will increase by 136kWp to 839kWp. This is now due for completion mid-2022.
- **Action 2.2.1: Purchase Electric Vehicles:** An additional 16 were purchased and added to the city council electric vehicle fleet. These are all under 3 tonnes and were a combination of cars and vans. A further 7 vehicles will be purchased before March 2022.
- **Action 2.4.1: A Sustainable Travel Policy for Plymouth City Council staff - A Zero Carbon Business Travel Policy,** plan and guide has been drafted, due to COVID-19 and other priorities this did not happen. However, it's now expected to launch the policy in late January 2022, alongside an updated employee travel guide.
- **Action 2.5.1: Improved recycling facilities in all City Council corporate buildings:**
- Waste contracts were reviewed and the identification and evaluation of current waste produced. Contracts are in the process of being streamlined and depending on their duration will start/stop during 2022/23.

#### 5. CONCLUSION

5.1 When CCRP1 was developed and agreed, many of the actions were designed to kick start the corporate approach to carbon reductions. CCRP 2 actions were designed to build on the momentum created. The CCRP 2 actions and other corporate activities undertaken over the last year have achieved these ambitions. This achievement is made despite resources and efforts having to be focused on the City Council's response to the COVID-19 pandemic. This continues a very positive start for the second of the 11 year plans of the climate emergency, whilst recognising that future actions will need to be ramped up to achieve the overall commitment of net zero by 2030. The actions set out in CCRP3, which were agreed by the City Council on 24 January 2022, will begin the process of accelerating further reductions in carbon emissions, progress on which will also be reported to the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee during 2022.

### Corporate Carbon Reduction Plan 2021 (CCRP2) – 2021 Outturn Report

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
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.	Service Director for SP&I	Commissioning arrangements in early 2021 progressed well. Grant funding was approved, the tender process was completed and structural surveys were undertaken and completed. This allowed contracts drawn up for signature during mid-June, on the original 4 buildings, and preliminary work started soon thereafter. In year it was proposed that the number of sites might increase as an extension to the original contract. The final size of original 4 sites total a capacity of 703kWp. With the new buildings this will add another 136kWp. Prince Rock and The Box are connected, whilst Chelson Meadow MRF and Ballard House and the new sites have yet to be installed. All projects are expected to be completed by mid-2022.	Achieved in Part. On track to complete Mid 2022
		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).	Service Director for SP&I	Early progress was made preparing and awarding the tender for the LED replacement programme. Throughout the year, despite COVID-19 issues, the replacement programme started well and LEDs in large part of Life Centre were installed including the Gym. However, further work in the contract has been delayed (due to staff resources having to be prioritised to the Heat Decarbonisation project - Action 2.1.4) This has resulted in a temporary delay which is unlikely to impact overall completion, which is anticipated to be by the end of 2022.	Achieved in Part. On track to complete end 2022
		2.1.3	Provide every new commercial tenant with a Sustainable Occupancy Pack to encourage action on carbon reduction initiatives.	Service Director for SP&I	Very early in 2021, an agreement was made with the University of Plymouth for 2 students to be part of this project. Together with the City Council, an analysis of existing tenancy data was made to gain a better understanding of the sector breakdown, type of businesses' and accommodation; the purpose of which was to produce a 'tailored' resource for tenants to encourage action on carbon reduction initiatives. Following a desktop analysis and interviews with tenants, a report with recommendations and an online resource was completed. The online resource has been promoted to all new commercial tenants.	Achieved

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		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.	Service Director for SP&I	A business case was successfully developed. Funding applications to the Public Sector Decarbonisation Fund were submitted and successful. £5 Million of funding was secured from two applications to the Public Sector Decarbonisation Fund. In addition, a further £36,500 was secured from the Heat Networks Delivery Unit (HNDU) Round 10 towards district energy. The completion of the business case and the successful bid for funding has enabled the district heating system to progress. Planning applications and tenders have been launched to move to the next phase of the programme.	Achieved
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.	Service Director for Street Services	In 2021 a number of different electric vehicles were road tested and evaluated. By the end of the year an additional 16 vehicles were purchased and added to the City Council electric vehicle fleet. These are all under 3 tonnes and were a combination of cars and vans. A further 7 vehicles will be purchased before march 2022.	Achieved in Part. On track to complete by March 2022
		2.2.2	Purchase and install electric bin lifts for seven vehicles in the fleet.	Service Director for Street Services	7 electric bin lifts have been purchased, installed and are now operating in the Fleet. An assessment including Co2 emissions saved is being undertaken comparing the electric lifts feasibility and value for money.	Achieved
		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.	Service Director for Street Services	A Pilot programme was undertaken with a focus on electric leaf blowers, hedge cutters, pole saws and chainsaws. This included an assessment of the Co2 emissions saved and any other pro/cons including value for money, health and safety and long term sustainability. Whilst the pilot was completed, COVID-19 and other priorities have not allowed for the assessment data and intelligence to be analysed. However, funding has been secured to procure consultant support for this area of work and it's anticipated that this will be completed by July 2022.	Achieved in Part On track to complete by July 2022

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		2.2.4	Trial new approaches to managing the city's green infrastructure which reduce the need for machinery and increase carbon capture.	Service Director for Street Services	<p>A trial was undertaken and completed. A new approach was introduced to managing the city's green infrastructure reducing the need for machinery and increase carbon capture. 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)</p> <p>The new approach includes:</p> <ul style="list-style-type: none"> <li>• A new digital systems with mapping capability, improving visual representations to publish for the public</li> <li>• Consistent managed meadow site signage</li> <li>• New equipment increasing baling of cuttings to ensure best practice management</li> <li>• New seed equipment to create a local seed bank to be used to enhance city sites</li> </ul>	Achieved
		2.2.5	Install a new tracker system that captures and reports the carbon dioxide emissions from all fleet vehicles.	Service Director for Street Services	A new tracker system that captures and reports the carbon dioxide emissions from all fleet vehicles has been implemented.	Achieved
		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.	Service Director for SP&I	After initial confirmation of viability, the City Council received and signed a grid connection agreement with Western Power Distribution to implement vehicle-to-grid charge points on the City Council estate. Further to changes in the accommodation strategy, locations were reviewed and work started on two council locations: Ballard House and Prince Rock. The chargers are now installed at both locations. Usage monitoring is already underway at Prince Rock, and due to commence at Ballard House in March 2022.	Achieved

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		2.2.7	Purchase an electric powered road sweeper for trial in the city.	Service Director for Street Services	A small mechanical electric powered road sweeper was hired to trial in the city to inform the future phase of a vehicle replacement program. A pilot programme, undertaken to assess its viability was completed. Due to the topography of the city, battery life and significant cost difference it did not meet expectations at this current time and no purchase was made. However, this will be revisited at a later stage as and when technological and financial advances have been made. In the meantime a pedestrian electric sweeper was purchased for the city centre and waterfront environment.	Achieved
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.	Service Director for Street Services	Carbon Emissions from road and street furniture has been reduced as more than 70 road islands in the city have been upgraded to incorporate the very latest bollard and lighting technology. In addition, more than 100 main road signs have had their lighting units replaced with LED's with 50 more planned over the next few weeks.	Achieved
		2.3.2	Increase to over 50% the number of road junctions with LED traffic light units.	Service Director for Street Services	Following the identification and surveying of suitable city sites, over 60% of traffic lights have seen their lights replaced with new LED's. Not only has this reduced emissions, but it has reduced congestion	Achieved
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.	Service Director for HROD	A draft Zero Carbon Business Travel Policy, plan and guide has been drafted. Engagement started in late 2021 with various stakeholders in anticipation of its launch in late 2021 to complement the New Ways of Working initiatives. Due to COVID-19 and other priorities this did not happen. However, it's now expected to launch the policy in late January 2022, alongside an updated employee travel guide. The guide will then evolve as developments/initiatives are implemented. This is likely to be complete during February 2022.	Achieved in Part. On track to complete January 2022

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		2.4.2	Provide electric pool bicycles and training for use by staff and councillors to help reduce car travel.	Service Director for HR/OD	Scoping work identified the need to take account of the Accommodation Review, ongoing uncertainties arising from COVID-19, the absence of a finalised Employee Travel Plan and the planned Mobility Hubs project. It was decided to initially provide a small number of pool bikes (and appropriate induction arrangements) at Ballard House only, with decisions on the potential introduction of pool bikes at other premises deferred. Accordingly, 2 x Raleigh e-bikes and 1 x Brompton folding bike are now available for staff use at Ballard House and mandatory pool bike inductions are available to staff who wish to make use of the bikes.	Achieved
Waste minimisation which is Council generated	Minimise waste	2.5.1	Install standardised and improved recycling facilities in all City Council corporate buildings	Service Director for HROD	Initial work during early 2021 focused on a waste contracts review and the identification and evaluation of the current waste produced. Contracts are in the process of being streamlined and depending on their duration will start/stop during 2022/23. Following a scoping exercise, purchase of the appropriate standardised and improved recycling products began and have been installed into appropriate building during 2021/22. During 2022 there will be a further assessment of the impact of these measures including Co2 emissions savings, value for money, health and safety and long term sustainability.	Achieved in Part. On track to complete March 2022
		2.5.2	Create an internal online system to inform staff about spare equipment that is available for them to re-use.	Service Director for HROD	A draft an online system has been created and is currently being evaluated. COVID-19 has meant that resources have been needed to be reprioritised so the originally anticipated launch date of December 2021 has been re-programmed to March 2022.	Achieved in Part. On track to complete March 2022

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		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.	Service Director for Street Services	Land management activities have been amended to ensure greater reuse. During 2021, the Street Services team have been working with a local provider for cutting and baling of meadows. This is vegetation cut from meadow sites across the city into placed into a local organic composting scheme. A new cutting regime has also been introduced which will enhance biodiversity and will also see increased numbers of sites leading to increased requirement to remove cuttings from site. A woodchip commercialisation feasibility project has also been completed which highlighted an estimated 300/400 tonnes a year woodchip produced from arboriculture activity. An increased amount of this material is being collected locally for circular solution where material gets made into pellets for wood fired boilers.	Achieved
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.	Assistant Chief Executive	The new Corporate Plan was agreed at the City Council meeting on 14 June 2021. Any subsequent Departmental Business Plan(s) will incorporate specific priorities and will linked to the annual CEAP or CCRP plans.	Achieved
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.	Service Director for HROD	The initial focus was on developing the content of the 'awareness raising and behaviour change' programme. The way this was delivered and received was considered separately and has had an influence on the programme content. COVID-19 prioritisation has had an influence on the progress of this programme. Notwithstanding this, the behaviours campaign content has now been completed and is awaiting signoff. The next steps are to adapt it to the delivery mechanism, the web design and campaign purpose. Green Champions are also ready to be engaged. With further work, it is anticipated that this action will be completed by mid-2022.	Achieved in Part. On Target to complete in Mid 2022
		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.	Service Director for HROD	An e-learning climate change training programme was developed, signed off and rolled out in early 2021. Hosted on the 'Learning Zone' on Plymouth City Council's website, staff and Councillors were introduced to it via internal web communications and staff news E Mails. It focused on key learning outcomes and upon completion, a certificate is issued. New and existing Councillors also see 'Climate Change' incorporated into 'members' training delivered by Democratic Support as part of their training programme.	Achieved

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
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.	Assistant Chief Executive	Early ideas for a campaign included engaging with schools to encourage them to put forward ideas as well as joining up with CATERed and the 'Plastics' team to plan a campaign. Originally the campaign was planned for September 2021, however the impact of COVID-19 and more specifically government guidelines in terms of access to schools, resulted in this being postponed. A review has recently taken place and plans are now in place to re-engage at the end of January 2022.	Achieved in Part. On track to complete Feb 2022
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.	Service Director for Finance	Procurement procedures have been updated placing an expectation on City Council Officers to consider, where possible, Climate Emergency implications for procurement activity. Most specifically, the procurement Gateway 2: Pre-Publication Gateway template, has been amended to include a section on Climate Considerations with robust justification required when climate implications have not been considered as part of the requirements.	Achieved
		2.9.2	Set minimum environmental social value targets for all City Council procurement decisions, where appropriate.	Service Director for Finance	To emphasise the importance of Social Value, the Procurement Service introduced an organisational social value target of 20% for the new financial year (2021/22). A new Climate Emergency Social Value guide for officers has been created by the Procurement Service in collaboration with the Low Carbon Team informed by feedback gathered from staff, Councillors and local and regional partners. The guide supports officers in identifying appropriate environmental social value measures and how to set minimum targets. The guide has been published to the city Council Intranet. Links are available to staff and Councillors in the Procurement pages.	Achieved

Area of focus	Approach	Ref	Actions	Lead	Year-end update	Status
		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.	Service Director for Finance	<p>Plymouth City Council is a member of the Devon Pension Fund which is a collaborative relationship as opposed to a specific council pension fund. In this regard Plymouth City Council is reliant upon Devon County Council to undertake benchmarking, having no direct control over the fund or its administration. Devon County Council have been asked to provide benchmarking data and this will be provided once completed.</p> <p>Notwithstanding this, the Devon Pension Fund has 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, this showed a 21.5% reduction when compared to just 9 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 Fund work with the Brunel Pension Partnership will decarbonise all its current investments at a rate of seven per cent a year and to increase investments into carbon solutions. The Fund have also committed to not only reducing the carbon footprint of current investments but to ensure that in the long term investments are carbon neutral.</p>	Achieved

**Status**

<b>Not Achieved</b>	The action was not achieved, for the reasons given.
<b>Achieved in Part</b>	The actions reported as 'achieved in part' do so because the majority of their activities were realised, but, because of COVID-19 and its knock on effects, some slippages were experienced. All of these actions have an 'achieve by' date which all are anticipated to meet
<b>Achieved</b>	The action has been fully achieved.

**Reference numbers**

The reference numbers are assigned first in year, then section, then action. This allows the reader to determine which year the action is from and how many actions there are in any given section over the 11 year time period of the plan in each section.

