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	Priority level (emissions reduction, climate change resilience and / or biodiversity benefits)	Action	Resources	Milestones	Outcome	Delivery lead (one name only - for internal progress tracking)	Due date	RAG (progress against due date)	Comment on RAG status	Update Nov 23	Feb '24
Overarching actions											
4	HIGH	Commission feasibility study to assess land assets for potential renewables/ low carbon tech opportunities. [Carbon Management Plan; Leaders briefing April '22]	ETBC (Net Zero Transition Fund)	Agree scope and methodology with property and Asset Review Group.	Business cases for potential projects that will reduce energy bills/ generate income and reduce carbon	Mish Tullar	Jun-23	Red	Waiting for April'24 and additional staff	Resourcing in this space is currently being considered via the budget round. There is a request for an additional Corporate Property Officer, specifically for ES work from 04/24	
3	MEDIUM	Develop and schedule delivery of Carbon Literacy training, including key areas such as procurement. [Carbon Management Plan; Environment Audit]	Staff time (ES for development) All Staff attending training	September 2023 roll out of training	Improved baseline knowledge of all staff helping the council meet Net Zero targets	Tina Mould	01/09/2023 [revised date from June]	Yellow	Making progress and should start imminently	Main Carbon Literacy Course is being prepared A training course aimed at general staff, tailored specifically for OCC, has been developed. This and the 2 staff to deliver the training are currently being certified by the Carbon Literacy Project. The modules will also be subsequently adapted for Senior staff and elected members. Roll out will begin in April. The first session will be training new trainees.	
1	LOW	Produce detail costings for commitments made in the Carbon Management Plan and Zero Carbon Oxford Action plan including resourcing, costs (known and unknown), and current/ future funding streams. Include a log of funding applied for. [Environment Audit response 2022]	Staff time (ES, Finance)		Understand funding received and potential gaps	Nigel Kennealy	Oct-23	Red	Impacted by resourcing constraints	This is set for action under the NZ Steering Group (needs discussion with Nigel K) in Jan '24.	More data is needed to do this work. Survey work is underway on Commercial and HRA properties. An Asset Management Strategy, and 5 year capital programmes are being revised and refreshed which will include some of this work as appropriate. This will sit within the broader refresh work of the 30 year HRA Business Plan and its financial capacity. Similar work is needed for fleet electrification.
2	MEDIUM	Integrate Net Zero and biodiversity goals into corporate governance documents (PID, business cases). [Environment Audit response 2022]	Staff time (ES and regen)		Consistent consideration of net zero in corporate decision making	Tina Mould	Jun-23	Blue	Completed		All project and cabinet reporting contains sections to consider carbon or sustainability requirements. Additional guidance (16 pages) sits alongside. The ES Team is available to support & has manager representation on any projects coming up via internal Asset Review & development Review Groups and Dev Board
5	MEDIUM	Implement new environmental impact assessment for large contracts and define best practice about how and when the impact assessment is used [New / amended action]	Staff time (procurement and all contract managers; budget impact TBC)		Consistent consideration of environmental impacts in	Annette Osborne	Jun-23	Blue	Completed		Procurement rules require that a Sustainable Impact assessment is completed for all contracts worth more than £100k
Council building											
6	HIGH	Progress Salix pipeline project priorities including Leys lighting and low emissivity ceiling for the Ice Rink [Carbon Management Plan; Leaders briefing April '22]		Leys lighting project to Development Board in March	Low emissivity ceiling structural works being developed & then will return again to Asset Review Group for final Council energy bill reduction and carbon reduction approvals.	Vikki Robins	Jun-23 (Leys) Sept-23 (Ice Rink)	Yellow	50% Completed	BBL lighting finish Dec '23. Ice-rink - further survey and summer window needed. Continuing contact delay has caused a delay in moving Ice Rink and other leisure projects forward.	Leys lighting is completed. Ice Rink remains outstanding. The Salix revolving loan finishes in 03/25. There is a min of £262k to re-invest in 24/25. The ES team has been working with Property to identify projects on Council properties which fit the Salix criteria and where we pay the bill. The Leisure contact delay has caused a delay in moving Ice Rink and other leisure projects forward.
7	HIGH	Scope options/ opportunities for Power Purchase Agreements with the Low Carbon Hub and ZCOOP Partners [Carbon Management Plan; Leaders briefing April '22]	Staff time (Environment Sustainability)		Stability in Council energy bills and guaranteed purchase of Green elec	Vikki Robins	Sep-23	Green	Completed for current utilities procurement		The Council is not moving forward with a PPA at this point. It has 90% completed recontracting its utilities brokering contract with Laser for 2 yrs (starts Oct '24). A Energy Procurement Review has been agreed to be undertaken in 2025 - which will look at PPA's and other methods of best value green energy purchasing.
8	MEDIUM	Cabinet Report to update energy and water procurement strategy (the new strategy commences in Oct 2024, to coincide with ending of LASER contract). [Carbon Management Plan]	Staff time (Carbon Reduction Team and finance)		Energy and water procurement strategy is updated to reflect current market conditions, deliver best value for money to the Council and scope opt	Vikki Robins	Dec-23	Blue	Completed		Paper submitted and approved in Oct '23.
Council fleet decarbonisation											
9	MEDIUM	Develop an options paper setting out routes towards the full decarbonisation of fleet vehicles, with full sustainability impacts considered). [Carbon Management Plan]	Staff time (ODS and Environment Sustainability)	25% fleet EV by 2023	Plan setting out different technology options, timescales, impacts and costs to support full fleet decarbonisation.	Simon Howick	Mar-23	Yellow	Second draft in development	Slowing down, due to need to obtain more charging capacity. Only @45% of fleet can be decarbonised without considerable investment. This coupled with the fact that huch of HGV type EV is still prototype is constraining attempt to fully electrify	
Council waste reduction											
10	LOW	Develop a new strategy for Oxford City Council waste to reflect new working from home arrangements and changes to City Council buildings (e.g., move from SAC to the Town Hall) [Carbon Management Plan]	Staff time (ODS and OCC)	New baseline data	Ensure an internal resource and recycling plan that aligns with Oxfordshire Resource and Waste Partnership objectives	Simon Howick	Dec-23	Green	On track		

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