

Climate Change Implementation Plan
Updated: 20 February 2007

Action 1: Reduce non-domestic Council CO₂ emissions by up to 25% by 2010 (2005 baseline)

Description	Status	Origin	Owner(s) - OCC	Action	Date open	Date closed	Comments
Buildings: Energy efficiency audit results and recommended projects to be carried out in OCC buildings via Prudential Borrowing	Open	BE	John Bellenger	Energy survey results and recommendations circulated to CCAT with list of projects to be carried out by new energy manager (see next item below). Investigate scope for use of prudential borrowing to fund these projects. JB to report to CCAT before next meeting (12/04/07)	30/06/06		Awaiting decision on Energy manager funding bid (see below) Other resources: (Fraction of) FTE Climate Change Officer Cllr Sellwood met with Mark Luntley to discuss PB model Dec 06 – agreed to report on how the model works and context for OCC – due early 2007. Oxon CC have employed PB to good effect with some energy efficiency projects. ML keen to exploit this model and use it to move forward on viable CCAT actions. Most potential PB projects should reside within buildings – JB/BE investigating options
Buildings: Budget bid for Energy Manager	Open	BE	JHill JBellenger	Energy manager bid submitted to Council. Update on decision at next CCAT			An energy manager is needed if the 25% reduction in carbon emissions by 2010 is to be met.
Buildings: "Turn it off" campaign across OCC	Open	LCS/ EH	Mark Saunders Paul Spencer	Pilot on Ice Rink and Ramsay House. MS and PS to meet to discuss progress and confirm action plan (end Feb 07) Full OCC campaign launch planned for May 07	07/12/06		Baseline readings taken for ice rink and Ramsay house – audit of equipment that can be turned off overnight – roll out of communications campaign to switch off all appliances/lights out of office hours – calculate savings made/potential annual savings – communicate to Business unit managers and roll out across OCC.
Buildings: Green energy – all buildings are now on a 100% green electricity tariff.	Open	BE	John Bellenger	Investigate/track other RE offerings with a view to switching to darker green tariffs in Oct 2008. Send out PR about our 100% green tariff status?	ongoing		All buildings are now on a green energy tariff – though not the darkest green tariffs available – we are tied in to these now until Oct or Nov 2008. : Small Sites (Quarterly Billed). Main portion from Landfill gas – with lesser volumes from wind/small hydro. Medium Sites - Non- Half Hourly Monthly Billed CHP; Large Sites - Half Hourly Monthly Billed. 6 sites – CHP; 2 sites – large scale Hydro.
Buildings: Smart metering - ½ hourly monitoring project of 4 Council buildings (Town Hall + 3 leisure centres) + Energy logging re consumption and cost	Open	BE/EH	John Bellenger	Revisit option to use data analysis service from Leicester City Council – option was factored into original plans but has not been used to date by BE. JB, PR to investigate further and report back to CCAT by next meeting	30/06/06		Databird system has been fully up and running since Dec 06 covering the 4 buildings – data currently being collected but no detailed analysis being undertaken.

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Buildings: Develop strategic framework for Renewable energy in Council buildings .	Open	EH, BE, OCH	Paul Spencer, John Bellenger, Chris Pyle	Strategic framework (31/3/07). Review OCC buildings due for works/renovation that could include RE installations. (asap)			Need to ensure that we are not missing any opportunities to use available grants e.g. LCBP2; Bioenergy capital grants scheme etc
Fleet: Procurement decisions for fleet replacement and fuel use, including emission audit for fleet	Open	CW	Paul Einon/David Cookson Phil Dunsdon	More detailed update on progress at next CCAT 12/04/07	?		Fleet emissions audit completed in Aug 06 by AEAT Technology. Recommendations to replace all vehicle fuels with biodiesel mix/pure biodiesel approved by EB. Most vehicles to run on 30% biodiesel – one vehicle being procured that will run on 100%biodiesel. Implications to emissions baseline with losing LPG option?
Fleet: Electric vehicles brought into use in Council	Open?	CW	Paul Einon Phil Dunsdon	CW to report on progress at next CCAT 12/04/07	?		
Fleet: Bunkering of biofuels at OCC	Open	CW/EH	Paul Einon/David Cookson, Paul Spencer	Explore options for partnership with Oxon County council and other large fleet users on bulk biofuel purchase/bunkering at OCC depot. Report progress to next CCAT	ongoing		Is there scope to bunker fuels at OCC and bulk purchase biofuels with other Oxford players? Scope for using waste vegetable oils e.g like Southwark Council/Thames Water scheme using waste vegetable oil to fuel refuse trucks?
General: Oxford Inspires Sustainable Institutions Group (2 universities, City, County & Oxford Inspires) conducting carbon reduction work (SR)	Open	SR/EH	Paul Spencer Paul Robinson Sebastian Johnson	Future of SIG to be explored with other partners – who will run secretariat? – PR/PS/SJ to track and update at next CCAT	Ongoing		Presented current status of OCC climate change mitigation activity – EH/Paul Spencer – 16/11/06 Attended meeting on Adaptation – 12/01/07 – contributed OCC perspective – EH/ EH attended meeting discussing future of SIG – discussions on who will fund and administer it in future.
General: Work with Carbon Trust to reduce CO2 emissions at OCC.	Open	EH	Paul Spencer	Take part in next phase of the Local Authority Carbon Management Programme (LACMP). Applied to take part 11/06 – awaiting final decision from Carbon Trust if we are successful.	16/11/06		EH to report on progress at next CCAT. Overall the programme will complement existing work within CCAT (free consultancy and other support)
General: Emissions baseline for OCC buildings and operations/annual monitoring	Open	EH	Paul Spencer	Establish 06/07 baseline according to CT LACMP approach. PS to provide timeline for delivery of baseline and continue to update CCAT – next meeting.			Currently defining emissions boundary and quality of internal data – some gaps in available data and systems in place.
General: Biomass from parks activity	Open	EH, CW	Paul Spencer, John Wade?	Investigate potential for sale or use of biomass roundwood from parks activities – report to next CCAT			Ca 170 tonnes/year of biomass roundwood accumulated at Cutteslowe park depot every year – could be sold as wood pellets or used in future OCC biomass schemes – need to chip and dry wood on site,

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General: 3% year on year reduction in carbon emissions from OCC operations				Council recently adopted another carbon reduction target, in line with FoE Big Ask,			This is less onerous than the existing target in the short term but continues beyond the term of the existing target requiring year on year improvement. Yearly report on progress against targets required.
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Action 3: Improve energy efficiency standards of new developments

Description	Status	Origin	Owner(s)	Action	Date open	Date closed	Comments
Buildings: Natural Resource Impact Analysis (NRIA) Supplementary Planning Document (SPD) final adoption for 10+ residential units, 2000sqm non-domestic developments	Open	PL	Mark Jaggard	Report on progress with implementation of NRIA SPD and other LP policies – next CCAT Publicise and raise awareness of NRIA through PR channels and local/national media. PL and EH to discuss plan of action?	On going		NRIA fully adopted in July 2006. 7 NRIA applications submitted to date – 2 approved with condition that a new NRIA is submitted. Planning has had a lot of enquiries and quality of applications is improving. NRIA is a ground-breaking development for an LA and we should publicise this more than we have done to date.
Buildings: Development and implementation of award for Sustainable Buildings	Open	PL	Mark Jaggard Marta Soares	Hold award's event in Town Hall on Mar 20 th 2007. Publicise and raise awareness through PR channels/local media	ongoing		5K allocated annually. Officer time from PL, EH and SR Now called the "David Steel Sustainable Building Award" – winner this year (06/07) is David Hammond – East St Osney for ground breaking sustainable energy aspects of renovations on his Victorian property
Buildings: West End Development	open	PL	Mark Jaggard,	Sustainable energy report being compiled by Arups – update at next CCAT	ongoing		
Buildings: Uttlesford type planning condition for homes being upgraded – need to have 250mm loft and cavity wall insulation to get planning permission	open	PL/EH	Mark Jaggard, Paul Robinson	Planning investigating this further – could it be an option for OCC? update at next CCAT	ongoing		
Buildings: Climate Change Planning Obligation?	Open	PL	Mark Jaggard, Cllr Sellwood	Planning/Cllr Sellwood currently investigating this – update at next CCAT	ongoing		

Action 4: Increase uptake of low carbon systems among businesses and residents

Description	Status	Origin	Owner(s)	Action	Date open	Date closed	Comments
General: Use partnerships to encourage/influence other organisations, businesses and residents – OSP, SHOP, OX1	Open	EH, SR	Paul Spencer, Paul Robinson, Sebastian Johnson	Report back on the use of partnerships to encourage/influence other organisations, businesses and residents – OSP (S&R), SHOP (HS), OX1 (S&R) Organise a Climate change event in Oxford. May 31 2007	On going 7 th Feb 07		OSP is current focus of this activity. PS/PR presented suggestions for climate change relevant focus for future OSP activities (inc Community Strategy) at OSP interim meeting (18-1-07). Ongoing input to the OSP meetings to shape climate change relevant aspects of strategy/activity PS also tracking work of Oxfordshire Sustainable Business Partnership (OXSBP) – some good work in engaging with local businesses/ OSP partners and other major players in Oxford to contribute to programme. (Conference and expo – planned at 16.00 to 20.30 timing to attract businesses too) – content to include practical advice on how to reduce carbon footprints with inspirational presentations from locally-based players that are doing their bit for the environment -also opportunity to Launch Oxford Guide to saving the planet
General: Investigate financial and other incentives: potential for NNDR reductions, etc.	Open	SR, FI	Mark Luntley, Sebastian Johnson	Cllr Sellwood to take up with MLu	On going		Low carbon buildings programme for residents/businesses breaking down to due to major oversubscription . (note: Phase 2 programme aimed at LAs looks more robust /reliable – EH reviewing options)
Renewables: Oxford Solar Initiative type approach to encourage householders to consider renewable technologies	Open	EH		Microwind and domestic biomass being kept under review for Oxford. Solar still being pushed			
Transport: Use biofuel in vehicles – “Awareness/practical issues/operations issues”	Open	CW, EH	Paul Einon, Paul Spencer	To be decided (31/7/07)			Could there be a case to provide bunkering services from OCC depots? – Economies of Scale through bulk purchase of biofuels? (see also Action 1)

Action 5: Transform Oxford into sustainable city (Reduce CO₂ emissions by 15% by 2010, based on 2005 emissions)

Description	Status	Origin	Owner(s)	Action	Date open	Date closed	Comments
Buildings: Blackbird Leys Tower Blocks – biomass/chp scheme	Open	OCH/ EH	Chris Pyle, Paul Spencer, Paul Robinson	Agree next steps with proposed Blackbird Leys Tower Blocks CHP scheme (OCH). CP Progress report at next CCAT meeting.			HAB have agreed to carry out more detailed feasibility study on proposed BBL biomass scheme. Funding to be decided
Buildings: Development of Energy Supply Company (ESCO) - £10K allocated	Open	EH, SR, OCH	Paul Spencer, Sebastian Johnson?, Paul Robinson, Chris Pyle	Option and feasibility study for Oxford ESCO – ongoing and focussed around BBL tower block project	On going		Resources: Fraction of) FTE Climate Change Officer (new) (Fraction of) FTE Sustainable Energy Officer (new) TVEnergy currently producing a scoping report on ESCO options for OCC (due end of Feb/early Mar) Could Oxford Strat Partnership be a source of partners for ESCO?
Buildings: Voluntary energy efficiency and renewable scheme for tenants - £100K allocated		OCH	Chris Pyle	Cllr Sellwood and Chris Pyle to meet after budget agreed to agree plan of action. Report to next CCAT meeting – April 07.			TVEnergy conducting a survey of potential council schemes – awaiting report.
Buildings: Consider using life cycle approach to planning, purchasing and operations		FAM		Include as part of LACMP if successful in participating in programme?			
Buildings: GOSE funds for free insulation for over-60s – £248k	close d	EH	Laura Thompson, Emma Marsh Charlie Morris- Marshma	All funds allocated for 06/07. Hopeful of another tranche for 07/08.			£250K insulation for the Over 60s scheme underway –all funds now allocated – 839 households will benefit from free loft and/or cavity-wall insulation – 189 households currently have had insulation installed;
Buildings: Council Tax rebate scheme for home insulation	open	EH CT	Laura Thompson Paul Wilding	Launching new scheme with council tax bill mailout. EH to update on progress at next CCAT. Presents a good PR opportunity – EH to send out press release when scheme details finalised?	1/07		Discounted insulation prices, plus £50 council tax rebate, in partnership with British gas.

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Buildings: Fuel poverty grants	open	EH	Laura Thompson	Capacity building undertaken, £50k largely allocated for 06/07	06/07		£50k for 06/07, £85k for 07/08 and £100k for 08/09 for Oxford households in fuel poverty (but just above benefits level – benefit receiving households are signposted to the Warmfront national grant scheme).
Renewables: Wind turbine development for Oxford – feasibility assessment	Open	FAM, EH	John Kulasek, Paul Spencer	Partnership for Renewables (carbon trust) site screening study (Feb - Mar 07)	Ongoing		John Copley (EH) is signing off Confidentiality agreement – wind turbine site assessments about to be carried out by Carbon Trust appointed consultants (ENTEC) – awaiting GIS data from our property systems team (Janice Brown)
Transport: Car share scheme promotion across city (and within Council)	Open	SR/HR ?	Sebastian Johnson, Nicola Burgess	HR to provide update on levels of uptake – promote across OCC regularly			Information about car share scheme - currently sent with contracts to new starters but not much obvious internal publicity on this scheme- roll out across the City?
Transport: Workplace travel plan promotion – OCC and beyond	Open	SR, HR, EH?	Sebastian Johnson, Nicola Burgess, Paul Spencer?	Establish previous history on this and set up working group to review? Discuss at next CCAT HR to provide update on cycle salary sacrifice scheme by HR before/at next CCAT			Need to develop an OCC green travel plan first? Car share scheme would feed into this wider document. What is the latest on the cycle salary sacrifice scheme – when can we promote to staff? Roll out model to other businesses and groups around Oxford (via OSP?)
General: Nottingham Declaration signatory	open	S+R, EH	Sebastian Johnson, Paul Spencer?	Refer to aims of declaration and ensure we are complying. Use Notts Declaration Action Pack in our CCAT activities – update at next CCAT	Ongoing		Obtain original signed document and place on OCC website – where does it currently reside?
General: Oxford City wide emissions baseline – input of local data	open	EH	Paul Spencer	Investigating options with input from National organisations and other LAs	ongoing		Work with OSP partners to improve local data set?
Community projects: Wolvercote (Low Carbon Wolvercote campaign) Osney (Osney Sustainable Island Group) East Oxford Climate change Action Group Mpower	open	EH	EH Team	Provide support and advice to community initiated projects – possible pilot programmes for wider adoption across the city.	ongoing		Could potentially be a concentration of Energy Champions in the Wolvercote area – EH to offer services to train up all energy champions in Wolvercote region
General: Local food issues (Farmer's markets etc)	open	EH	EH Team	Support local food schemes – raise awareness of food miles issues. EH to liaise with OCC's Local Food Officer (Kate Dunsdon?)	ongoing		

Requirements for effective action:

- Political and institutional commitment to climate change, including specific policy related to CO2 and a clear energy/climate change framework for OCC;
- Annual reductions in the Council's own CO2 and other greenhouse gas emissions and those of the city as a whole to become key performance targets for the Council;
- Replicable, consistent, independent monitoring of emissions in Oxford on year-to-year basis to ensure accurate performance management of City Council targets;
- Improved monitoring of Council emissions, coupled with publicity of targets and progress;
- Re-focusing of existing City Council resources, both in personnel and revenue, to implement the recommended actions from the OCCAP;
- Prediction of CO2 reductions for all planned climate change/energy work and development of proposals that promise greatest reductions for Oxford;
- Dedicated resources to monitor council energy use, as well as implement recommended changes based on existing audits and monitoring;
- Improved connectedness with businesses in the city, as well as with universities, to encourage change outside of City Council;
- Increased internal (i.e. OCC workforce) awareness raising and behavioural change related to climate change;
- Flagship projects within Oxford;
- Citywide coordination on climate change to monitor progress towards final recommendation – to reduce CO2 emissions in Oxford by 15% by 2010.

Immediate actions needed by CCAT:

1. Develop strategic energy/climate change framework for work within City Council (to encompass approach to energy and climate change issues that include current action and direction for future).
2. Define, in absolute terms, tonnes of CO2 to be reduced by 2010 by both City Council and across Oxford.
3. Define, in clear terms, baseline data set to be used to measure progress.
4. Predict impact (in CO2) for each identified action.
5. Identify potential actions with major impact for CO2 reductions in Oxford.

Areas of work to consider:

- Work on carbon emissions analysis for residents based on lifestyle (i.e. home/car/food/buildings, etc.)
- Challenges of meeting 20% renewable energy target through NRIA
- Promotion of car-free developments
- Make connections with OX1 City Centre Management and Oxford City Futures Steering Group to connect with businesses and examine strategic energy goals