

# Agenda

## Climate and Environment Panel (Panel of the Scrutiny Committee)

This meeting will be held on:

Date: **Tuesday 27 February 2024**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

**For further information** please contact:

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## **Committee Membership**

Councillor Alex Hollingsworth (Chair)

Councillor Shaista Aziz

Councillor Paula Dunne

Councillor James Fry

Councillor Emily Kerr

Councillor Katherine Miles

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

# Agenda

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<b>3 Chair's Announcements</b>	
<b>4 Notes of the previous meeting</b>	7 - 12
<p>The Panel is asked to <b>agree</b> the notes of the meeting held on 29 November 2023 as a true and accurate record.</p>	
<b>5 Climate and Environment Panel Work Plan</b>	13 - 14
<p>The Panel is asked to consider the Work Plan and agree any amendments.</p>	
<b>6 Report back on recommendations</b>	15 - 28
<p>At its meeting on 24 January 2024, Cabinet considered the following reports from the Climate and Environment Panel and made responses to the recommendations:</p> <ul style="list-style-type: none"><li>• Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review</li><li>• Retrofit</li></ul> <p>Cabinet's responses to recommendations were presented to the Scrutiny Committee at its meeting on 06 February 2024 for noting.</p> <p>The Panel is asked to <b>note</b> Cabinet's responses to its recommendations.</p>	
<b>7 Heat Network &amp; Zoning [presentation]</b>	
<p>Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, Mish Tullar, Head of Corporate Strategy, Tina Mould, Environmental Sustainability Lead and Vikki Robins, Carbon Reduction Team Manager have been invited to present and answer questions.</p> <p>The Panel is asked to receive a presentation followed by an opportunity for discussion; and to agree any recommendations.</p>	

## 8 Citywide Retrofit Strategy [presentation]

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, Mish Tullar, Head of Corporate Strategy, Tina Mould, Environmental Sustainability Lead and Vikki Robins, Carbon Reduction Team Manager have been invited to present and answer questions.

The Panel is asked to receive a presentation followed by an opportunity for discussion; and to agree any recommendations.

## 9 Biodiversity Net Gain [presentation]

29 - 34

At its meeting on 27 June 2023, the Panel agreed to add the following item to its Work Plan for the 2023/24 municipal year:

- **Council policies, projects and actions** – *focus on two key areas: parks and green space management and the operational/action plans that stem from strategies; and biodiversity net gain management.*

This item is presented to the Panel in respect of its agreed focus on Biodiversity Net Gain management.

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, Mish Tullar, Head of Corporate Strategy, Tina Mould, Environmental Sustainability Lead and Tristan Carlyle, Ecology Officer have been invited to present and answer questions.

The Panel is asked to receive a presentation followed by an opportunity for discussion; and to agree any recommendations.

## 10 Net Zero Masterplan

35 - 42

The Environmental Sustainability Lead has submitted the Net Zero Masterplan 2023-25 which sets out Oxford City Council's actions over the next two years to achieve its two carbon targets: a Net Zero Estate and Operations by 2030 and a Net Zero City by 2040.

The Panel is asked to consider the Net Zero Masterplan and agree any recommendations.

## 11 Dates of future meetings

The Panel is asked to note the dates and times of future meetings of the Climate and Environment Panel.

- 20 March 2024, 6pm

*Meetings will take place remotely via Zoom.*

## **Information for those attending**

### **Recording and reporting on meetings held in public**

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- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

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The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

#### **Members Code – Other Registrable Interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing\*\* of one of your Other Registrable Interests\*\*\* then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

### **Members Code – Non Registrable Interests**

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

\*\* Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

\*\*\* Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

## **Minutes of a meeting of the Climate and Environment Panel (Panel of the Scrutiny Committee) on Wednesday 29 November 2023**



### **Committee members present:**

Councillor Hollingsworth (Chair)

Councillor Kerr

Councillor Miles

### **Officers present for all or part of the meeting:**

Chris Bell, Green and Blue Spaces Development Manager

Tina Mould, Head of Sustainability

Alice Courtney, Scrutiny Officer

### **Also present:**

Councillor Chewe Munkonge, Deputy Leader, Cabinet Member for Leisure and Parks

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice

### **Apologies:**

No apologies were received

## **19. Declarations of Interest**

None.

## **20. Chair's Announcements**

None.

*The Panel agreed to consider items 7, 8 and 9 next on the agenda, followed by items 4, 5, 6 and 10.*

## **21. Biodiversity Action Plan for Oxford City Council Parks and Nature Areas - September 2023 Review**

Cllr Chewe Munkonge, Deputy Leader (Non-Statutory) and Cabinet Member for Leisure and Parks introduced the report, highlighting that there were only a small number of actions which had not been progressed and this was largely as a result of lack of available funding.

Chris Bell, Green and Blue Spaces Development Manager added that the Biodiversity Review of Oxford City Council Parks and Nature Areas had been developed in 2020 to set out the Council's current progress and demonstrate what it was doing to promote and support biodiversity in Council parks and nature areas. He added that there was a

lot of aspiration within the Council and highlighted the importance of identifying specific sites and projects where this aspiration could be delivered on the ground.

In response to questions, the Panel was advised that:

- There had been good progress made against the Action Plan, but there was still work to be done across the City.
- In terms of grass management, specific meadow restoration had been successful, but more work was required in relation to a general review of grass verge management.
- There was a need to broaden understanding around geology and land use to ensure that the right approach to biodiversity was taken on the right site (i.e. avoiding a narrow, sometimes inappropriate, focus on planting trees on all sites).
- The Council's relationship with Oxford Direct Services (ODS) as contractor for the management of parks and green spaces was positive; ODS had a wealth of expertise and site-specific knowledge in terms of site and habitat management.
- There was no centralised document where information on all sites, habitats and projects across the City were located and their needs in terms of funding.

The Panel noted that it was pleased to see an action plan where the majority of actions had been progressed and appropriate lessons learned; and praised the Green and Blue Spaces Development Manager and his team for the work done.

The Panel agreed to recommend to Cabinet that:

- The Council, in collaboration with partners who hold relevant data, maps data relating to landscape and habitat type onto a centralised system (e.g. GIS) and populates with information about particular sites or projects which require funding; and makes this publicly accessible so that Members, community groups and the general public can find and support local projects near to them.
- The Council explores how volunteer coordination could be delivered within existing resource as part of the Council's core 'business as usual'.
- The Council reviews the structure of its contracts with Oxford Direct Services in relation to parks and green space management in the longer-term, to ensure that there is clarity within those contracts as to whether the management of parks and green spaces is led by prescriptive inputs (certain amount of work over a defined period of time) or outputs (supporting, protecting and enhancing biodiversity).
- The Council ensures the most appropriate approach for enhancing biodiversity is taken in its parks and nature areas according to environment on a site-by-site basis – with a focus on the right approach in the right place, rather than a uniform approach across all sites.

*Cllr Chewe Munkonge, Deputy Leader (Non-Statutory) and Cabinet Member for Leisure and Parks and Chris Bell, Green and Blue Spaces Development Manager left the meeting and did not return.*

## **22. Retrofit [presentation]**

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice delivered a presentation which set out an overview of issues including FutureFit Oxford and Pioneering Places, on which the Council was anticipating a decision on grant funding imminently; Clean Heat Streets; Planning (permitted development) and Air



Source Heat Pumps; the Council's Retrofit campaign; Social Housing Decarbonisation Fund; and retrofit of the Council's property portfolio. A copy of the presentation slides is included in the minutes pack.

In response to questions, the Panel was advised that:

- There was no information available on the impact of the Council's Retrofit campaign currently, as the campaign was still in its infancy.
- There was a lot of technical complexity surrounding retrofit which could make it difficult for the public to engage with; it was anticipated that projects such as FutureFit Oxford(shire) would help to demystify and simplify the options and processes relating to retrofit – which in turn would encourage public engagement and uptake.
- The Council tried to reach out as much as possible to community groups and groups of residents who were interested in community retrofit schemes; lots of this work was done through the Low Carbon Hub.
- The Low Carbon Hub had been set up, in part, to take key learnings from retrofit projects and share with key partners; this included learning from retrofit on listed buildings owned by the universities (e.g. Wolfson College).

The Panel agreed to recommend to Cabinet that:

- The Council, through its current Retrofit campaign and any future initiatives, ensures a focus on simplification and demystification of retrofit so that the options and processes are easily digestible by the public – thus encouraging uptake at scale.
- The Council ensures an emphasis on two-way communication in relation to retrofit and maintains a list of interested community groups and areas of the city where residents are interested in community retrofit schemes, so that relevant information, intelligence and opportunities can be shared.
- The Council compiles a list of local retrofit suppliers/installers to share publicly so that residents can see which suppliers are in the retrofit market.

### **23. Net Zero Masterplan**

The Panel considered the Net Zero Masterplan, which set out Oxford City Council's actions over the next two years to achieve its two carbon targets: a Net Zero Estate and Operations by 2030 and a Net Zero City by 2040.

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice and Tina Mould, Head of Sustainability were in attendance to answer questions.

In response to questions, the Panel was advised that:

- The Council was not required by statute to undertake any of the work included within the Masterplan.
- The Masterplan included the key deliverables for the Council to meet its 2030 and 2040 targets; prioritisation had been done in relation to achieving those targets.
- If budget bids for additional resource were not successful, officers would need to discuss the implications in terms of the deliverability of the actions included in the Masterplan.

The Panel requested that consideration be given to:

- Where the priorities within the Masterplan overlapped with the Council's statutory service functions – and whether this impacted prioritisation.
- Control versus influence – specifically that priority should be afforded to actions where the Council had control, rather than only influence.
- Reflecting on the progress of actions in terms of prioritisation; in particular were the lower and medium priority actions being completed faster than the high priority actions because they were easier to do.

*Cllr Katherine Miles left the meeting and did not return.*

The Panel agreed to consider the Masterplan again at future meetings, once the budget position was clearer. The Panel noted that it would focus on what had changed between this and future iterations.

The Panel noted the Net Zero Masterplan; no recommendations were agreed.

*Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice and Tina Mould, Head of Sustainability left the meeting and did not return.*

## **24. Notes of the previous meeting**

The Panel agreed the notes of the meeting held on 12 September 2023 as a true and accurate record.

## **25. Climate and Environment Panel Work Plan**

The Panel considered the Work Plan and agreed to add a 'year in review' item to the meeting scheduled for 20 March 2024, where the Panel could assess its impact and where it could add more value going forward.

The Panel noted that the Scrutiny Officer would continue to schedule items which had been agreed at previous meetings into the Work Plan as time and resources allowed; along with monitoring the Forward Plan to bring forward any relevant and timely Cabinet reports to Panel meetings.

The Panel agreed the Work Plan, with the addition of the 'year in review' item for the 20 March 2024 meeting.

## **26. Report back on recommendations**

The Panel noted the following Cabinet responses to its recommendations:

- City Wide Smoke Control Area Declaration
- HRA Energy Efficiency Projects 2023/24
- Air Pollution

The Panel agreed to keep a record of recommendations where it could track progress and implementation of recommendations which were longer-term. The Panel requested that the Scrutiny Officer develop a tracker document to feed into the 'year in review' item that had been requested be added to the agenda for the meeting in March 2024.

## **27. Dates of future meetings**

The Panel noted the dates and times of future meetings.

**The meeting started at 6.00 pm and ended at 7.29 pm**

**Chair .....**

**Date: Tuesday 27 February 2024**

*When decisions take effect:*

*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*

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## Climate and Environment Panel Work Plan

NB This work plan is provisional and is subject to change. Changes made outside meetings are agreed between the Scrutiny Officer and the Chair.

Cabinet items beyond two months in advance are not included on the work plan owing to the greater potential they will move or alternative items of higher priority arise in the meantime.

### 27 February 2024 – confirmed reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Net Zero Masterplan	No	To consider the report and agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy
Heat Network & Zoning [presentation]	No	To receive a presentation followed by an opportunity for discussion; and to agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy
Citywide Retrofit Strategy [presentation]	No	To receive a presentation followed by an opportunity for discussion; and to agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy
Biodiversity Net Gain [presentation]	No	To receive a presentation followed by an opportunity for discussion; and to agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy

## 20 March 2024 – provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Energy Generation/Solar Potential on Council Buildings [presentation]	No	To receive a presentation followed by an opportunity for discussion; and to agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy
Tree Planting [presentation]	No	To receive a presentation followed by an opportunity for discussion; and to agree any recommendations.	Cabinet Member for Zero Carbon Oxford and Climate Justice	Mish Tullar, Head of Corporate Strategy
2023-24 Year in Review	No	To consider the report, reflect on the Panel's work and assess impact during 2023/24 and consider where the Panel could add more value going forward.	N/A	N/A

**To:** Cabinet  
**Date:** 24 January 2024  
**Report of:** Climate and Environment Panel  
**Title of Report:** Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Panel of the Scrutiny Committee recommendations for Cabinet consideration and decision
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Alex Hollingsworth, Panel Chair
<b>Cabinet Member:</b>	Cllr Chewe Munkonge, Deputy Leader (Non-Statutory) and Cabinet Member for Leisure and Parks
<b>Corporate Priority:</b>	Pursue a Zero Carbon Oxford
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.</b>	

<b>Appendices</b>	
<b>Appendix A</b>	Draft Cabinet response to recommendations of the Scrutiny Committee

## Introduction and overview

1. The Climate and Environment Panel met on 29 November 2023 to consider a review of the Biodiversity Action Plan for Oxford City Council Parks and Nature Areas undertaken in September 2023. The Action Plan was developed in 2020 when the initial Biodiversity Review for parks and nature areas was carried out; and set out a site-specific five-year action plan comprised of:
  - Top twelve priority projects (for the larger parks and nature areas).
  - Smaller urban parks.
2. The review of the Action Plan undertaken in September 2023 sought to assess progress against the actions. It was recommended that the Panel note and comment on the report and agree any recommendations.

3. The Panel would like to thank Councillor Chewe Munkonge (Deputy Leader (Non-Statutory) and Cabinet Member for Leisure and Parks) and Chris Bell (Green and Blue Spaces Development Manager) for attending the meeting to answer questions.

### **Summary and recommendations**

4. Councillor Chewe Munkonge, Deputy Leader (Non-Statutory) and Cabinet Member for Leisure and Parks introduced the report, highlighting that there were only a small number of actions which had not been progressed and this was largely as a result of lack of available funding. Chris Bell, Green and Blue Spaces Development Manager added that the Biodiversity Review of Oxford City Council Parks and Nature Areas had been developed in 2020 to set out the Council's current progress and demonstrate what it was doing to promote and support biodiversity in Council parks and nature areas. He added that there was a lot of aspiration within the Council and highlighted the importance of identifying specific sites and projects where this aspiration could be delivered on the ground. There had been good progress made against the Action Plan, but there was still work to be done across the City.
5. The Panel asked a range of questions, including questions relating to the actions delivered which had been the most impactful; key areas where the Council still had more work to do; tree planting – specifically planting the right tree in the right place; ensuring the Action Plan was mainstreamed and not seen as an 'add-on'; the client-contractor relationship between the Council and Oxford Direct Services; data accessibility and mapping of sites/projects; and funding opportunities.
6. During discussion, the Panel noted that a Geographic Information System (GIS) project was underway at the Council and it would be useful if, as part of that project, consideration was given to collaborating with partners who hold relevant data and including an information layer within the GIS that identified particular landscapes and/or habits (e.g. peatland) alongside specific sites or projects which required funding – providing a centralised information asset. The Panel was of the view that, if this mapped information was made accessible to Members and the public then there would be opportunities for Members, community groups and the public more generally to locate projects near to them that they could support.

***Recommendation 1: That the Council, in collaboration with partners who hold relevant data, maps data relating to landscape and habitat type onto a centralised system (e.g. GIS) and populates with information about particular sites or projects which require funding; and makes this publicly accessible so that Members, community groups and the general public can find and support local projects near to them.***

7. The Panel also discussed the important role of volunteers in biodiversity work and the importance of volunteer coordination, however noted the lack of resource capacity to facilitate volunteer coordination. There was agreement among the Panel that a recommendation around obtaining additional resource for volunteer coordination would not be helpful. Instead, the Panel agreed to frame a recommendation around how volunteer coordination could be delivered



with existing resource and become part of core 'business as usual' rather than 'add-on' work which was nice to have.

***Recommendation 2: That the Council explores how volunteer coordination could be delivered within existing resource as part of the Council's core 'business as usual'.***

8. When considering the client-contractor relationship between the Council and Oxford Direct Services (ODS) in relation to the management of parks and green spaces, the Panel was interested in how the management contracts were structured. In particular, questions were raised around whether contracts were prescriptive in terms of undertaking a certain amount of work over a defined period of time, or whether they were more flexible and based on an output of supporting, protecting and enhancing biodiversity. The Panel was advised that contracts were not prescriptive, ODS held a lot of expertise and site-specific knowledge and the client-contractor relationship worked well.
9. The Panel noted minor concerns that, should there be a complete change of personnel within ODS, significant institutional memory could be lost in relation to site-specific knowledge and expertise, and in order to protect its interests it would be prudent for the Council to review the structure of contracts to ensure they are clear on whether the management of parks and green spaces is centred on prescriptive inputs (certain amount of work over a defined period of time) or outputs (supporting, protecting and enhancing biodiversity). Concerns around the loss of site-specific knowledge and expertise were noted as low likelihood but potentially large impact; the overall risk was deemed by the Panel to be low, therefore it agreed to recommend this as a longer-term piece of work.

***Recommendation 3: That the Council reviews the structure of its contracts with Oxford Direct Services in relation to parks and green space management in the longer-term, to ensure that there is clarity within those contracts as to whether the management of parks and green spaces is led by prescriptive inputs (certain amount of work over a defined period of time) or outputs (supporting, protecting and enhancing biodiversity).***

10. The Panel further discussed diverse landscapes and habitats and the different approaches required to support, protect and enhance biodiversity. The Green and Blue Spaces Development Manager advised that there had been a narrow focus on trees for some time, which had led to the planting of trees in environments which were not necessarily the most suited to trees (e.g. meadows, areas with peat deposits etc.); he further added that there was significant opportunity within Oxford to 'green-up' boundaries and thus enhance biodiversity, through the planting of hedgerows for example. The Panel agreed that there should be a focus on ensuring the right approach in the right place.

***Recommendation 4: That the Council ensures the most appropriate approach for enhancing biodiversity is taken in its parks and nature areas according to environment on a site-by-site basis – with a focus on the right approach in the right place, rather than a uniform approach across all sites.***

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**Appendix A**  
**Draft Cabinet response to recommendations of**  
**the Climate and Environment Panel of the Scrutiny Committee**

The document sets out the draft response of the Cabinet Member to recommendations made by the Climate and Environment Panel on 29 November 2023 concerning the Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review. The Cabinet is asked to amend and agree a formal response as appropriate.

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<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
1) That the Council, in collaboration with partners who hold relevant data, maps data relating to landscape and habitat type onto a centralised system (e.g. GIS) and populates with information about particular sites or projects which require funding; and makes this publicly accessible so that Members, community groups and the general public can find and support local projects near to them.	No	We recognise the benefits of this in line with the Scrutiny recommendation, however it would unfortunately require a significant amount of specialist officer time to coordinate, design, deliver and for ongoing review which is currently not budgeted or has identified officer capacity for. An option might be linked to the recent introduction of Biodiversity Net Gain (BNG) and this might be able to provide funding for much of the habitat enhancement projects required in future years.
2) That the Council explores how volunteer coordination could be delivered within existing resource as part of the Council's core 'business as usual'.	In Part	There will be ongoing work by the ODS Countryside Team to facilitate volunteering opportunities where possible as part of their day-to-day work, and also through the City Council's Green Spaces team with Friends of park groups.  It would be challenging to expand this further without additional resource as the majority of people tend to volunteer at the weekends when there isn't dedicated resource. Officers would be able to continue to explore external funding opportunities that may link to this.

<p>3) That the Council reviews the structure of its contracts with Oxford Direct Services in relation to parks and green space management in the longer-term, to ensure that there is clarity within those contracts as to whether the management of parks and green spaces is led by prescriptive inputs (certain amount of work over a defined period of time) or outputs (supporting, protecting and enhancing biodiversity).</p>	No	<p>There is a high level of commitment and expertise within ODS around the management of the green spaces for biodiversity. The OCC Biodiversity Review for its green spaces provides the Council's agreed approach and highlights the many habitat improvement projects and other conservation work successfully delivered over recent years.</p> <p>Whilst creating or completely renewing detailed specification contracts requires a significant amount of resource which isn't currently in place, the Council does have an OCC/ODS Client officer review meeting which might be appropriate to discuss key strategic areas within this.</p>
<p>4) That the Council ensures the most appropriate approach for enhancing biodiversity is taken in its parks and nature areas according to environment on a site-by-site basis – with a focus on the right approach in the right place, rather than a uniform approach across all sites.</p>	Yes	<p>This is very much already in place for the many habitats and other non-recreation and sports areas in OCC's parks and nature areas. This is particularly important in a location like Oxford where there is a significant variation in geology, hydrology and soil types. If managed empathetically these different topographies develop their own distinct habitats, flora and fauna, and thereby increase the overall range of biodiversity.</p>

**To:** Cabinet  
**Date:** 24 January 2024  
**Report of:** Climate and Environment Panel  
**Title of Report:** Retrofit

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Panel of the Scrutiny Committee recommendations for Cabinet consideration and decision
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Alex Hollingsworth, Panel Chair
<b>Cabinet Member:</b>	Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice
<b>Corporate Priority:</b>	Pursue a Zero Carbon Oxford
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.</b>	

<b>Appendices</b>	
<b>Appendix A</b>	Draft Cabinet response to recommendations of the Scrutiny Committee

### **Introduction and overview**

1. The Climate and Environment Panel met on 29 November 2023 to consider a Scrutiny-commissioned item on Retrofit. It was recommended that the Panel receive a presentation followed by an opportunity for discussion; and agree any recommendations.
2. The Panel would like to thank Councillor Anna Railton (Cabinet Member for Zero Carbon Oxford and Climate Justice) and Tina Mould (Head of Sustainability) for attending the meeting to present and answer questions.

### **Summary and recommendations**

3. Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice delivered a presentation which set out an overview of issues including

FutureFit Oxford and Pioneering Places, on which the Council was anticipating a decision on grant funding imminently; Clean Heat Streets; Planning (permitted development) and Air Source Heat Pumps; the Council's Retrofit campaign; Social Housing Decarbonisation Fund; and retrofit of the Council's property portfolio.

4. The Panel asked a range of questions, including questions relating to the technical complexity of retrofit and how it could be demystified to encourage public engagement and uptake; promotion of and response to the Council's Retrofit campaign; community retrofit schemes; lessons learned from retrofit undertaken by the universities on listed buildings; and use of solar tiles.
5. During discussion, the Panel noted that the aim of the Council's Retrofit campaign was to make the topic of retrofit and the options available more easily digestible by the public; the Panel was interested in how information could be disseminated simply at scale to encourage retrofit uptake at scale. The Panel also recognised the importance of two-way communication in relation to retrofit; and that it would be useful for the Council to maintain a list of community groups and areas in the city where residents were interested in community retrofit measures, so that opportunities could be shared.

***Recommendation 1: That the Council, through its current Retrofit campaign and any future initiatives, ensures a focus on simplification and demystification of retrofit so that the options and processes are easily digestible by the public – thus encouraging uptake at scale.***

***Recommendation 2: That the Council ensures an emphasis on two-way communication in relation to retrofit and maintains a list of interested community groups and areas of the city where residents are interested in community retrofit schemes, so that relevant information, intelligence and opportunities can be shared.***

6. The Panel also discussed the possibility of the Council sharing a list of suppliers and/or installers of retrofit with residents via its communication channels. The Panel was clear that any list should not act as an accreditation or 'stamp of approval' from the Council for various suppliers, as this was outside the remit of the Council and any supplier issues could damage the Council's reputation, but simply sharing information about which suppliers are in the market (as other councils such as Cambridge and Bath had done).

***Recommendation 3: That the Council compiles a list of local retrofit suppliers/installers to share publicly so that residents can see which suppliers are in the retrofit market.***

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**Appendix A**  
**Draft Cabinet response to recommendations of**  
**the Climate and Environment Panel of the Scrutiny Committee**

The document sets out the draft response of the Cabinet Member to recommendations made by the Climate and Environment Panel on 29 November 2023 concerning the Retrofit item presented at the meeting. The Cabinet is asked to amend and agree a formal response as appropriate.

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<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
<p>1) That the Council, through its current Retrofit campaign and any future initiatives, ensures a focus on simplification and demystification of retrofit so that the options and processes are easily digestible by the public – thus encouraging uptake at scale.</p>	<p>Yes</p>	<p>The Council is delivering projects that aim to test retrofit solutions and give the public the opportunity to experience ‘living examples’ via open house events to see heat pumps and other retrofit solutions in situ. Two particular projects of note are:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Clean Heat Streets</a> project seeks to install up to 90 Air Source Heat Pumps in Rose Hill and Iffley. The project offers residents the opportunity to see heat pump installations and interact with heat pump ‘champions’ in the local community. The project also works with a ‘local convenor’ who offers one-on-one support for residents through their retrofit journey, and provides clear, simple advice.</li> <li>• The <b>House Like Mine</b> Project focusses on supporting residents, those on low income, and both Council and private tenants. The project also supports private landlords who house 32.2% of those that live in Oxford and therefore are a key</li> </ul>

		<p>stakeholder group to encourage retrofit solutions. The Council has created a <a href="#">webpage</a> specifically to help these groups access advice and support for different types of retrofitting and grant opportunities, short films showcasing work already completed and actionable support to find an installer.</p> <p>The Council joint funds the Better Housing Better Health (BHBH) service with Oxfordshire County Council and the other districts. BHBH is a one-stop shop for energy advice. BHBH help us to administer and promote energy efficiency upgrade grants such as the Energy Company Obligation (ECO) scheme and the Great British Insulation Scheme (GBIS). We work together as a partnership to create useful materials on how to access grant funding and they offer support to residents with the grant application process.</p> <p>The Council is severely constrained in terms of funding and resource to offer deeper engagement in these areas. To combat these limitations, the Council leverages information and advice compiled by others via national entities such as the Energy Saving Trust, and at a local level, groups such as Low Carbon Hub, and other likeminded groups to disseminate information and offer support and advice.</p>
<p>2) That the Council ensures an emphasis on two-way communication in relation to retrofit and maintains a list of interested community groups and areas of the city where residents are interested in community retrofit schemes, so that relevant information, intelligence and opportunities can be shared.</p>	<p>Yes</p>	<p>Community engagement does take place via project work and in our work with several community groups who have an interest in community retrofit schemes. These groups include:</p> <ul style="list-style-type: none"> <li>• Communities for Zero Carbon</li> <li>• Oxford Local Carbon</li> <li>• Low Carbon Oxford North</li> </ul>

		<ul style="list-style-type: none"> <li>• Local Environmental Action Florence Park</li> <li>• Rose Hill &amp; Iffley Low Carbon</li> <li>• Low Carbon Oxford South</li> <li>• Low Carbon West Oxford</li> <li>• Friends of the Earth Oxfordshire</li> </ul> <p>The Council has engaged with these groups and provided advice and support to community-based retrofit initiatives in the following ways:</p> <ul style="list-style-type: none"> <li>• Helped secure funding for community-based retrofit projects - e.g. Eco Open Doors event, which allows people to find and visit their neighbours to see what retrofit means in a local context.</li> <li>• Assisted with promotion of community-based events and projects that focus on retrofit.</li> <li>• Assisted with dissemination of the Housewarming Guides – simplified and easy to use handbooks for retrofitting in Oxford, produced by Low Carbon Oxford North.</li> </ul> <p>Clean Heat Streets has worked closely with the Rose Hill and Iffley Low Carbon Group to provide a targeted community-based approach and keep retrofit knowledge at the centre of the community.</p> <p>Engagement work to promote grant funding is ongoing and includes staff presentations at community outreach events such as the 50+ Network event and the Community Links Oxfordshire event. Staff also work in partnership with BBC Radio Oxford on their cost-of-living clinics in-person at Templars Square and attend food larders to talk to</p>
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		residents about grants.
3) That the Council compiles a list of local retrofit suppliers/installers to share publicly so that residents can see which suppliers are in the retrofit market.	No	<p>The Council works with Low Carbon Hub who in turn work with CosyHomes who offer a number of retrofit services in Oxfordshire. More information is available <a href="#">here</a>.</p> <p>Additionally, the Council's <a href="#">website</a> gives signposted service to organisations who assess installers such as TrustMark, and the <a href="#">MCS certified installers list</a>, where one can search via one's region to locate a suitable installer.</p> <p>Oxford City Council works in partnership with Better Housing Better Health to provide energy efficiency advice and access to grant funding for retrofit works. BHBH is run by the National Energy Foundation (NEF). NEF has a supplier network where TrustMark registered installers can be linked up to residents who qualify for funding such as ECO. The Council works with NEF to encourage suppliers to work with NEF and has requested NEF make this list public.</p> <p>A countywide source is the Climate Action Oxfordshire website offering a range of carbon cutting solutions including retrofit – it too signposts visitors to the site to local suppliers/organisations – e.g. this <a href="#">webpage</a> for loft insulation or this <a href="#">webpage</a> for energy assessments. The main energy <a href="#">homepage</a> offers other options too.</p>

# Biodiversity Net Gain Update

## Climate and Environment Panel 27/02/24

Tristan Carlyle - Principal Ecology Officer - Oxford City Council

1

### The Basics

- The 10% net gain requirement applies to all relevant areas of the metric separately: **habitats, hedgerows, watercourses**. Units cannot be summed or converted.
- The percentage change is determined by the following:
  - On-site biodiversity gains achieved through the development.
  - Registered offsite biodiversity gains allocated to the development.
  - Purchase of biodiversity credits for the development (when available).
- Each application should be accompanied by:
  - A completed Statutory Biodiversity Metric (excel spreadsheet).
  - A separate document containing justifications for habitat classifications and condition assessments.
  - Baseline and post-development plans.

2

## Watercourses: A Unique Challenge

Table 10 sets out riparian zone widths for different habitat types and figure 2 illustrates how to determine if a length of watercourse should be included or excluded from an assessment.

**Table 10 Riparian zone widths**

Habitat Type	Riparian Zone Width
<b>Priority rivers</b>	10 metres from the top of each bank
<b>Other rivers and streams</b>	10 metres from the top of each bank
<b>Canals</b>	10 metres from the top of each bank
<b>Ditches</b>	5 metres from the top of each bank
<b>Culverts</b>	Not applicable

3

## On-site vs Off-site

- Developers will try and deliver as much BNG on possible...
- ...but pressures for high-density development undermine this.
  - After houses, roads, drainage, open space requirements met, not much left for BNG.
  - In urban environments this can put emphasis on well-designed green roofs.
- There are other ecological and political considerations if biodiversity is effectively exported from urban environments through offsetting being delivered at a landscape scale.
- Slow and patchy development of offsetting market is also reducing the ability of LPAs to meaningfully influence the location and nature of offsetting.

4

## Guidance: November 2023 Highlights

- The draft biodiversity planning practice guidance (PPG) introduces a 'biodiversity hierarchy' that aims to limit impacts on, and retain on-site, high and very high distinctiveness habitat. **Distinct from mitigation hierarchy.**
- What information is required in support of a planning application will depend on what habitats are present, and how the applicant plans to deliver net gain.
  - Significant on-site gains? Details will be required prior to determination, and applicants encouraged to provide draft Habitat Management and Monitoring Plan (HMMP).
  - Off-site gains? Applicants encouraged to provide draft heads of terms where S106 used.
- Inappropriate for LPAs to give weight to local policies that are inconsistent with the new framework (but this does not mean they are discarded).

5

## Securing BNG

- Paragraph 9 of Schedule 7A of the Town and Country Planning Act 1990 requires that:
- Where an applicant relies upon a significant increase in onsite habitat biodiversity value, this must be subject to a planning condition, section 106 agreement, or conservation covenant requiring the habitat enhancement to be maintained for at least 30 years after the development is completed.
- Where off-site gains are relied upon, these should be secured via S106 agreement or conservation covenant. This should specify what actions the LPA can take if BNG obligations are not met.

6

## Biodiversity Gain Plan

- DEFRA have released a Biodiversity Gain Plan (BGP) document which applicant must fill out to show how development will meet net gain.
- Once planning permission has been granted, this must be submitted to and approved by the LPA.
- This must be approved prior to commencement of any works, even if they are carried out in phases.
- Once this is submitted and approved, LPA can then discharge general biodiversity condition.
- Developer can submit a draft BGP and consult with LPA, but this is not mandatory.
- Important: whilst the full BGP does not need to be submitted prior to determination, most of the information contained within it must be.

7

## Offsetting Availability

- Applicants have previously sought to deliver biodiversity offsetting via third parties, such as the Trust for Oxfordshire's Environment (TOE).
- TOE initially did not specify where money would be spent at the point of accepting it, a model that would not comply with the Environment Act 2021 requirements.
- Council aware of a small number of other habitat banks emerging in Oxfordshire, but no knowledge of any selling units at present. Expectation is that some will have crystallised at point of demand.

8



## Council Land

- Project proposed to identify OCC-owned land with a potential for use to provide biodiversity units for OCC developments.
- This would keep council money within the city, rather than having buy units farther afield, and could contribute to the improvement of spaces.
- A cross-departmental team would carry out a feasibility review of land owned by OCC with a view to identifying those sites with the potential to use for generating Biodiversity Units. This would include both land and waterways.

9

## Statutory Credits

- Statutory credits can be purchased as a **last resort**. Applicants must show LPAs evidence of approach three offsetting providers before credits can be accepted.
- These can vary in price from £42,000 each to £650,000 each, depending on habitat type (exc. VAT). Two credits required for every one units needed.
- These must be included within the Biodiversity Gain Plan (If applicable) and secured via S106 or conservation covenant.
- Watercourse units are a standard £230,000 each.

10

## HMMP

- Management and monitoring must be undertaken for at least 30 years in line with whatever specifications are agreed in the HMMP.
- Generally, best practice measures are well known for common habitats created within developments (e.g. other neutral grassland, urban trees, green roofs) and on land dedicated to ecological enhancements (e.g. meadows, woodland, wetland).
- Monitoring requirements less well established, and Defra and NE are deliberately avoiding being prescriptive; a great deal will be left to LPA discretion.
- The draft HMMP includes an example of monitoring other neutral grassland, with monitoring undertaken in Years 1, 2, 3, 4, 5, 10, 15, 20, 25, and 30.
- Monitoring reports would need to be submitted to the LPA for approval; where habitat work not progressing as agreed, remedial measures will be required.

**To:** Climate and Environment Panel  
**Date:** 27 February 2024  
**Report of:** Environmental Sustainability Lead  
**Title of Report:** Net Zero Masterplan

Summary and recommendations	
<b>Purpose of report:</b>	To present an update on progress in relation to the Net Zero Masterplan.
<b>Key decision:</b>	No
<b>Cabinet Member with responsibility:</b>	Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice
<b>Corporate Priority:</b>	Pursue a Zero Carbon Oxford
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation(s): That the Panel resolves to:</b>	
1. <b>Consider</b> the Net Zero Masterplan and agree any recommendations.	

Appendices	
Appendix 1	Net Zero Masterplan

## Introduction and background

- At its meeting on 12 September 2023, the Climate and Environment Panel requested that a one-page summary setting out key changes since the last iteration, where priorities had changed and other key issues to draw to the Panel's attention be submitted alongside the Net Zero Masterplan at future meetings.

## Summary of Updates (see Appendix 1)

### 2. 2030 Actions

#### Completed Actions

- 2. Integration of Sustainability into Governance docs; 5. Sustainable Impact Assessment for £100k + contracts; 8. Cabinet Report on utilities procurement strategy.

Progress & Updates on Actions

- 3. Climate Literacy; 6. Salix Funded projects; 7. Power Purchase Agreements options.

**3. 2040 Actions**

Completed Actions

- 11. Future fit One stop shop; 19. Welcome Pack for OxPlace; 25. EVI implementation Plan.

Progress & Updates on Actions

- 12. 4 x Community Employment & procurement Plans have been agreed at 3 development sites; 17. Longer term strategy for Housing Stock – progress update on information systems; 22. Notes on potential impact of grid constraints for zero carbon aspirations for new private homes; 24. Eco-moorings update; 26. GULO P2 update.

4. It is intended that those actions shown as completed will be removed from the next update of the NZ tracker, while new ones may be added on.

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**Background Papers:** None

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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
<b>Overarching actions</b>											
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	
<b>Council building</b>											
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).	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.
<b>Council fleet decarbonisation</b>											
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	
<b>Council waste reduction</b>											
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) 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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Priority level (emissions reduction, climate change resilience and / or ..)	Action	Resources	Milestones	Outcome	Delivery lead (one name only - for internal progress tracking)	Due date	RAG (progress against due date)	Comment on RAG status	Nov '23	Feb'24
<b>Overarching actions</b>										
MEDIUM	Use the Council's Shared Prosperity Funding to invest in skills provision and increase take up for building retrofit across council and subsidiary owned buildings. This will require engagement and potentially commissioning with local Training Providers, as well as work with main contractors and sub- contractors to ensure sufficient capacity and local labour market benefits. [New / amended action]	Staff time (Economic Development and Environment Sustainability)	Skills audit/feasibility study by December 2023 SPF Programme delivery 2024/25	Increased number of local people trained in energy efficient construction and retrofit methods and increased number of local companies offering these services	Ted Maxwell	Mar-25	Green	Skills audit not delivered as originally forecast but being picked up in wider work. Initial workshop with LEP took place in May to identify countywide synergies and to help refine the SPF allocation made (allocation of funding in future financial years). Future of LEP adds some risk to this.	Developing scope of courses to be delivered by local training provider in 24/25 (e.g. A&W College Net Zero Hub - subject to procurement). Working with ODS to define the requirements. Estimated £100k investment required to address existing training gaps for ODS and their supply chain. A&W college have courses available which can address these needs.	
MEDIUM	Work with external partners, including OxLEP, the Zero Carbon Oxford Partnership, and Oxfordshire Greentech to develop best approach to work with SMEs to support the Net Zero transition. [New / amended action]	Staff Time (Economic Development, Environment Sustainability)	OxLEP Net-Zero SME week 1st – 7th July 2023 Oxfordshire Net Zero Business Charter launch July 2023	Agreed consensus on best approaches and growing network of 'accredited' SMEs	Carolyn Ploszynski Ongoing		Yellow	Discussions ongoing with OxLEP (via Economic Development)and ZCOP (via Environmental Sustainability).	Brought Greentech onto ZCOP to provide this link.	
HIGH	Deliver feasibility for a FutureFit One Stop Shop to enable retrofit/ EV infrastructure uptake across the commercial, domestic and industrial sectors. [New/ amended action]	UKRI funded	Delivery by June 2023		Tina Mould	Jul-23	Blue	Completed		FOSS feasibility delivered and additional funding won. This will deliver trialing process and platform for insetting ( similar to offsetting but benefits projects in the local area rather than in the wider UK or globally). Project started 1/2/24 for 17months.
MEDIUM	Work with partners including OxLEP, Ox Place and other developers to increase the number of apprenticeships available in energy efficient construction techniques including ensuring these are prioritised in community employment plans (e.g. Oxford North, West End, Barton Park, Clarendon Centre, Ellison Institute, Mission Street, Beaver House, Trinity House) and procurement related social value commitments. [New / amended action]	Staff time (Economic Development)	June 2023 meeting with Galliford Try re tracking Clarendon Centre progress; Summer 2023-2024 finalising CEP for Beaver House with UBS and Reef; Summer 2024 finalising CEP re Templars Square	Measurable increase in number of apprenticeships offered	Ted Maxwell	Ongoing	Green	There are, currently, 15 CEPs either active, emerging, or in pipeline. As these are long-term projects, their timescales vary. Several have already been signed off over the past two months, or in conversation- see 'Milestones' to date.	1.Elliston Institute & Littlemore Plot 18, S106 for was signed 14.02.24. CEPP received for construction phase. Littlemore Plot 18, have agreement for two CEPP. 2.Trinity House CEPP Construction phase, has been agreed and signed-off.	
MEDIUM	Test options on net zero buildings for future policies for the Local Plan 2040. [New / amended action]	Staff time (planning and ES)	Viability tested and agreed	Establish future policy direction	David Butler	Dec-23	Green			Local Plan consultation now completed and submission being prepared for Planning Inspectorate.
HIGH	Legislative duty to conserve and enhance biodiversity introduced by Environment Act. Review what this will mean and who it will impact. Plan for additional reporting requirements. [New / amended action]	Staff time (biodiversity officer plus all Council functions)		Report detailing how enhanced duty will be met and in which areas of the council. Establishing timetable for undertaking further actions and meeting reporting requirements.	Tina Mould	Feb '24	Blue	Completed and being embedded		
<b>Residential buildings</b>										

17	HIGH	OCC to develop a longer-term strategy and programme of decarbonisation works for own housing stock building on the condition survey report findings including delivery options through voids.	Staff time (Property team); HRA and SHDF funded		Full strategy and programme in place for housing stock decarbonisation. Improved energy efficiency of council housing stock to achieve EPC C target by 2030	Malcolm Peek	TBC		Progress being made.	Property Services are also working to establish an asset management strategy that sits within the HRA 30 year Business Plan. A draft version will be ready in April '24. Decarbonisation works will be included as part of this programme. Priorities of works (decarbonisation, condition, etc) will reflect needs and budget.
18	HIGH	Develop a communications and engagement plan to increase uptake of energy efficiency improvements in Council - owned properties, supporting tenants where appropriate. This will include retrofitting champions. This will inform bid and delivery of SHDF	Staff time (landlord services)	Engagement plan developed as part of SHDF wave 2.1. bid	Uptake of retrofit measures is increased.	Nerys Parry	Mar-23		Progress being made	Engagement plan in place and being used for delivery of SHDF.
19	MEDIUM	Review and update the Council's welcome pack for new tenants and purchasers of OX Place built homes to ensure advice is available on energy and carbon reduction opportunities.	Staff time (housing, Ox Place and ES)	Review current welcome pack	Up to date advice on carbon and energy reduction opportunities.	Helen Horne	Mar-23		Completed	
20	HIGH	Commence proactive enforcement of properties with EPCs of F and G	Fully self-funded	Scheme start Sept 1 2022	Improve energy efficiency of private rented sector in Oxford, using EPC ratings of D to G to prioritise inspections	Ian Wright	Ongoing from Q4 22-23		On track	
21	HIGH	Continue the additional licensing scheme for HMOs including proactive enforcement of F&G EPC properties	Fully self-funded	Started 10 June 2021 with proactive, immediate enforcement.	Improve energy efficiency of HMOs in Oxford, using EPC ratings of D and G to prioritise inspections	Ian Wright	Ongoing from 2021		On track	
<b>Residential buildings (new build)</b>										
23	HIGH	OX Place will scope out approach to Embodied and/ or whole life carbon in new build homes.	Staff time (OX Place)	HRG to agree approach and pricing mechanism	Clarify OX Place intermediary approach to embodied energy/whole life carbon prior to likely new Building Regulation in 2025	Helen Horne	Sep-23		On Hold	New Local Plan likely to require embodied carbon reporting so awaiting guidance on that for mid 2025 which will guide our approach. Therefore this item is on hold pending further information.
22	HIGH	The Council has adopted an aspirational target that all private homes built through the Council's companies are electrically heated and built with a 'fabric -first' approach. OCHL and HRA new builds are currently working to a minimum carbon reduction target of 40% below the new 2021 Building Regulations; which will be exceeded where financially viable. A longer term target is to be zero carbon for regulated buildings completed or in progress. Ability to exceed target is site cost dependant	Staff time (OX Place)	Started 1 June 2022. Some zero carbon buildings completed or in progress. Ability to exceed target is site cost dependant	Progression to net zero for operational regulated energy to 2030. Homes will be net zero for all operational energy once the electricity grid has decarbonised (estimated 2035).	Helen Horne	Ongoing from June 2022		The Council is committed to meeting the targets, however it may be challenged by grid capacity constraints.	Report produced by Etude to look at how to progress to Zero Carbon by 2025 as most likely required by Local Plan. Redbridge likely to be first pilot
<b>Transport</b>										



24	MEDIUM	Delivery of electric infrastructure that could accelerate the uptake of electric boats and reduce their reliance on fossil fuel use for domestic heating.	£193,000 (A bid proposal of £193,000 has been recently submitted to DEFRA, under DEFRA's AQ Grant scheme for the installation of eco-moorings at the towpath moorings of Aristotle Lane. Results of this bid will be known in March 2023)	DEFRA's Quarterly grant status reports – if the bid is successful	Introducing solutions for alternative fuel sources via the provision of electric infrastructure for the boating community living along Oxford's waterways will help unlock some of the behaviour change challenges associated with their reliance on diesel and solid fuels for heating and propulsion, and subsequent carbon emissions resulting therefrom	Tina Mould	Jun-25	In progress	Grant received and project in early stages of delivery	Project will deliver installation of 3 pillars, 2 via 16amp sockets to support boaters in the transition to cleaner energy use, and 1 with both 32amp and 16amp compatible propulsion. Due to be completed by Autumn '24.
25	MEDIUM	Completes the drafting and approval of the implementation plan for the EV strategy [New / amended action]	Staff time (Environment Sustainability)	Initiation - April '23. Cabinet July '23	Implementation plan to follow up and set out the methodology to deliver the EV Strategy	Tina Mould	30/07/23	Completed in Oct '23		Completed. Central government policy changes have moved a large portion of delivery and funding) to highways authorities. The City and County have agreed in principle that this GULO P2 will be delivered by the County, subsumed into the LEVI programme. It will include both On-street EV-chargepoints and GULe solutions.
26	MEDIUM	GULO P2 rollout	Staff time (Environment Sustainability) & County	Tender to be put out by 31/05/23	Deliver a further 100+ charging sockets across Oxford to meet the needs of residents without access to home charging.	Tina Mould	May-23	Formal handover due to be completed by April '24.		

**Waste**

27	LOW	Review and update the draft Oxford City Waste Strategy 21 – 23 that sets out ODS plans to meet Waste Partnership commitments. [New / amended action]	Staff time (ODS and OCC)	N/A	Strategy updated until 2024 This will include, updated performance	Simon Howick	TBC following publication of statutory guidance			The Waste Strategy continues to be under review, primarily due to the delay in Government releasing the statutory guidance and consultation outcome regarding the DRS (Deposit Return Scheme and EPR Regulations (Extended Producer Responsibilities) regarding packaging. This was due to be released earlier this year but has repeatedly been delayed, most recently due to the local elections. Once published we will discuss and formulate a partnership strategy through the ORWP, in addition to considering what if any actions we may need to be considered for Oxford City to maximise the benefit and minimise the impact of any requirements set out within these regulations. The Waste Strategy continues to be under review, primarily due to the delay in Government releasing the statutory guidance and consultation outcome regarding the DRS (Deposit Return Scheme and EPR Regulations (Extended Producer Responsibilities) regarding packaging. This was due to be released earlier this year but has repeatedly been delayed, most recently due to the local elections. Once published we will discuss and formulate a partnership strategy through the ORWP, in addition to considering what if any actions we may need to be considered for Oxford City to maximise the benefit and minimise the impact of any requirements set out within these regulations. Since the original Draft report was produced, coffee pod kerbside collections have been introduced. Recently, through the ORWP, an application has been made for funding to introduce a trial on the collection of single-use vapes from deposit locations. Single use vapes are a concern due to their construction being primarily that of a lithium battery. This is not only a valuable resource but poses fire risks if disposed of incorrectly. A waste composition study took place in November 2022, taking a sample of 500 properties across the 5 "Acorns" associated with levels of affluence. While recycling rates in the city are good, the key point to note was the improvements that can be made which would affect overall recycling and contamination results. From the sample, 45% of properties did not present with kerbside food caddy, 45% of the waste in residual bins was recyclable and of the recyclable waste in residual bins, food waste was the greatest proportion of this recyclable waste. This is to be the primary focus in the coming months. In addition to the composition study, the waste processed by N&P is analysed and the percentage of contamination recorded. The below graph shows the % of contamination each year and shows that the first month of this year has reached 11.84%. This is not the full picture as it is a drop compared to February and March in which both months exceeded 15%. In terms of performance, following the notable increase of household waste during the early stages of COVID lockdown, the subsequent 2 years have seen positive improvements in almost all areas. Domestic food waste saw a notable increase in tonnage in 2022/23, but this is still lower than 2019/20. The focus on central government in food waste as highlighted above will hopefully influence a reduction in this going forward.	This has been discussed with Cllr Chapman and there will be a roll over of existing waste strategy over. This is due to a significant delay from this space.
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