NET ZERO MASTER PLAN

2023 - 2025

Contents

ntroduction	
Section 1: Net Zero Council by 2030	
2023/ 24 Actions	
2024/ 25 Actions	
Section 2: Net Zero City by 2040	
2023/ 24 Actions	
2024/ 25 Actions	1
Section 3: Summary of completed actions (2021 – 2023)	1:

Introduction

The purpose of this document is to capture Oxford City Council's actions over the next two years (2023 – 2025) to achieve its two carbon targets: a Net Zero Estate and Operations by 2030 and a Net Zero City by 2040. The focus is on short term (to 2025), time-bound actions that are planned or in delivery. This is to facilitate tracking and monitoring by the Net Zero Steering Group of officers, the Corporate Management Team (CMT) and the Climate and Environment Panel. Longer term activity is captured within other documents, including (but not limited to) the 4th Carbon Management Plan and the Zero Carbon Oxford Roadmap and Action Plan. The plan is broken down into three sections.

- 1. Section 1 addresses the Council's target to achieve Net Zero by 2030. This target is inclusive of Scope 1 (direct emissions e.g. from fuel combustion in boilers and fleet vehicles) and Scope 2 (indirect emissions from purchased energy) emissions. Scope 3 includes emissions not produced by the City Council but resulting from its activities including let buildings, purchased goods and services. The Council currently includes selected Scope 3 emissions in its 2030 target, as set out in the 4th Carbon Management Plan¹ (transmission and distribution of standard grid electricity, business travel and water use). Other Scope 3 emissions, notably council housing and commercial buildings (where the Council does not pay the bill and has limited control) are excluded from the 2030 target and covered instead by the city-wide 2040 goal. The Council is committed to taking steps to better understand, tackle and measure Scope 3 emissions recognising the significance of this emission source. Offsetting will only be considered as a last resort and not until 2030 by which point all carbon reduction measures should have been exhausted, with residual emissions primarily limited to grid supplied electricity until 2035, when the grid is due to fully decarbonise.
- 2. Section 2 addresses the Council's target to achieve city-wide Net Zero by 2040. This target is based on the Carbon Trust's definition of a net zero City or Region: "A net zero city or region will set and pursue an ambitious 1.5°C-aligned science-based target for all emissions sources covered within the BASIC+ reporting level of the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC). Any remaining hard-to-decarbonise emissions can be compensated with certified greenhouse gas removal (GGR)." Basic+ emissions include all Scope 1 (emissions from sources located within the city boundary) and Scope 2 (occurring as a consequence of the use of grid-supplied electricity, heat, steam and / or cooling within the city boundary) emissions, plus selected Scope 3 emissions (including exported waste, Transmission and Distribution, and transportation). Although other Scope 3 emissions are excluded from the target (e.g., embodied in investments, water, food and construction materials), efforts will be made to influence and reduce these emission sources through the work of the ZCOP.
- 3. Section 3 summarises completed actions for the previous two years.

Officers are working to improve this document by:

- Incorporating greenhouse gas reporting against each target and sector to show progress to date;
- Adding financial information where this is known, including grant funding received and more clearly highlighting any budget/ resource gaps
- More comprehensively logging completed actions.
- Clarifying outputs for each action so it is clear when an action is 'done'.
- Identifying max of 5 benefits for each action including a 'strong' or 'weak' relationship to each

Interpreting the action table:

Action area	Actions [and action origin]	Resources	Intermediary milestones if	Outcome	Due date	Status
			relevant		(financial	
					quarter)	

¹ https://www.oxford.gov.uk/download/downloads/id/7518/zero carbon plan 2030.pdf Appendix 1 and Appendix 2

https://www.carbontrust.com/cy/node/1275

³ Scope 3 emissions include all other GHG emissions that occur outside the city boundary as a result of activities taking place within the city boundary https://ghgprotocol.org/sites/default/files/standards/GPC Full MASTER RW v7.pdf

Actions grouped	Time-bound actions and their	The budget or staff resource	E.g. internal or other	The outcome of the	Indicates whether the
together by theme	origin (where they have been	needed to deliver the action.	governance processes	action.	action is planned or
e.g. "Internal	agreed) e.g., the relevant	Colour-coded as advised by			in progress.
Governance"	Cabinet meeting.	the BDO audit (see key at the			Completed actions
includes all actions		top of the table).			can be found in
to improve City					section 3.
Council governance					
processes on Net					
Zero.					

Resources secured (source)	Costs known (potential source)	Costs unknown (potential source)

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
Internal governance	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. The increase A A Stream and A Control The increase A A Stream and A St	Staff time (ES, finance)	N/A	Understand funding received and potential gaps	Q1	Planned
	[Environment Audit response 2022]2. Integrate Net Zero and biodiversity goals into corporate	Staff time (ES and	NA	Consistent	Q1	In progress
	governance documents (PID, business cases).	regen)	INA	consideration of net zero in corporate	Qi	In progress
	[Environment Audit response 2022]			decision making		
Energy demand reduction projects	3. Progress Salix pipeline project priorities including Leys lighting and low emissivity ceiling for the Ice Rink	Staff time (Carbon Reduction Team, leisure, Corporate Property)	Leys lighting project to Development Board in March	Delivery of priority energy and carbon reduction projects.	Q1 (Leys) Q2 (Ice Rink)	In progress
			Low emissivity ceiling structural works being developed & then will return again to Asset Review Group for final			
	[Carbon Management Plan; Leaders briefing April '22]		approvals.			
Renewables/ low carbon tech on Council land	Commission feasibility study to assess land assets for potential renewables/ low carbon tech opportunities.	£TBC (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	Q1	Planned
	[Carbon Management Plan; Leaders briefing April '22]			carbon		<u> </u>
	5. Develop detailed business cases for immediately viable rooftop solar on-site generation options at Barton leisure centre and Ferry for decision by Council. Include need	Staff time (Property Services and Environment	Establish condition of buildings for suitability.	Energy savings and carbon reduction	Q2	Planned
	for feasibility. Question roof structure (Ferry).	Sustainability)	Establish viability Business case signed			
	[Carbon Management Plan; Leaders briefing April '22]	0. ".	off by ARG		TDO	<u> </u>
	Completion of scoping exercise across all Council corporate roof-tops for solar to determine suitability and who will benefit if installed	Staff time and consultancy	Agree scope with property services and Asset Review Group.	Clarity about potential for rooftop solar on Councilowned buildings and who will benefit from	TBC	Planned
	[Carbon Management Plan; Leaders briefing April '22]			electricity		

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
	7. Complete detailed feasibility work and wider engagement on Hinksey Lake PV	£TBC (Net Zero Transition Fund)	Input from planning, leisure, environmental quality, community groups and property H&S	Reduce operating costs of heat pump at Hinksey + carbon reduction	Q3	Planned
			Engage with the Low Carbon Hub			
	[Carbon Management Plan; Leaders briefing April '22]		Agree with ARG			
Energy and water procurement	Scope options/ opportunities for Power Purchase Agreements with the Low Carbon Hub and ZCOP Partners	Staff time (Environment Sustainability)	Discuss with LCH Assess energy consumption patterns to establish potential	Clarity of potential opportunities to pursue to mitigate impact of energy price rises and	Q2	In progress
I	[Carbon Management Plan; Leaders briefing April '22]		for maximising local PPA	increase local renewables		
	9. Cabinet Report to update energy and water procurement strategy (the new strategy commences in Oct 2024, to coincide with ending of LASER contract). [Now / amended action]	Staff time (Carbon Reduction Team and finance)	TBC	Energy and water procurement strategy is updated to reflect current market conditions and deliver best value for money to the Council.	Q4	Planned
Skills and training	[New / amended action] 10. Develop and schedule delivery of Carbon Literacy	£9k and staff time	Train the trainer	Improved awareness	Q2	In progress
Skiiis and training	training, including key areas such as procurement. [Carbon Management Plan; Environment Audit]	(Corporate Strategy)	training delivered Course materials produced	of the carbon impacts of corporate/ everyday activities, and the ability to reduce emissions, on an individual and organisational basis		iii piogress
Fleet	11. 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.	Q1	In progress
Procurement	12. Implement new environmental impact assessment for	Staff time	TBC	Consistent	Q1	In progress
	large contracts and define best practice about how and when the impact assessment is used.	(procurement and all contract managers; budget impact TBC)		consideration of environmental impacts in		6.69.666
	[New / amended action]			procurement		

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Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
				decisions.		
Waste	13. 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) [New / amended action]	Staff time (ODS and OCC)	New baseline data Discussion prior to the move to Town Hall to understand arrangements	Ensure an internal resource and recycling plan that aligns with Oxfordshire Resource and Waste Partnership objectives	Q3	In progress

2024/ 25 Actions

Resources secured (source)	Costs known (potential source) Costs unknown (potential source)

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
Internal governance	14. Scope opportunities for an internal shadow carbon price to improve the business case for decarbonisation including heating electrification. This will link to ongoing work via ZCOP on insetting. [Carbon Management Plan]	£TBC (Staff time and Net Zero Transition Fund)	Link with ongoing Area Based Insetting (ABI) ZCOP project.	Ensure environmental costs and risks are included in decision making by identifying the price of pollution in a transparent way	TBC	Planned
Energy demand reduction projects	15. Deep dive energy audits across highest emitting operational buildings/ where Council pays the bill [Carbon Management Plan]	c.£10k per building (Net Zero Transition Fund)	Heat Decarbonisation Plans delivered 2022	Detailed plans in place to support future funding bids to achieve Net Zero 2030 target.	Q1	Planned
Renewables on Council land	16. Detailed feasibility for key projects identified through initial survey (linked to 8 above). [New / amended action]	£TBC (Net Zero Transition Fund)	TBC	Full details of potential projects understood.	TBC	Planned

Section 2: Net Zero City by 2040

2023/ 24 Actions

Resources secured (source)	Costs known (potential source)	Costs unknown (potential source)

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
Scope 3 emissions management, monitoring and reporting	17. Develop the Scope 3 baseline in order to produce a Scope 3 emissions reduction plan, working with ZCOP partners to draw on/ share best practice. [Carbon Management Plan]	Staff time (ES team)	Workshop with ZCOP 09/22	Better understanding of scope 3 emissions and approach to management, monitoring and	Q4	Planned
	[Carbon Management Flan]			reporting		
UKRI Pioneer Places funding	18. 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	April – June	Understand how to overcome multiple interrelated barriers to decarbonisation in the city	Q2	In progress
Residential buildings (existing)	19.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. [New / amended action]	Staff time (Property team)	Social Housing Decarbonisation Fund bid	Full strategy and programme in place for housing stock decarbonisation. Improved energy efficiency of council housing stock to achieve EPC C target by 2030	Q4	In progress
	20. Bring forward decarb projects for the housing stock, including bids for external funding e.g. SHDF and ECO to support Council target of 95% of its housing stock to be EPC level C or above by 2030. [New / amended action]	Planned maintenance programme with External funding	LAD1b project completed Dec 22. SHDF Wave 2.1 bid submitted Nov 22	Progress made against EPC C 2030 target	TBC	In progress
	21. 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.	Q1	In progress
	[New / amended action]	Chaff time (haveing O	Daview sument		01	la anamara
	22. Review and update the Council's welcome pack for new	Staff time (housing, Ox	Review current	Up to date advice on	Q1	In progress

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
	tenants and purchasers of OX Place built homes to ensure advice is available on energy and carbon reduction opportunities.	Place and ES)	welcome pack	carbon and energy reduction opportunities.		
	[New / amended action]					
	23. Commence proactive enforcement of properties with EPCs of F and G [Cabinet decision March 2021]	Fully self-funded	Scheme start Sept 1 2022 Proactive enforcement from Jan 2023	Improve energy efficiency of private rented sector in Oxford, using EPC ratings of D to G to prioritise inspections	Ongoing from Q4 22-23	In progress
	24. Continue the additional licensing scheme for HMOs including proactive enforcement of F&G EPC properties [Cabinet decision March 2021]	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	Ongoing from 2021	In progress
Council owned community and commercial buildings	25. The City Council will work with ZCOP Partners to explore the principals and pro's and con's of 'Green Leases'. This will consider outcomes of the condition survey in order to future proof in advance of the 2023 date where the Council is planning repairs and maintenance projects.	Staff time (Corporate Property and Environment Sustainability)	Attend ZCOP- organised workshops	Collective understanding of pros, cons and practicalities of green leases between ZCOP partners.	Q3	Planned
	[Scrutiny response 2021]					
Residential buildings (new build)	26. 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 energy by 2030 as required by Planning. [New action]	Staff time (OX Place) Additional build costs where the statutory requirement is exceeded.	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).	Ongoing from June 2022	In progress
	27.OX Place will scope out approach to Embodied and/ or whole life carbon in new build homes. [New / amended action]	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	Q2	In progress
Low carbon skills	28. Work with partners including OxLEP, Ox Place and other developers to increase the number of apprenticeships available in energy efficient construction techniques,	Staff time (Economic Development)	N/A	Measurable increase in number of apprenticeships	TBC	In progress

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
	including ensuring these are prioritised in community employment plans (e.g. Oxford North, West End) and procurement related social value commitments.			offered		
	29.[New / amended action] 30.Use the Council's Shared Prosperity Funding to invest in skills provision and 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	Q3	In progress
Planning	31. Test options on net zero buildings for future policies for the Local Plan 2040.	Staff time (planning and ES)	Viability tested and agreed	Establish future policy direction	Q3	In progress
Transport	[New / amended action] 32. 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 ecomoorings 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	TBC	Planned
	33. Complete the drafting and approval of the implementation plan for the EV strategy [New / amended action]	Staff time (Environment Sustainability)	December 2022	Implementation plan to deliver the Strategy	Q1	In progress
Waste	34. Review and update the draft Oxford City Waste Strategy 21 – 23 that sets out ODS plans to meet Waste Partnership commitments.	Staff time (ODS and OCC)	N/a	Strategy updated until 2024 This will include, updated performance data following the	TBC	In progress

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
	[New / amended action]			pandemic. Review of aims and plans to achieve these. Residual waste reduction. Improve the quality and quantity of recycling. Increase Reuse		
Community action and engagement	35. Expand the Council's school outreach programme, currently focused on clean air, to include biodiversity and wider climate change issues. [New / amended action]	Staff time (comms)	N/A	Improve awareness of climate change and environmental issues.	TBC	In progress
	36. Work with external partners, including OxLEP, the Zero Carbon Oxford Partnership, and Oxfordshire Greentech to develop consensus on best approaches to work with SMEs to support the Net Zero transition. [New / amended action]	Staff Time (Economic Development, Environment Sustainability)	OxLEP Net-Zero SME week 1 st – 7 th July 2023 Oxfordshire Net Zero Business Charter launch July 2023	Agreed consensus on best approaches and growing network of 'accredited' SMEs	Q1	In progress
Biodiversity	37. 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)	N/A	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.	TBC	Planned

2024/ 25 Actions

Resources secured (source)	Costs known (potential source)	Costs unknown (potential source)

Action area	Actions [and action origin]	Resources	Intermediary milestones if relevant	Outcome	Due date (financial quarter)	Status
Waste	38. Agree longer term strategy to meet Government commitments as set out in the Waste Strategy [New / amended action]	Staff time (ODS)	Awaiting the implementation of the strategy.	Consideration of the infrastructure and financial arrangements under the new Strategy to meet new commitments and targets.	TBC	Planned
	39. Implementation of the interim OCC Waste Strategy 21-24. [New / amended action]	Staff time (ODS)	Quarterly reviews of progress	Progression towards the aims and objectives of the OCC waste strategy.	Q1	Planned
Council owned community and commercial buildings	40. We will consult with our commercial tenants via a tenant survey to understand interest and appetite to ascertain their 'buy -in' to Zero Carbon (i.e. via energy reduction) and what measures they are undertaking in their businesses to add to this agenda. [Scrutiny response 2021]	Staff time (Property Services and environment sustainability)	N/A	OCC has clear understanding of tenant interest in installing energy reduction measures.	Q1	Planned
Biodiversity	41. Develop and deliver a biodiversity strategy. [New / amended action]	Staff time and budget	Production of scoping document.	Production of an overarching strategy encapsulating biodiversity objectives for Oxford City as a whole. Must include specific and deliverable actions to be a worthwhile endeavour.	TBC	Planned
	42. Management plans for meadows owned by Oxford City Council. [New / amended action]	Staff time (ES)	N/A	Single approach adopted by City Council, with individual site needs accounted for in tailored management plans.	TBC	Planned

Section 3: Summary of completed actions (2021 – 2023)

- Delivery of the £10.9m grant funding from the Public Sector Decarbonisation Scheme (PSDS) to decarbonise four of its leisure centres.
- Investment in the Low Carbon Hub's solar farm at Ray Valley, enabling a high quality offset for the electricity demand across four of its leisure centres (Leys Pool & Leisure Centre, Barton Leisure Centre, Hinksey Outdoor Pool, Ferry Leisure Centre).
- ODS awarded PAS2030 installer accreditation enabling them to deliver grant funded Green Deal and ECO installation work under PAS & TrustMark accreditation.
- ODS are progressing MCS accreditation which will permit them to directly deliver air source heat pump and solar PV renewable energy installations.
- ODS are on track to electrify 25% of fleet by 2023
- Launch ZCOP, development of the Roadmap and Action Plan.
- Completion of stock EPC base data and has determined a pilot programme of retrofit for properties using a combination of grant and base budget funding,
- Completion of Project LEO
- Completion of Project ESO open to the public in 2022.
- Publication of a city-wide EV strategy
- Launch of the Zero Emission Zone (ZEZ) Pilot will launch in February 2022, with a plan in place to launch the wider ZEZ in 2023.
- New Net Zero Transition Fund in place with terms of reference to support additional carbon reduction projects
- Completion of scoping exercise to test income generation opportunities from energy flexibility batteries and load shifting (part of project LEO)
- Publication of new Heritage and Carbon Reduction Retrofit Technical Advice Note (TAN).
- Delivery of an E Cargo bike pilot at the covered market, in partnership with Pedal & Post
- Secured funding for a feasibility study from UKRI's Pioneer Places fund, for a FutureFit One Stop Shop.

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