

# Climate Action Plan

for South Oxfordshire  
District Council

2022-2024



# Foreword

Welcome to our Climate Action Plan for 2022-2024. This Plan outlines how we as a council will reduce our carbon emissions to reach our target of being a carbon neutral council by 2025. What does this mean? It involves reviewing our services and ways of working to ensure climate is embedded throughout all our areas of work. It means staff receiving training to have the skills and knowledge they need to integrate climate considerations into the core of their work. It also means preparing for the future by reviewing our buildings and land to ensure we use best practice in their maintenance and upkeep. Finally, it involves working with our communities, including businesses, the voluntary sector and residents, and our key partners to make an impact across the district and county.

This Plan is a specific commitment in our Corporate Plan 2020-24. During the engagement on our [Corporate Plan](#), residents told us that the Climate Emergency was really important to them so we decided that Action on the Climate Emergency needed to be at the core of our Corporate Plan, and embedded throughout the Corporate Plan's other themes.

We wrote the Climate Action Plan 18 months into the Covid-19 pandemic, which has greatly impacted the lives of all around the world. It has caused us to all live and work differently, including working from home for many council staff and residents. Whilst this time has been extremely challenging and difficult, it has had some positive impacts on our environment and climate action. This includes reduced travel and a greater appreciation for our surroundings, including our local shops our green space, and the natural environment.

While this is the first publication of our Climate Action Plan, work to address climate change has been happening in the district for decades, especially from our committed community groups and residents. We are so pleased to have such a strong voluntary sector that are making strides in tackling the climate emergency locally and leading by example. We will continue to support and hope to strengthen our relationship with local climate action groups and residents going forward, while focusing on how we address the council's own emissions. We also look forward to working together with our neighbouring councils to address wider district emissions in partnership.

We must also remember that by taking action locally, we are making a positive contribution to this global issue. COP26 recently provided us with a stark reminder of the work that needs to be done to ensure our planet is liveable for future generations, so there is no better time to publish our Climate Action Plan.



**Cllr David Rouane**  
Leader of South Oxfordshire  
District Council



**Cllr. Sam Casey-Rerhaye**  
Chair of the Climate and Ecological  
Emergencies Advisory Committee (CEEAC)



**Cllr Sue Cooper**  
Cabinet Member for Environment,  
Climate Change and Nature Recovery

# Welcome from Simon Hewings, Head of Finance, South Oxfordshire District Council

This Climate Action Plan comes at an interesting time for us – with council budgets more constrained than ever, especially in the midst of the Covid-19 pandemic, addressing the climate emergency will be a challenge. As a council we continue to focus on providing core services for our residents as well as the wellbeing and resilience of our communities, our economic prosperity, and now taking climate action.

While financial implications are at the core of our decision making, climate considerations are now also a key focus to ensure we reach our carbon neutral targets. All our report writing templates will include a climate implications section to ensure we have considered the environmental impact of our work.

This Plan has been written in collaboration with colleagues across the council to ensure that the actions are honest, feasible and realistic, while also pushing us to make changes and improvements to our services. I have reviewed the actions and believe that through the skills and experience of our staff, working in partnership, lobbying government, and seeking external funding, we will be able to make an impact locally on this global issue.

We will continue to be open and accountable in all areas of work, this will also apply to how we monitor the progress of our Climate Action Plan and being upfront about any challenges we face. The Plan will be monitored closely by officers and councillors to ensure we are on track to meet our carbon neutral targets.

## Introduction

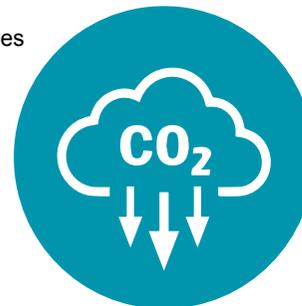
The purpose of this Climate Action Plan is to outline how South Oxfordshire District Council will meet its target of becoming a carbon neutral council by 2025. This plan focuses on the council's own emissions to ensure our operations and service provision are carbon neutral by our target date, leading by example before focusing on our district target to be carbon neutral by 2030.

This Plan presents a set of actions that will help us achieve our target of carbon neutrality through direct initiatives using our statutory powers, strategic policymaking, or by enabling behaviours and working with others. Our vision is for climate action to be embedded throughout all our ways of working and services, to support our communities to do the same, and to work in partnership to make a greater impact on our target.

This Plan first provides policy context to set the scene for climate action globally, nationally and locally, including our climate actions so far, followed by an outline of our strategic approach to climate action, our reporting methods and then our action plan.



**Carbon neutral, or 'net zero carbon', means there is a balance between the carbon emissions released into the atmosphere and the amount of carbon emissions removed from the atmosphere.**



# Policy Context

There are a range of global, national, regional and local policies setting guidance and targets for taking climate action.

Internationally, the United Nations Framework Convention on Climate Change ([UNFCCC](#)) is the United Nations entity responsible for responding to climate change, and oversees the implementation of the [Paris Agreement](#). The Paris Agreement is a legally binding international treaty on climate change which aims to limit the global temperature increase in this century to 2 degrees Celsius, preferably to 1.5 degrees Celsius, above preindustrial levels. It is a landmark treaty as it was adopted by 196 Parties, including the UK, at COP21 in Paris in 2015, bringing nations together to tackle climate change. At COP26 in 2021, the Glasgow Climate Pact urged for more urgent action and financing to meet the goals of the Paris Agreement. Along with this agreement, the UN adopted the Sustainable Development Goals ([SDGs](#)) in 2015 which are a global urgent call to action to achieve a better and more sustainable future for all by 2030. Climate change is embedded throughout the goals, and is specifically addressed in goal 13, take urgent action to combat climate change and its impacts.

Nationally, the [Climate Change Act 2008](#), updated in 2019, commits the UK to a 100 per cent reduction in carbon emissions, or net-zero, by 2050. The Act also resulted in the formation of the [Committee on Climate Change \(CCC\)](#) which is an advisory committee to the government on climate. In 2021 the Government published its [Net Zero Strategy: Build Back Greener](#) which outlines how the UK will manage its carbon budgets and sets out the UK's vision for a decarbonised economy by 2050. The [Environment Act 2021](#) sets legislation to protect and enhance our environment, including policies around waste and recycling, air quality and water resources.

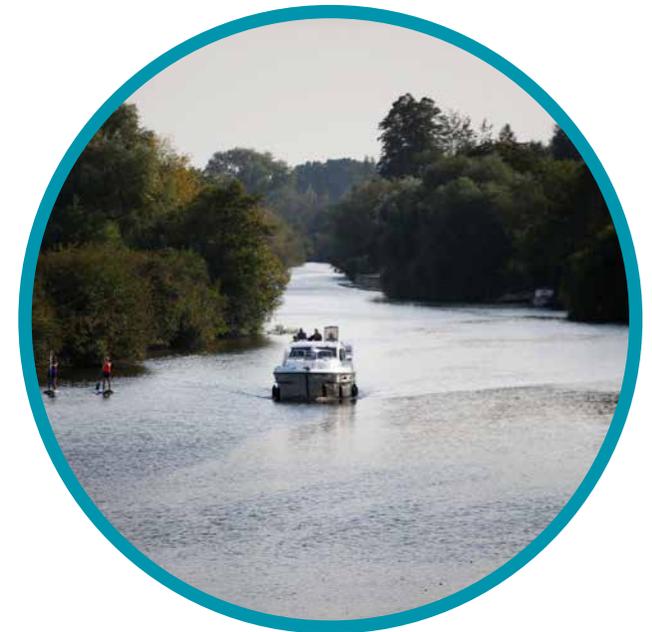
Regionally, the [Pathways to zero carbon Oxfordshire \(Pazco\)](#) report was published in 2021 to address how Oxfordshire can achieve net-zero emissions by 2050. There are also policy documents on specific sectors including the [Oxfordshire Energy Strategy](#), which outlines how the county will be at the forefront of energy innovation to foster clean growth to reduce countywide emissions by 50 per cent by 2030 (compared to 2008 levels) and set a pathway to achieve zero carbon growth by 2050, and the Oxfordshire Plan 2050 which outlines how new homes and infrastructure will be developed across the county while helping to tackle climate change. As a council, we have also signed up to One Planet Oxfordshire, a co-created vision and action plan on the future of a more sustainable Oxfordshire.

Locally, as a council we declared a climate emergency in April 2019, and in April 2021 we declared an ecological emergency. As a result of these declarations, we set our targets to:

- **Be carbon neutral within our own operations by 2025**
- **Be a carbon neutral district by 2030**

Our Climate and Ecological Emergencies Advisory Committee (CEEAC) was formed in September 2019 to advise on matters relating to the climate and ecological crises, and to recommend actions, policies and practices to reduce damage to the environment to Cabinet.

Climate action was also identified as a priority in our Corporate Plan 2020-2024, with one of the six themes within the plan being action on the climate emergency. Work to address the climate and ecological emergencies is also integrated throughout other themes of the Corporate Plan. Publishing this Climate Action Plan is one of the projects within the Plan. The Climate Action Plan runs in line with the dates of the Corporate Plan and contributes to our strategic vision and operations as a council.



# Our Journey So Far

While this is our first Climate Action Plan, we have already implemented a number of projects and policies that address the climate emergency, including:



The publication of our [tree policy for planting trees on council land](#), supporting the increase of tree planting across our districts link

Incorporating carbon neutral and sustainable features throughout our [design guide](#)



Staff contracts have been updated to support working from home from a climate and covid safe perspective



Incorporating climate criteria in our [grant funds](#)

We have partnered with [Oxfordshire Greentech](#) to support local businesses to reduce carbon emissions



The 2021 town and parish forum focused on 'climate action – how can we take action together' with the aim to hear from town and parish councils on how they would like to see the climate emergency addressed and what climate action they are taking locally

We are implementing flood alleviation schemes to combat risks arising from climate change



# Measuring and Reporting

To measure our progress in achieving our carbon neutral target, we divided the actions in this Plan into strategic, direct and enabling actions:

Action category	Explanation	Measuring method
<b>Strategic</b>	Strategic actions are those which change our approach to work and the provision of our services to reach our carbon neutral targets, and these changes will result in reductions in carbon emissions over time. These actions include updates to policy and strategy documents to better address the climate emergency, embedding climate considerations in decision making, and providing training to staff to create behaviour change in our ways of working.	While it will be difficult to measure the specific reductions in carbon emissions from each strategic action, overall reductions in the council's carbon emissions will be seen over time in our annual carbon emission baseline report as a result of taking these actions.
<b>Direct</b>	The results of these actions will produce a quantifiable reduction in carbon emissions from implementing a specific project or making a direct change to a service. For example, we will be able to measure the reduction in our carbon emissions from swapping to electric vehicles, or from implementing a new waste management contract.	Emissions from direct actions will be calculated using the glidepath tool, where we will be able to specifically measure the change in emissions over time.
<b>Enabling</b>	Enabling actions are those where we are encouraging and supporting behaviour change across our district by sharing information, advice and guidance. These actions will contribute to an overall reduction in carbon emissions across the council and district.	We will see the impact of our enabling actions through an overall reduction in carbon emissions in our annual carbon emissions baseline report.

These three categories provide us with the methodology to review our reduction in carbon emissions over the next three years. The Plan also includes the specific reporting measures we will be monitoring for progress of each action, including the reporting type of the measure, whether they will be reported on through narrative, narrative with quantitative elements, or quantitative updates. Progress on actions will be monitored quarterly in line with the Council's Corporate Performance Management Framework, and will be reviewed at each CEEAC meeting and reported to Cabinet. Reviewing progress on the actions quarterly will allow us to keep track of the short and long-term implementation, progress and outcomes of each action. Annually, the council's greenhouse gas emissions report will be reviewed to see the reduction in our overall carbon emissions, monitoring our progress to reach our carbon neutral target.

**It is important to note that this Plan is based on national policies and strategies at the time of writing. We hope that those policies and strategies will evolve over the course of this Plan to include higher, more ambitious standards and therefore some of our actions may be superseded.**

## The Plan

The below table presents the actions the council will take to reduce its carbon emissions 2022-24. The plan has been divided into seven themes to categorise the actions. These themes are:

Theme	Goal
<b>Our ways of working</b>	To make climate action inherent in all the council's work by designing and updating our policies, strategies and governance with the climate emergency at their core
<b>Our service delivery</b>	To plan and deliver services to our residents in ways that reduce carbon emissions and prepare our district for future ways of living
<b>Our people</b>	To create a culture of climate action amongst staff and councillors in the workplace
<b>Our land</b>	To approach our land management with sustainable and climate-friendly best practices
<b>Our buildings</b>	To decarbonise our buildings and their operations to ensure they are fit for the future
<b>Our communities</b>	To guide and support the district's businesses, voluntary sector and communities to take action on the climate emergency
<b>Our partners</b>	To work in partnership to reduce carbon emissions across the districts and support county-wide initiatives, making a greater impact together



# Strategic Approach

This plan focuses on how we will reduce carbon emissions from our own operations to make us a carbon neutral council. Our approach to this work is guided by our data and five principles, outlined below.

## Our Data

Looking at our council carbon emission data from our baseline year 2019/20, almost half of our emissions come from our three leisure centres, while over a third of our carbon emissions comes from our waste collection services. It is vital that we tackle our leisure and waste emissions to make the biggest impact on our carbon neutral target, which is reflected in specific actions in this Plan. Other emitters include staff and councillor mileage, our offices and properties, and other service contracts, which are also addressed in actions in this plan.

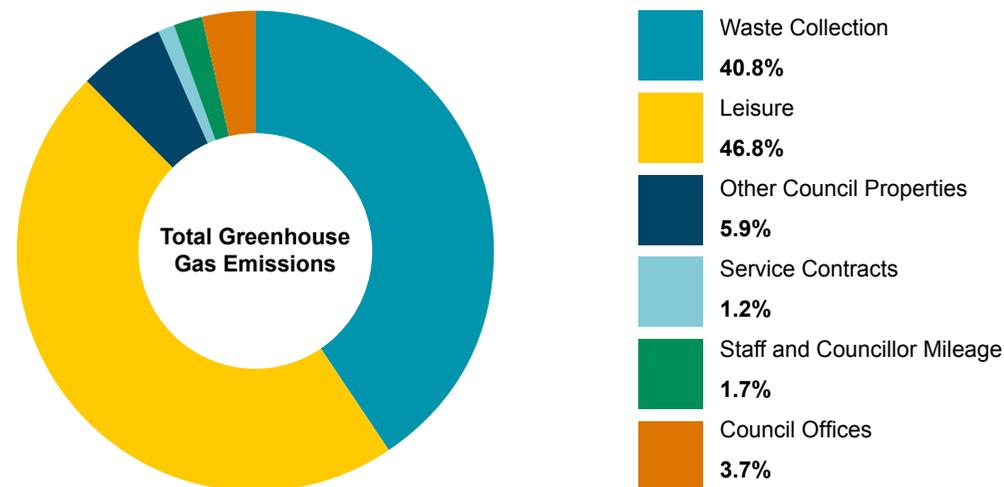
In addition to the quantitative data, we have used qualitative data to develop this plan, including feedback from the Corporate Plan consultation with residents in August 2020, where the climate emergency featured heavily, and from discussions on taking climate action at the Town and Parish Forums held in May 2021.

## Our Principles

This Plan is guided by five principles, which we will embed in our approach to climate action as an organisation and were used to develop the actions in this plan. We will use these principles as a benchmark for future plans and policies we develop and will also use them to inform current projects. The five principles are:

<b>Political commitment to climate action</b>	Political will locally and regionally to drive reductions in carbon emissions is critical in the absence of a statutory duty on local authorities to take climate action. This commitment is evident at South Oxfordshire through the dedicated position of a cabinet member for environment, climate change and nature recovery. This position has a responsibility to ensure that this commitment is embedded across all actions and plans and that climate implications in decisions are considered and examined. Driving forward this commitment to climate action will be vital going forward to make progress on our carbon neutral targets.
<b>Putting climate action at the heart of our decision making</b>	Having climate considerations at the core of our decision making, policies and ways of working is vital so that we create an organisational culture that lasts not just during the lifetime of this Plan but beyond.
<b>Working in partnership across the districts and county</b>	Climate Action needs everybody. We acknowledge that we cannot do this alone and there is collective strength in working in partnership to make a greater impact regionally, by pooling our resources and influence together.
<b>Commitment to inclusive engagement</b>	Addressing the climate emergency is a continual process and we need to ensure that our ongoing climate actions and communications meet the different needs of our communities and environment and are accessible and engaging for all.
<b>Influencing and providing advice</b>	Our engagement opportunities and activities are two-fold: influencing our government to lobby for national changes required to help us achieve our targets and providing advice to our communities, including our residents and businesses, to support their climate action journeys.

## South Oxfordshire District Council Greenhouse Gas Emissions 2019/20



Source: South Oxfordshire District Council Greenhouse Gas emissions report 2019/20

# The Plan

## Our ways of working

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
Update the Corporate Delivery Framework to include considerations for climate impact and carbon emissions	WOW1	Quantitative	Number of projects through the Corporate Delivery Framework measures include climate impact and carbon emissions	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
Implement internal governance to progress and monitor the Climate Action Plan	WOW2	Narrative	Update on the internal structure including it's set up and it's approach to progressing and monitoring the Climate Action Plan	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
Publish an internal toolkit with guidance for staff on how to assess the climate implications of projects and proposals	WOW3	Narrative	Update on the content of the toolkit and examples of projects and proposal that have used learning from the toolkit for the climate implications section	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
Develop and implement measures for monitoring procurement contracts based on carbon emissions and climate action	WOW4	Narrative	Update on monitoring of procurement contracts based on carbon emissions and climate action, providing examples of relevant contracts	strategic	Head of Finance	Cabinet Member for Finance
Update the contract evaluation quality scoring procedure to include carbon reduction criteria	WOW5	Narrative	Report on how the contract evaluation quality scoring criteria has been updated to include carbon reduction criteria, providing examples of relevant awarded contracts	direct	Head of Finance	Cabinet Member for Finance
Deliver staff training on the Procurement Strategy which includes understanding of carbon reduction objectives and criterion	WOW6	Narrative with quantitative elements	Percentage of staff who completed the procurement training in it's first year / report on how the training has impacted procurement contracts, providing relevant examples	strategic	Head of Finance	Cabinet Member for Finance
Conduct a review of all report writing templates, adding a climate implications section where missing	WOW7	Narrative with quantitative elements	Percentage of report writing templates that include a climate implications section / narrative on the updates to report writing templates	strategic	Head of Legal and Democratic	Cabinet Member for Partnerships and Legal Democratic

# The Plan

## Our ways of working

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>Divest direct investments from environmentally harmful activities where possible, whilst protecting the security of tax-payer funds</b>	WOW8	Narrative	Narrative update detailing changes which have included climate elements into financial decision making	strategic	Head of Finance	Cabinet Member for Finance
<b>Incorporate a policy statement on environment/social/governance factors into the financial implications section of all Council reports to show our commitment</b>	WOW9	Narrative	Policy statement included in Council templates under financial implications	strategic	Head of Finance	Cabinet Member for Finance
<b>Engage with the council's investment portfolio to ask for and review their carbon reduction plans as part of decision making for the treasury management strategy</b>	WOW10	Narrative with quantitative elements	Number of investment portfolios where we have reviewed their carbon reduction plans / narrative on any changes in decision making based on investment portfolio carbon reduction plans/ percentage of Council portfolio in Paris Agreement aligned companies	strategic	Head of Finance	Cabinet Member for Finance
<b>Review internal audit processes and where appropriate include risk considerations for the climate emergency</b>	WOW11	Narrative	Report on how the internal audit processes have been updated to include carbon emission considerations	strategic	Head of Finance	Cabinet Member for Finance
<b>Refine criteria for community infrastructure levy (CIL) funding to maximise opportunities for including carbon reduction measures in projects and supporting climate action projects</b>	WOW12	Narrative with quantitative elements	Narrative update about work in this area to include detail of new CIL spending strategy, communication with parishes  Quantitative elements - CIL Spend broken down by type, by parish	strategic	Head of Policy and Programmes / Head of Finance	Cabinet Member for Planning
<b>Promote community infrastructure levy (CIL) criteria to all relevant staff to ensure they maximise carbon emission reductions in all CIL projects</b>	WOW13	Narrative with quantitative elements	Percentage of CIL projects that include carbon emission reduction considerations/ relevant project proposals, providing examples	strategic	Head of Policy and Programmes / Head of Finance	Cabinet Member for Corporate Services, Policy and Programmes
<b>Include more ambitious climate criteria in the conditions of our affordable housing grant funding</b>	WOW14	Narrative	Report on the updates to the climate criteria of the affordable housing grant funding and how this has impacted new affordable housing developments, providing examples	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
<b>Include policies in the Joint Local Plan that will help deliver zero carbon development and encourage more sustainable choices</b>	WOW15	Narrative	Narrative update on work around planning policies included in the emerging JLP	strategic	Head of Policy and Programmes	Cabinet Member for Planning

# The Plan

# Our ways of working

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>Produce an options paper for setting up a carbon offsetting scheme for developers as part of the new Joint Local Plan</b>	WOW16	Narrative	Report on options paper development and suggested ways forward	strategic	Head of Planning	Cabinet Member for Planning
<b>Produce an options paper for pool electric vehicles for use by council staff to reduce emissions from business mileage, implementing if approved</b>	WOW17	Narrative	Narrative update on the development of business case for piloting pool electric vehicles, including on the carbon emission savings and decision making progress	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Develop and implement an internal communications plan to keep staff updated on climate action work, including useful advice and guidance on how to incorporate climate action into projects and programmes</b>	WOW18	Narrative with quantitative elements	Data on the number of internal communications campaigns with staff on climate action work and a narrative update on the type of information shared and any feedback from staff on the use of the information	enabling	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
<b>Move to a digital by default approach for virtual meetings where possible given the current conditions around decision making in Local Government</b>	WOW19	Quantitative	Percentage of virtual meetings taken place, benchmark to include CEEAC, Scrutiny, Cabinet and Council meetings	direct	Head of Legal and Democratic	Cabinet Member for Democratic and Legal Services
<b>Improve our use of existing technology to move to digital by default working</b>	WOW20	Narrative with quantitative elements	Update on the use of technology for meetings; data on percentage of MFD printing	direct	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
<b>Develop and implement an anti-idling policy for staff and contractors on council business, to ensure engines are turned off when appropriate</b>	WOW21	Narrative	Update on the development of the policy and examples of anti-idling implementation from staff and contractors	direct	Head of Development and Corporate Landlord	Cabinet Member for Environment, Climate Change and Nature Recovery

# The Plan

# Our service delivery

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
a) Prepare new waste management approach to align with provisions of the Environment Bill	SD1	Narrative	Report on the development of the new waste contract, particularly how it aligns with the Environment Bill and how it will reduce carbon emissions	strategic	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery
b) Specify new waste management contract with route optimisation, collection frequency and vehicle size to minimise carbon emissions	SD2	Narrative		direct	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery
c) Trial electric refuse vehicles and other relevant vehicle options, to identify the most suitable vehicles for reducing carbon emissions whilst maintaining service delivery	SD3	Narrative		direct	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery
d) Replace end of life waste collection vehicles with electric fleet where range available allows	SD4	Narrative		direct	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery
Explore opportunities for a new waste depot including research into renewable energy supplies	SD5	Narrative	Report on proposals for a new waste depot, including potential carbon reduction figures	direct	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery
Develop a business case and implement a delivery plan for council vehicles to be zero emission by 2025, where available on the market	SD6	Narrative with quantitative elements	Data on carbon reduction savings from switching vehicles to zero emission and narrative report on business case development and delivery plan for doing so, including market options for EVs	direct	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery

# The Plan

# Our service delivery

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
Install EV charge points in council depot and other locations as necessary to meet needs of council fleet	SD7	Narrative with quantitative elements	Data on the number of EV charge points installed for use by council fleet; narrative update on the location of the EV charge points and how they meet the needs of the council fleet	direct	Head of Development and Corporate Landlord	Cabinet Member for Environment, Climate Change and Nature Recovery
Provide feedback on planning applications with advice on how the proposed application could be more energy efficient and signposting to information sources	SD8	Quantitative	Data on the number of planning applications that include energy efficiency advice	strategic	Head of Planning	Cabinet Member for Planning
Update the council planning and development webpages to signpost to advice on energy efficiency considerations for inclusion in planning applications	SD9	Narrative with quantitative elements	Update on the energy efficiency information provided on the council webpages; data on the number of clicks on the links	enabling	Head of Planning	Cabinet Member for Planning
Work with our town and parish councils to support their proposals for projects that reduce carbon emissions locally, providing advice and guidance for their projects to be a success	SD10	Narrative with quantitative elements	Report on support provided to town and parish councils on their carbon reduction projects; data on number of carbon emissions reduction projects submitted by town and parish councils	enabling	Head of Planning	Cabinet Member for Planning
Support the implementation of the air quality action <a href="#">plan</a> across the district	SD11	Narrative with quantitative elements	Comms relating to AQ initiatives and metrics relating to AQ	strategic	Head of Housing and Environment	Cabinet Member for Environment, Climate Change and Nature Recovery

# The Plan

# Our people

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>Provide all-staff and councillor training on the council's climate action plan and carbon literacy</b>	P1	Narrative with quantitative elements	Data on percentage of staff that have taken the climate action plan training and narrative on how staff have integrated the training into their work, using case studies	strategic	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
<b>Provide enhanced specialist training on latest carbon reduction or climate action approaches to relevant staff and councillors</b>	P2	Narrative with quantitative elements	Data on percentage of specialist training delivered to staff; narrative on how staff identify the training they need and how they have used the training in their work	strategic	Head of Corporate Services / Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Ensure there is relevant skill and capacity to support grant writing and bidding for climate related funds, maximising the opportunities to include carbon emissions reductions and energy efficiency in all projects</b>	P3	Narrative with quantitative elements	Dedicated bid writing resource secured Data on the number of applications to grants and funds that relate to climate action and carbon emission reduction; narrative report on grant writing skills and training that has taken place to maximise opportunities on bid writing	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Implement a green travel plan for all staff and councillors, including a digital by default approach where possible to reduce travel</b>	P4	Narrative with quantitative elements	Data on staff mileage once this plan is implemented and narrative report on the changes to staff travel as a result of the plan	strategic	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
<b>Set up green champions network for interested staff to support climate work</b>	P5	Narrative	Report on outcomes of green champion network meetings, including case studies of green champions to highlight key areas of work and impact of the champions	strategic	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
<b>Incorporate climate action opportunities within council volunteering scheme for staff</b>	P6	Narrative with quantitative elements	Data on the number of climate action opportunities within council volunteering scheme; case studies from staff on how they have engaged with this opportunity	strategic	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes

# The Plan

# Our land

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
Following the grounds maintenance operational review, update grounds maintenance operations to enhance biodiversity and tree cover including considering the need for mowing, opportunities to allow for wilding, and reducing the use of pesticides and herbicides where possible	L1	Narrative	Report sharing the updates to the grounds maintenance operations that address the climate emergency and how they support biodiversity	strategic	Head of Development and Corporate Landlord	Cabinet Member for Environment, Climate Change and Nature Recovery
Identify sites for new tree planting and wilding opportunities on our land or through partnership opportunities on privately owned land to support natural carbon capture	L2	Narrative	Report on identification of sites for new tree planting opportunities, including plans to plant trees on these sites	strategic	Head of Development and Corporate Landlord	Cabinet Member for Environment, Climate Change and Nature Recovery
Prepare a business case and, if approved, implement a local renewable energy project, such as a solar farm, to address unavoidable council emissions	L3	Narrative with quantitative elements	Data on the amount of renewable energy produced and emissions offset; narrative update on the progression of plans for this project and how the renewable energy produced neutralises council emissions	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
Deliver the Park and Charge scheme, installing EV charge points in our car parks, in partnership with Oxfordshire County Council	L4	Narrative with quantitative elements	Data on the number of EV charge points installed in council car parks; narrative update on the partnership approach for delivering this project	strategic	Head of Development and Corporate Landlord	Cabinet Member for Environment, Climate Change and Nature Recovery
Develop a business case for installing public EV charging points on additional council premises, including funding sources available	L5	Narrative with quantitative elements	Update on the business case development for installing public EV charging points; data on energy use of the points, including how much charge they provide to EVs	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration

# The Plan

# Our buildings

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>a) Complete energy efficiency and site decarbonisation assessments for all leisure centres</b>	B1	Narrative with quantitative elements	Data on the energy efficiency of all leisure centres and narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
<b>b) Following site assessments of leisure centres, prepare for external funding opportunities, including soft market testing</b>	B1	Narrative with quantitative elements	<p>Narrative update relating to external funding utilisation, both funding received direct to the Council, and projects which have received part external funding or are in progress if not already delivered</p> <p>Specific elements which should be included - proportion of spend on leisure/community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure</p>	direct	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
<b>a) Complete energy efficiency and site decarbonisation assessments for all non-leisure operational properties</b>	B2	Narrative with quantitative elements	Data on the energy efficiency of all non-leisure centres and narrative report on site decarbonisation assessments, with projections for how the sites will be decarbonised	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
<b>b) Prepare for external funding opportunities for non-leisure properties, particularly properties with an end-of-use heating plant, including carrying out soft market testing</b>	B2	Narrative with quantitative elements	<p>Narrative update relating to external funding utilisation, both funding received direct to the Council, and projects which have received part external funding or are in progress if not already delivered</p> <p>Specific elements which should be included - proportion of spend on leisure/community facilities vs amount funded by Council; externally funded Capital schemes; total external funding received figure</p>	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration

# The Plan

# Our buildings

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
Prepare plan for Didcot Broadway site using sustainable designs and low carbon and water efficient standards, as well as including the provision for infrastructure that supports sustainable transport and has considered waste and recycling facilities	B3	Narrative with quantitative elements	Report on the sustainable design and low carbon and water efficient standards used in the plans for the Didcot Broadway site; data on expected energy usage of the building	direct	Head of Policy and Programmes	Cabinet Member for Economic Development and Regeneration
Prepare Didcot Gateway site project plan to achieve the BREEAM excellent standard in addition to a 40 per cent reduction in carbon emissions compared with a 2013 Building Regulations compliant base case, and with consideration for sustainability and environmental impact throughout the design and construction of the site	B4	Narrative with quantitative elements	Report on the carbon emission reductions and prospective energy use of the building; including sustainability and environmental impact considerations included in the plan	direct	Head of Policy and Programmes	Cabinet Member for Economic Development and Regeneration
Retrofit Cornerstone Arts Centre to ensure it is fit for purpose using energy efficient methods, including solar panels on the roof and a low carbon heating system	B5	Narrative with quantitative elements	Report on retrofit upgrades to the Cornerstone Arts Centre; data on carbon emissions savings from upgrades	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
Include carbon and energy reduction targets in management plans for the monitoring of site operations including all leisure centres to enforce and encourage low carbon operational behaviour in council assets	B6	Narrative with quantitative elements	Report on the changes to the carbon and energy reduction targets in the criteria for monitoring operations and what actions are being taken to meet these targets; and data on carbon emissions from operations	strategic	Head of Development and Corporate Landlord	Cabinet Member for Housing and Environment
Develop a policy to agree an energy efficiency standard for new asset acquisitions and council owned builds	B7	Narrative	Update on the development of the energy efficiency standards policy for new asset acquisitions and builds, including case studies of how this has been implemented	strategic	Head of Development and Corporate Landlord	Cabinet Member for Housing and Environment

# The Plan

# Our communities

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
Implement an external communications plan which shares updates on the climate action work undertaken by the council, and advice and guidance to residents, businesses and the voluntary and community sector on reducing carbon emissions. To include:	C1	Narrative	Narrative update on the influencing work undertaken to support and encourage local businesses relating to climate change and nature recovery	enabling	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Advice and guidance on circular economy principles and how to implement them, especially for businesses and the voluntary and community sector	C2	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Advice and guidance on energy efficiency of operations, including consideration for delivery options and the energy efficiency of buildings used by businesses and the voluntary and community sector	C3	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Share climate friendly lifestyle changes, including ways to make homes more energy efficient	C4	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Promote climate funding opportunities for businesses, voluntary and community sectors, and residents	C5	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Collect, share and promote ideas for community sharing and reuse to reduce waste and unnecessary consumption	C6	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes
Promote relevant housing energy efficiency schemes, including grants, to residents, landlords and housing associations	C7	Narrative			Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes

# The Plan

# Our communities

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>Include in Community Employment Plans considerations for addressing the council's climate neutral targets through commitments such as green skills training, sourcing through a local and sustainable supply chain, supporting local social enterprises and charities and accessing local employment</b>	C8	Narrative with quantitative elements	Update on the conditions of Community Employment Plan that address the climate emergency and how they are being implemented by developers; data on the number of Community Employment Plans implemented with conditions that address the climate emergency	strategic	Head of Development and Corporate Landlord	Cabinet Member for Economic Development and Regeneration
<b>Support communities with their neighbourhood planning by providing up-to-date advice and guidance on climate measures and actions, encouraging climate considerations to be at the core of neighbourhood plans</b>	C9	Narrative with quantitative elements	Data on the number of neighbourhood plans developed Narrative update on the types of climate actions incorporated	enabling	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Support taxi drivers in switching to electric vehicles, including reviewing options to incentivise the switch through fees and charges</b>	C10	Narrative with quantitative elements	Data on the number of taxi drivers driving electric vehicles and narrative update on the support to taxi drivers for doing so	enabling	Head of Housing and Environment	Cabinet Member for Community Wellbeing
<b>Organise quarterly climate focused network meetings for town and parish councils, and voluntary and community organisations</b>	C11	Narrative with quantitative elements	Data on number of meetings held Narrative update on the agendas, outcomes and actions from the meetings	enabling	Head of Corporate Services	Cabinet Member for Corporate Services, Policy and Programmes

# The Plan

## Our partners

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
<b>Build relationships with town and parish councils to support and encourage their climate action initiatives</b>	OP1	Narrative	Update on how the council has worked with town and parish councils on climate action initiatives, including case studies	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Identify areas in our community that are most vulnerable to the effects of climate change to ensure they are properly supported and protected to promote wider community wellbeing</b>	OP2	Narrative	Update on the identification of areas most vulnerable to the effects of climate change and how the council has supported them to adapt to these changes, including through initiatives such as Better Housing Better Health	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
<b>Work with Oxfordshire County Council to support active and sustainable travel infrastructure initiatives</b>	OP3	Narrative with quantitative elements	Narrative update on work with Oxfordshire County Council  Optional quantitative metrics on the amount of new footpaths/cycle paths	strategic	Head of Policy and Programmes	Cabinet Member for Environment, Climate Change and Nature Recovery
<b>Work with the Future Oxfordshire Partnership on a county-wide approach to reducing carbon emissions, building on the strategic vision and Pathways to Zero Carbon Oxfordshire</b>	OP4	Narrative	Update on progress on Future Oxfordshire Partnership's county-wide approach to reducing carbon emissions, including examples of projects and programmes that address the strategic vision and Pathways to Zero Carbon Oxfordshire	strategic	Head of Policy and Programmes	Leader of the Council

# The Plan

## Our partners

Actions	CAP ID	Reporting Type	Reporting Measure	Strategic / direct / enabling	Officer Lead	South Cabinet Lead
With our partners, support the development of a coordinated retrofit programme for Oxfordshire through our role in the Environmental Advisory Group of Future Oxfordshire Partnership	OP5	Narrative	Narrative update on current/completed activities of EAG and influencing activity	direct	Head of Policy and Programmes	Leader of the Council
Support Registered Social Landlords in applying for retrofit funding	OP6	Narrative	Narrative update on engagement with Registered Social Landlords on retrofit funding	strategic	Head of Housing and Environment	Cabinet Member for Community Wellbeing
Use our membership of OxLEP to ensure rapid growth of the green economy	OP7	Narrative	Update on the council's influence in OxLEP to ensure rapid growth of the green economy, including examples of projects and programmes that address this work	strategic	Head of Policy and Programmes	Leader of the Council
Support and influence the Oxfordshire Plan 2050 ensuring climate considerations are integrated throughout the plan	OP8	Narrative	Update on the development of the Oxfordshire Plan 2050 with particular comment on how the Plan includes climate considerations	strategic	Head of Policy and Programmes	Leader of the Council
Utilise the opportunity of the Oxford to Cambridge Arc to advance corporate objectives around the Climate Emergency	OP9	Narrative	Update on the councils input into the Oxford to Cambridge spatial framework and the inclusion of climate emergency corporate objectives	strategic	Head of Policy and Programmes	Leader of the Council
Support the Thames Valley Rivers network to meet their aims and use this group to facilitate and influence work cross party and cross boundary to end pollution in the river and promote the sustainable use and enjoyment of the River Thames	OP10	Narrative	Update on work with the Thames Valley Rivers network and how these projects and programmes help to meet the aims of the network	enabling	Head of Policy and Programmes	River Thames Champion
Engagement across the energy sector on activity required to move to carbon neutral and work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	OP11	Narrative	Update on engagement with the energy sector and examples of work with them to tackle the challenge of grid capacity, time of day demand and energy infrastructure	direct	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes
Partner with Good Food Oxfordshire to support their Good Food Strategy for Oxfordshire, ensuring climate considerations are included throughout the strategy	OP12	Narrative	Update on the development of the Good Food Strategy for Oxfordshire, including examples of climate considerations	strategic	Head of Policy and Programmes	Cabinet Member for Corporate Services, Policy and Programmes