



Tunbridge Wells Borough Council

Corporate Carbon Descent Plan: Year 1 Action Plan

31 March 2021



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Introduction

The Year 1 action plan will focus on activities in progress and developing employee engagement programmes, in conjunction with reviewing options to developing more detailed energy efficiency and renewable projects in the coming year and enable funding bids to be made.

Year 1 covers specific work for the 2021/22 financial year whilst establishing future timelines for wider delivery.

Our year progress reports can be accessed here: <https://twbcclimateaction.co.uk/what-were-doing/corporate-carbon-descent-plan/>

Action Plan

1. Corporate Governance

Ref:	Action summary	Completion date:	Council Team Responsible	Outline	Impact
1.1	Carbon Footprint & Emissions Trajectory Updates	Annual reports with detailed analysis at the latest by 2023, 2026 2028	Sustainability & BDU/property services All departments responsible for collecting and collating their own data	Update the carbon footprint and trajectory pathway. Annual review of carbon emissions – inhouse requiring all departments to collect and collate all relevant information and record in a relevant format. Detailed analysis every three years to monitor reduction pathway and reassess trajectory.	To demonstrate changes to the Council's carbon emissions and ensure the Council remains on target to meet emission reduction and carbon neutrality by 2030. To enable effective action planning to work towards meeting carbon neutrality by 2030. Data informs and guides effective decision making and focus on key emission reduction projects.

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1.2	Develop a climate change impact assessment toolkit. Every project to include low carbon opportunities and solutions.	End April 2021	Sustainability (lead) All departments responsible for implementing and using toolkit	Develop a guide and reporting template to enable the potential environmental effects, climate change impacts of projects/options to be understood and demonstrates how project proposal minimises or mitigates climate change impacts and maximises any potential environmental opportunities. All projects will require an assessment and includes all Cabinet/committee reports, inc. portfolio holder decision making. New toolkit will also update the 'cross cutting' issues.	To enable a strategic view of carbon reduction to be taken and embed change across the organisation to achieve robust emissions reductions. TWBC recognises the significant role it can play in helping to accelerate the transition towards low carbon.
1.3	Communications plan to promote the Council's carbon reduction work to the wider public & organisations	End April 2021	Sustainability, Communication, BDU, Executive Directorate	Develop communications strategy including webpages. Link communications activity to citizen engagement. Review communications and webpages quarterly	Demonstrate the Councils commitment to meeting its ambition of being carbon neutral by 2030 and recognition of its leadership role. Keeping its communities advised of the actions the council is taken.
1.4	Adopt the Kent and Medway Energy and Low Emission Strategy (ELES)	By October 2021	Sustainability / Planning Services	Submit a report to cabinet recommending the adoption of the ELES.	TWBC has worked in partnership with Kent County Council and Kent local

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1.5	Adopt the Kent and Medway Energy and Low Emission Strategy (ELES)	By October 2021	Sustainability / Planning Services	Submit a report to cabinet recommending the adoption of the ELES.	<p>authorities to develop the ELES.</p> <p>TWBC has worked in partnership with Kent County Council and Kent local authorities to develop the ELES.</p> <p>Whilst the ELES focuses on carbon reduction across Kent as a whole, by adopting the strategy the council demonstrates its commitment and leadership to support carbon reduction in partnership with County and Kent local authorities.</p>

2.TWBC Property

Ref:	Action summary	Completion date:	Council Team Responsible	Outline	Impact
2.1	Determine the estates future by encourage the Council to undertake a review of its property portfolio and carry out an audit to assess the estate and Council assets with regards to opportunities for energy efficiency and	End March 2022	CEAP, Property Services, Executive Directorate	<p>Identify key properties in terms of carbon reduction opportunities.</p> <p>Develop an effective programme of: -</p> <ul style="list-style-type: none"> - retrofit to improve the energy efficiency of buildings and 	<p>Early action is critical to enable the Council to rapidly reduce its carbon emissions and meets its targets of 25% and 49% carbon reduction respectively by 2022 and 2025.</p> <p>Developing a programme of carbon reduction opportunities</p>

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	renewable generation e.g., solar PV.			<ul style="list-style-type: none"> - renewable energy opportunities Focus on: - <ul style="list-style-type: none"> - Fabric of the building - LED lighting - Rooftop solar - Street lighting Low carbon heating solutions	enables a specific carbon budget to be set. By undertaking a detailed audit and develop key priority projects the council will be in a better position to apply for grant funding, which usually has a short application window. Lack of direction risks missing key carbon reduction targets in terms of the carbon budget/pathway trajectory to carbon neutral by 2030
2.2	Review opportunities for the implementation of ISO 50001: Energy Management Systems	March 2023	Property services/facilities management	Assess options and possible benefits to implement the ISO50001: Energy Management Systems standard over the next 2 years covering all significant energy uses at the Council. Assess active energy management – monitoring and targeting opportunities across the Council estate.	This will contribute towards achieving continual improvement in energy management, reducing carbon emissions, energy and water spend and gaining wider Council engagement in ways of reducing energy and water consumption across the Council's estate. Dynamic energy management approaches using smart meter data to assess expected versus actual consumption at Council sites. Continual assessment and communication of building energy consumption data and escalation of consumption

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					anomaly issues as they are identified.

3. Procurement

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3.1	Develop and adopt a suitable Sustainable Procurement Policy All contracts to be carbon neutral by 2030	March 2022	Procurement /Finance / Sustainability	Identify opportunities to improve the Council's policy to ensure that all new contracts include ambitious sustainability commitments and drive down carbon emissions in the supply chain. Write to all our existing partners and suppliers to make them aware of our commitment to being carbon neutral by 2030. Support our partners and suppliers to provide data to enable us to continue to measure our footprint.	All new procurement decisions guided by the council's ambition to be carbon neutral by 2030. All procurement to include assessments for meeting the Council's target of being carbon neutral by 2030. To establish whether the Council is on track to meet its targets.
3.2	Procure 'green' energy for the estate. Develop a procurement strategy for renewable electricity by seeking a	Initial review by October 2021 Longer term target with potential green	Finance & procurement, Property Services Sustainability	In the interim continue to procure green energy. Review opportunities for a 'green basket' of energy	Purchasing the most appropriate zero or low carbon electricity procurement product that

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	step change from green energy to the green basket approach leading to longer term PPA opportunities.	basket implementation by March 2022, leading to PPA's by 2023 onwards		purchase leading to eventual PPA's in 3 years' time. To understand the costs/implications for the council Energy – income and opportunities to add additionality.	provides the best fit for the Council's situation and objectives will be essential to support the Council in meeting its ambition to be carbon neutral by 2030 and demonstrate leadership.

4. Offsetting

Ref:	Action summary	Completion date:	Council Team Responsible	Outline	Impact
4.1	Develop a suitable and effective offsetting strategy	Initial review and set aims by March 2022.	Landscape & Biodiversity, Finance & Procurement BDU, Sustainability	Define the principles and priorities for the use of offsetting to achieve the carbon neutral target. Identify possible carbon sequestration opportunities from Council land and Borough wide. Protect and enhance the Councils natural assets, biodiversity and ecosystems.	Recognising the Council will rely on some offsetting to meet its carbon reduction target. Offsetting will only be implemented for emissions that cannot be abated. Undue reliance on offsetting to meet the carbon reduction target contains inherent risks as it leaves the Council exposed to the market to meet their target. The Council should aim to show the level of commitment,

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					ambition, leadership and progressivity through local offsetting schemes where possible.

5. Communications

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5.1	Carbon literacy training for all staff and members; to include energy reduction activities.	Quarterly review End March 2022	Sustainability, Communication, HR, BDU	Develop a staff campaign to raise awareness of progress to reduce the council's footprint and the role staff and members can play in reducing energy consumption. As a minimum to include: - Induction training Workshops Develop literature inc. digital guidance. Promote green champions.	Contribute towards achieving continual improvement in energy management, reducing carbon emissions, energy and water spend and gaining wider Council engagement and ownership in ways of reducing energy and water consumption across the Council's estate.

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5.2	Continue to lobby central government to provide additional resources and to grant the necessary freedoms to enable the Council to act on the climate emergency.	Ongoing	CEAP / Sustainability / BDU / Executive Directorate / Communications	Deliver on the Councils commitment to engage with their communities through citizen's assembly. Develop a Borough wide Carbon Reduction Plan to complement the Councils other plans such as Local Plan, Transport Strategy, Air Quality Action Plan and recognising the cross overs and co-benefits.	In addition to reducing our own carbon emissions, local authorities are well placed to drive and influence action on climate change through the services they deliver, their regulatory and strategic functions, and their roles as community leaders.

6. Transport & Fleet Emissions

Ref:	Action summary	Completion date:	Council Team Responsible	Outline	Impact
6.1	Only ultra- low emission vehicles to be leased or purchased	Ongoing from April 2021	Finance / procurement / property services	Ensure all departments aware of this requirement. Review EV charging opportunities on the Council estate and implement suitable and effective charging.	To support the carbon reduction pathway.
6.2	Reduce supplier/service providers transport emissions including use of low emission vehicles	Ongoing from April 2021	All departments / procurement contract services	Engage with suppliers on fleet mileage and encourage support for mileage and emission reduction and support route optimisation. All new contracts to incorporate the use of ultra-low emission	To support the carbon reduction pathway.

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				vehicles and demonstrate appropriate fleet mileage optimisation.	
6.3	Review opportunities to reduce staff business mileage and enable sustainable travel for work journeys. Update the Council's Travel Plan	End March 2022	All departments / HR / finance	Staff business mileage to be reviewed and identify opportunities for emission reduction and route optimisation. Identify opportunities to increase the use of bikes, public transport and walking for work journeys. Recognise the cross-over between working from home, improved IT technology to reduce travel to meetings and changes to working patterns due to Covid-19.	Demonstrates the Council's commitment to reducing transport emissions and acknowledges commitment across the council to reduce mileage.