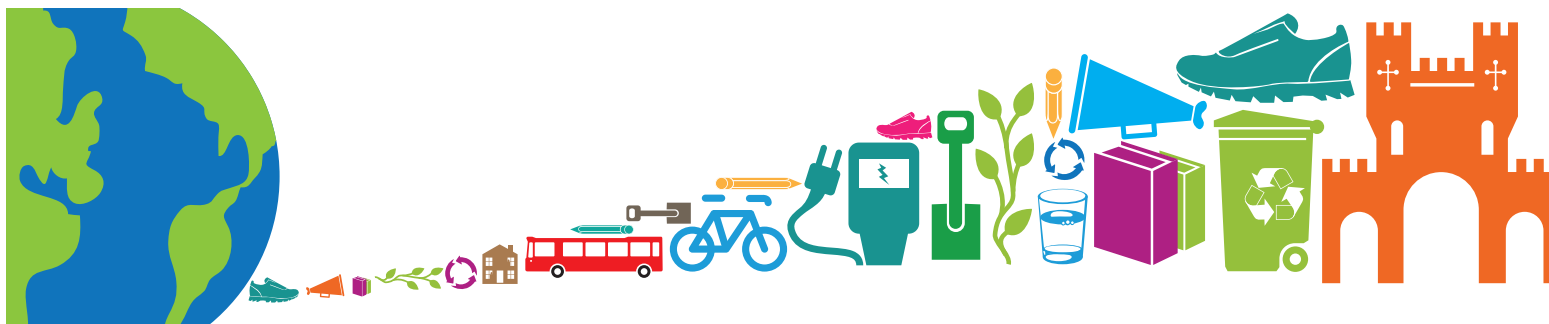


One Planet Action Plan

Phase 1:

Towards a zero carbon, zero waste and resource smart council (July 2016)

Draft



We're using a One Planet Action Plan to help us live within a fair share of the earth's resources



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Foreword from Executive Member and Chief Executive

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Cllr Waller

Executive Member for Environment, City of York Council

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Chief Executive, City of York Council



Introduction

Draft

OnePlanetYork

To deliver Council Plan (2015-2019) aims to put economic, social and environmental sustainability 'at the heart of everything we do' and work towards 'One Planet living', the Executive on 17th March 2016 approved the implementation of a new programme called OnePlanetYork.

Typically in the UK we are using the resources of three planets when we only have one. This is not sustainable. OnePlanetYork is an emerging network of organisations and businesses across the city working towards a more sustainable, resilient collaborative 'One Planet' future. It also uses 10 simple principles to help shape and guide the city towards achieving this vision (see annex 1).

- | | |
|--|--|
|  Equity & local economy |  Sustainable transport |
|  Health & happiness |  Sustainable materials |
|  Culture & community |  Sustainable water |
|  Zero carbon |  Local & sustainable food |
|  Zero waste |  Land & wildlife |

Real local leadership and innovation is already underway: Zero waste factories, electric bus and taxi fleets, renewable energy generation, the country's best high Street, the UK's very first mutual library network, open data platforms, world class digital connectivity, integrated wellness services and communities tending their own green spaces.

Together these actions are helping put York onto a more sustainable and resilient footing.

OnePlanetYork joins the dots between these seemingly disparate actions. It aims to tell a more compelling story about the city's achievements, foster greater collaboration, raise aspirations and encourage even more people to get involved. Find out more about OnePlanetYork .

Draft

On 17th March 2016, the Executive approved the Council becoming an OnePlanetCouncil. This included adopting a new strengthened approach to sustainability and the creation a new OnePlanetCouncil policy (See Annex A) with clear principles and a series of tools and action plans to deliver organisational change.

The international 'One Planet living' framework is used by leading commercial organisations to deliver operational savings, generate new income streams and foster innovation. It makes explicit an organisation's commitment to sustainability.

It also helps staff make sense of sustainability, enabling the organisation to show leadership, progress and all in a clear accessible and engaging way.

We are not starting from scratch and colleagues across the council have been working hard in a number of areas such as transport and energy to create a sustainable council.

Energy Efficiency

- Heating control
- Insulation improvements, low energy/ LED lighting
- TRVs
- Coltage optimisation
- Carbon Management Programme 2008-2013
- Transformational Carbon and Energy Management Programme 2015
- Annual reporting on CO2
- Staff and school behaviour change - Energy Heroes



Renewable Energy

- PV arrays
- Solar thermal
- Biomass Boilers
- Combined heat and power
- Ground Source heat pumps
- Large-scale PV exploration



Why become a One Planet Council?

Whilst good progress has been made to date there is still more we can do. This is reflected in the Council Plan (2015 – 2019) which aims to put economic, social and environmental sustainability ‘at the heart of everything we do’ and work towards ‘One Planet living,’ and our new One Planet Council Policy.

Becoming a One Planet Council will help us to:

1. Be cost effective

We spent £5.5m in 2014/15 on the energy and water across our estate. If we use energy and water more efficiently we can save our organisation money which could be used to safeguard future services. Did you know we spend around a quarter of million pounds on water. Through effective management and our initial work in this area we will save approximately £4,000 a year through managing our water bills better and we will receive refunds from the water company of just under £10,000 - all because we looked at our water bills and managed them more effectively. Work will continue to make further savings in the future.



1. resource use (e.g. energy, water and office supplies);
2. waste disposal (e.g. foodwaste, paper, office equipment);
3. air emissions (e.g. from boilers or heating and cooling systems);
4. noise pollution (e.g. from car parks or site maintenance); and
5. water pollution (e.g. from unauthorised discharges from catering facilities, contaminated run-off from car parks or through the use of cleaning and chemical products)

(WRAP 2016)

In addition to these impacts, as a council, the energy we use to heat and power our building, transport and operations is derived mainly from fossil fuels such as coal and oil. The burning of fossil fuels for energy is responsible for creating carbon dioxide emissions. Globally, rising levels of carbon dioxide and other gases, such as methane, in the atmosphere create a 'greenhouse effect', trapping the Sun's energy and causing our climate to change.

As a council in 2014/15 the energy, water and fuel we used cost us over £5m and created just over 15,000¹ tonnes of carbon dioxide (excluding social housing). This equates to around 1.5% of the city's total carbon emissions (just under 1.1 million tCO₂).

3. Reduce our economic and social impacts

It is not just about environmental impacts. Our services, policies, programmes and projects can aim to alleviate one problem but can have unintentional negative impacts on other issues and negatively affect our local economy and society. A good example of this is using diesel cars when out on work business. This will help reduce city carbon emissions but will create a range of other harmful emissions that affect our air quality and health i.e. increases respiratory illnesses. Choosing to walk or cycle short distances instead could have a win, win, win situation – its cheaper, helps tackle congestion and pollution, creates less carbon emissions and it could help you to be healthier.

4. Be coordinated

Better coordination across the council will create enhanced engagement, participation and joint working.

¹ Excluding gas consumption (CYC is unable to obtain gas consumption from British Gas due to errors on their side) previous years equated to around 8000tCO₂)

The Implementation Strategy

This action plan will build on our strong performance to date and ensure the council is operating cost effectively in key areas like resource management and working towards One Planet operations. The action plan is supported by a OnePlanetCouncil policy, and like the policy it is based on the ten 'One Planet living' principles.

We want to ensure economic, social and environmental sustainability is part of everyone's job. By focussing on our internal and external operations we will work towards embedding 'one planet' opportunities whilst generating operational savings and fostering innovation and adding value to the work we do and plan to do. Through also focussing on our external facing services, we will also help residents and businesses in the City work towards 'One Planet' living.

A phased approach

There are two phases to this planned work.

- **Phase 1** - Towards a zero carbon, zero waste and resource smart council action plan covering the following One Planet principles -Zero carbon, Zero waste, Sustainable water, Sustainable transport (2016).
- **Phase 2** - A OnePlanetCouncil action plan covering the remaining principles not covered in Phase 1 (post 2017) including Health and wellbeing, Culture and community, Equity and economy, Land use and wildlife, Sustainable materials.

A Integrated Impact Assessment Tool will form part of the council's new 'All About Projects' project management framework to help new projects maximise 'One Planet' opportunities, add value and reduce potential negative economic, social or environmental impacts. It will be supported by ongoing guidance and staff training (2016).

Programme management

A new OnePlanetCouncil board (formerly the Utilities Board) will oversee delivery of the OnePlanetCouncil programme with actions delivered through relevant council directorates.

Scope

This document relates to Phase 1 - Towards a zero carbon, resource smart council. It applies to all City of York Council employees, operations and services (internal and external facing), programmes, projects and strategies and includes targets and actions across our estate including:

- Corporate estate
- Schools
- Street lighting
- Fleet Transport
- Business Travel
- Waste

Monitoring and Targets

We will annually collate the data above and review our progress and update the plan accordingly. We will also establish a corporate carbon reduction target in 2016 cover the principles above. We will communicate progress internally and externally.



Our top priorities

This Phase 1 of the OnePlanetCouncil Action Plan focuses on how we will work towards becoming a zero carbon, resource smart council and meet the following four OnePlanetCouncil key principles:



Create energy efficient buildings, get the most of our energy from renewable sources and ensure York is



climate ready. We will minimise energy and water use, make the most out of renewable energy and reduce carbon dioxide emissions from our activities. We will also ensure all our operations and services are climate ready and prepared for current and future changes in our climate.

Services will also help cut the city's carbon emissions (Council Plan 2015 - 2019).



Reduce waste, reusing where possible and ultimately sending zero waste to landfill.

We will minimise operational waste that arises across the council through waste reduction, reuse, recycling and recovery measures and ultimately work towards sending zero waste to landfill.

Services will also help increase the percentage of waste recycled across the city (Council Plan 2015 -2019).



Reduce the need to travel and encourage employees to use sustainable modes of transport and low emissions vehicles when travelling on our behalf for work purposes.

Services will also continue to offer efficient and affordable transport links enabling residents and businesses to access key services and we will continue to take steps to improve air quality (Council Plan 2015 - 2019)

Zero carbon and Sustainable water

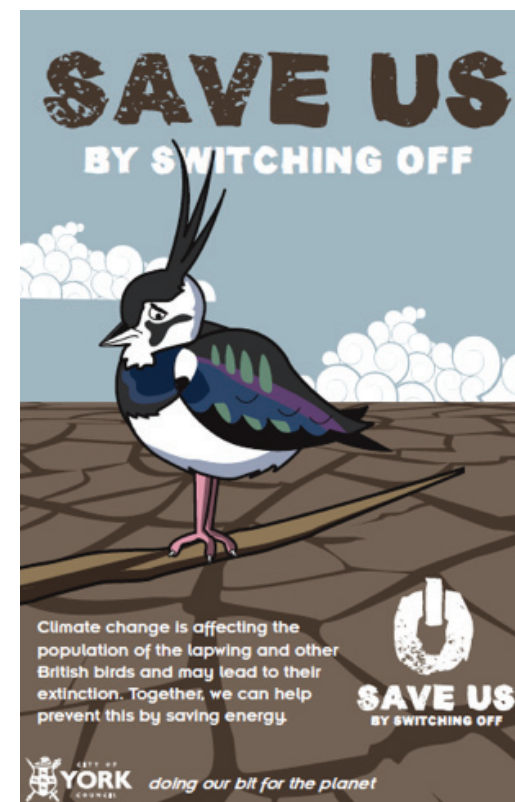
Create energy efficient buildings, get the most of our energy from renewable sources and ensure York is climate ready. We will minimise energy and water use, make the most out of renewable energy and reduce carbon dioxide emissions linked to our activities.

These principles cover both the zero carbon and sustainable water principles. These combined principles involve the council working towards becoming a zero carbon, resource smart council. It includes saving energy and water and reducing the amount of carbon emissions we create through making our buildings and operations more energy and water efficient and, where possible, by generating our own energy from renewable sources like solar.

Success to date

The council has a long history of managing energy use and carbon emissions across our estate. Between 2008 – 2013 our Carbon Management Programme committed the council to reducing carbon emissions by 25% by 2013. Over that period colleagues across the council carried out many actions to help meet this target. We installed Biomass boilers and new heating system, improved the energy

efficiency of schools and other buildings through loft and cavity wall insulation, introduced an energy efficient LED streetlighting programme, installed energy efficient lighting across the estate and we installed over 200 solar panels on West Offices. We also carried out staff awareness campaigns like Switch it Off and Save Us to promote saving energy and carbon emissions.

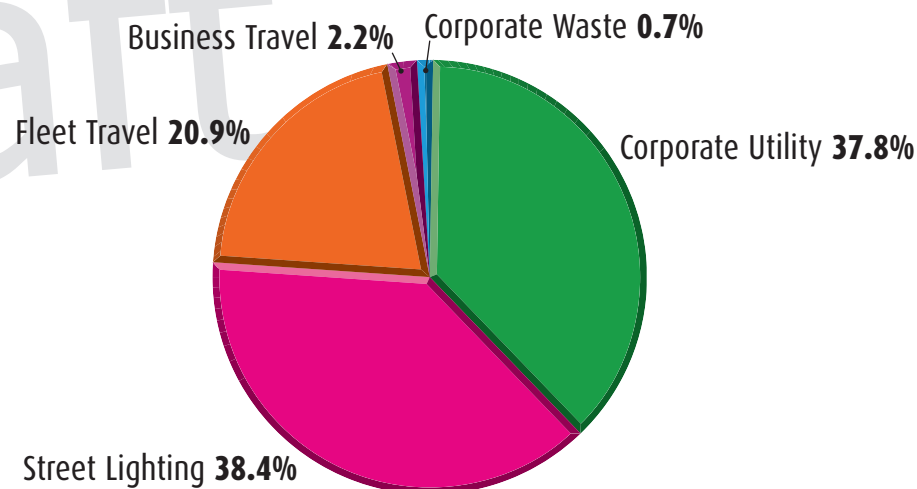


Current Activity

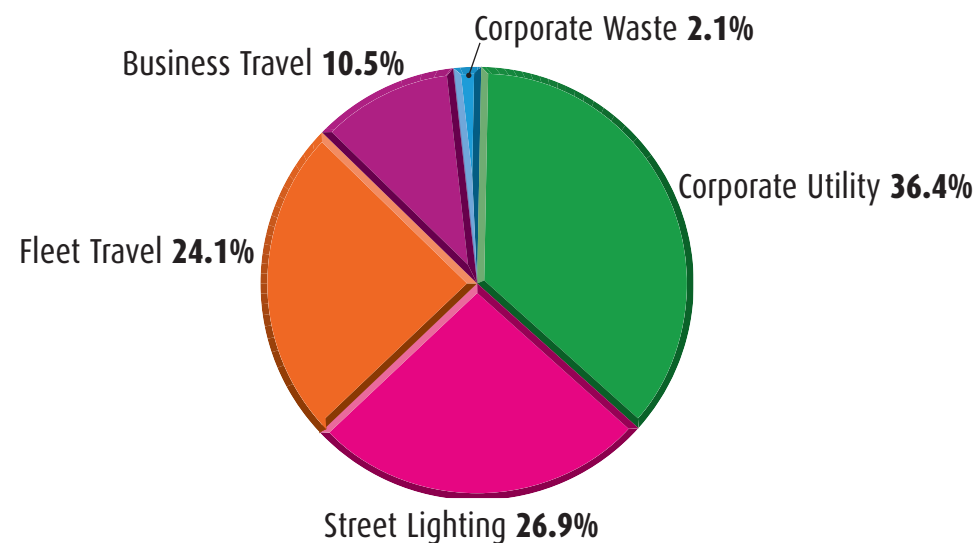
Annex 1 summarises the amount of energy, water and waste we used as an organisation in 2014/15. It also shows that we generated just over 15,000² tonnes of carbon dioxide. Just under 40% of carbon emissions come from our corporate estate i.e. offices and schools and just under 40% from streetlighting. The remaining emissions come from our fleet and travelling about for work and the waste we create. When we include the energy and carbon emissions from our social housing stock (over 30,000 tCO₂), our total carbon emissions would be nearer 45,000 tCO₂.

We also spent over five million pounds on these utilities with over 35% of this spend relating to corporate utilities and 26% on streetlighting. Fleet transport also equates to about 24% of all our spend with 10% resulting from business travel (when we travel around for work purposes)

Corporate Carbon Emissions



Corporate Costs



² Excluding gas consumption (CYC has been unable to obtain gas consumption for 2014/15 from British Gas due to errors on their side)

Actions for 2016 / 17

Council

A new carbon, resource smart management plan has been developed (see separate document for full details). In the first year of this programme we will continue to deliver and/or carry out a number of energy, water and transport efficiency projects. Specifically, complete an audit on water and wastewater expenditure, the upgrade of boilers and energy management controls, various energy efficiency schemes in schools, installation of LED lighting, refurbishments, tenant energy efficiency awareness programmes, as well as switching more streetlights onto LED lighting and new billing system from dynamic to half-hourly billing (to increase billing accuracy). Various transport projects including the Travel Management Unit's Council Fleet work to improve driving behaviour and fuel efficiency, the addition of a special fuel additive to decrease fuel consumption and engine maintenance costs, and the restructuring of the Business Travel patterns.

We have also developed a pipeline of low carbon projects that require further technical work to determine if they are viable and feasible, including various energy efficiency and renewable energy schemes. In conjunction with Leeds City Region, we have submitted, an application to the European Investment Bank for ELENA funding (technical support

for energy projects). We will also look at funding such the European Structural and Investment Fund Growth Programme, particularly calls under their European Regional Development Fund to deliver viable projects.

Facilitated city support

In our public facing role the council will continue to support the city to work towards being a zero carbon city. We will coordinate the refresh of York's Climate Change Action Plan in 2016 and work with city partners to accelerate action. As above, we have worked with partners to develop an initial low carbon pipeline of projects that require further technical work to determine their feasibility. This included public sector partners and York Community Energy. It is hoped this support will help determine feasible projects to deliver in the future.

*Phase 2 will cover how the council will ensure it is Climate Ready.

Zero waste

Draft

Reducing waste, reusing where possible, and ultimately sending zero waste to landfill.

This aims to minimise the amount of waste we create across the council through promoting waste reduction and maximising opportunities to recycle and reuse.

Success to date

We can recycle a range of our waste in all buildings the council operates, including schools. For example in West Offices and Hazel Court we can recycle plastic bottles, cans, paper, cardboard and also batteries and print cartridges. A range of staff awareness campaigns have been carried out to ensure we all can help reduce and recycle waste. Over recent years, various recycling services for our offices and schools have helped save an estimated 400tonnes of CO₂e (Carbon Dioxide equivalent). We have also held various employee engagement events including two vintage swap shops.

As a council we also offer a comprehensive range of services to help residents reduce, reuse and recycle including kerbside recycling and garden waste collections, a network of recycling banks and two Household Waste Recycling Centres (HWRC). Most recently we have started to build the Allerton Waste Recovery Park, a new waste treatment facility for North Yorkshire and the City of York which will divert waste from landfill and instead use it to generate energy. We have introduced new collection points for vegetable oil recycling at Hazel Court HWRC and have extended the garden waste collection season to allow residents to compost more autumnal garden waste.



Bring along an unwanted vintage-style item and swap it!

VINTAGE Swap Shop

8am -10pm
Trade your item for a token on your way into work

12pm -3pm
Come and Swap your token for another item

Friday 7 March
Snow Room



Current Activity

In 2014/15 the council sent approximately over 350 tonnes of waste to landfill and recycled over 160 tonnes of waste. Our schools sent just over 730 tonnes of waste and recycled 341 tonnes of waste. This generated just under 230 tonnes of CO2e and cost the council just under £85,500. See Annex 1.

Actions for 2016 / 17

We will continue to offer a range of comprehensive services to help the council reduce the amount of waste it sends to landfill and maximise opportunities to reduce, reuse and recycle council waste.

Facilitated city support

We will continue to offer a range of comprehensive services to help residents and businesses reduce the amount of waste they generate.

We will extend the garden waste collection season to the end of November / start December to allow residents to compost more autumnal garden waste. We will work with partners to increase reuse across the city, Consult with residents to replace bag refuse collections with wheeled bins and help residents living in flats, terraced streets and student areas to recycle more through targeted campaigns



Sustainable transport

Reduce the need to travel and encourage employees to use sustainable modes of transport and low emissions vehicles when travelling on our behalf.

This principle aims to reduce the need to travel and encourage employees to use sustainable travel options that are suitable to their needs like walking and cycling, pool bikes and cars and travelling by rail. It also includes continuing our work to accelerate the roll out of ultra low emission fleet vehicles where suitable.

Success to date

City of York Council operates a diverse fleet – in total, there are more than 200 vehicles including heavy goods, light goods, small vans and passenger carrying vehicles.

Over recent years the council as part of the Moving on Up - rethinking travel project and through the hugely successful ITravel programme have been changing the way we travel for work, and getting everyone to consider how they can get from A to B on council business in the most efficient, environmentally-friendly and safest way. For example, we have installed new pool bikes and a new self service pool bike

system at West Offices. The system, which has been funded through the Sustainable Transport service, aims to provide staff with a reliable, environmentally friendly option for local journeys around the city and all bikes are provided with panniers so equipment can be easily transported whilst travelling. Four new style bikes are also located at Hazel Court Eco Depot. We have a growing fleet of electric vehicles and a central pool car scheme which is available to staff travelling around the authority area for business purposes. We also promote walking short distances as a great way to get around the city, its healthy and without the stress of traffic jams or finding a parking space.

The council is always replacing new fleet vehicles with lower emission, fuel efficient vehicles and achieved a 3 star rating in the national EcoStars recognition scheme. We are also the first local authority in the UK to trial a new fuel additive, which could save up to £50,000 a year and significantly reduce toxic emissions from its vehicles. Unipart Rail has selected the council for its pilot scheme which adds DiesoLiFT™ to diesel, a chemical which increases fuel efficiency while also cleaning the engine. This helps to reduce fuel consumption and emissions and the incidence of fuel blockages and vehicle failures which cost us money to repair.

Current Activity

In 2014/15 across our fleet vehicles we used 822,700 litres of fuel (including Diesel, LPG, Gas Oil and Petrol). In addition we travelled over 700,000 car business miles and just over 400,000 rail miles. This in total generated 2300 tCO2 and cost the council over £1.1million. See Annex 1.

Actions for 2016 / 17

Council

We will continue to offer a range of comprehensive services to help staff consider how they can get from A to B on council business in the most efficient, environmentally-friendly and safest way. As part of the new carbon and resource smart management plan that has been developed (see separate document), we will continue to deliver a number of transport related projects including continuing to trial DiesoLiFT™ to increase fuel efficiency and reduce fuel consumption by increasing the use of fuel efficient vehicles, and where cost effective and practical continue to introduce ultra low emission vehicles as part of our normal vehicle replacement process.

Facilitated city support

In our public facing role the council will continue to support the city to encourage sustainable modes of transport across the city. We will continue to deliver the Local Transport Plan 3 and also seek to build on the success of Itravel and as part of the Ultra Low Emission Vehicle (ULEV) Cities funding secured in 2016, we will also deliver low carbon transport hubs across the city to accelerate the roll out of electric vehicles across the city and where possible integrate renewable energy and energy storage into these hubs. We will also continue to help accelerate the roll out of ULEVs across the city's bus and taxi fleets.



Targets and actions

Phase 1 Targets	Monitoring	Indicator	Baseline
To reduce, year on year, carbon dioxide emissions across the estate.	Utility bills, fuel, tonnage	tCO2 (tonnes of CO2)	15,204.43

Phase 1 Actions	Who	Cost	Comments	Deadline
Devise a new internal OnePlanetCouncil Communication Campaign.	Jacqui Warren/ Debbie Manson	Nil		Aug 2016
Water Efficiency / Bill verification				
Potential water rebate on 26 sites due to incorrect billing. This could result in a total refund of up to £20k.	Gary Christie	£ Xv		July 2016
West Bank Park: Installation of urinal controls to control excess water consumption - urinal cisterns. East Parade Gardens: Installation of urinal controls to control excess water consumption - urinal cisterns.	Gary Christie	£ Xv - short-term costs but long-term savings		Dec 2016

Energy Efficiency				
Piccadilly Car Park: Replacement of LED lighting. T12/T8 to LED including new fitting.	Gary Christie	£ Xv		TBC
ECO-Depot: Lighting Upgrade (replacement external floodlighting / work bays / canteen with LED lighting).	Gary Christie	£ Xv		TBC
Various LED lighting projects including the following sites: Libraries Haxby Hall YorCraft Energise Various Schools (See Carbon and Resource Smart Management Plan 2015 - 2019).	Gary Christie	£ Xv		Various 2016/17
Various school energy efficiency projects including insulation, roof repairs, new windows and electricity upgrades (See Carbon and Resource Smart Management Plan 2015 - 2019).	Alison Kelly, Claire McCormick, Jake Wood	£XX / £ Xv		Summer 2016
Explore an energy efficiency retrofit scheme for the redevelopment of Burnholm School.	Phillip Callow	£XX / £ Xv		TBC

Street Lighting			
Various schemes focusing on reducing our carbon footprint and energy bills. This includes conversion of over 6900 street lighting lanterns lights to more energy efficient LED lights.	Derek Grant	£ Xv	March 2017
Fleet Transport			
To reduce fuel use, vehicle wear and risk of accidents using various strategies including consideration of systems that promote appropriate driver behaviour.	Chris Slade	£ Xv	Ongoing
To assess the potential to reduce fuel consumption, emissions and maintenance costs through use of fuel additives or other technologies. Continue current trial of Diesolift fuel additive on a selected number of vehicles.	Chris Slade	£ Xv	Autumn 2016
Continue to strive to reduce overall vehicle fuel consumption through use of more efficient vehicles, through use of electric vehicles where appropriate and decrease the number of vehicles used through efficiency gains in departmental operations.	Chris Slade	£ Xv	Ongoing

Business Travel				
Restructure business travel patterns to reduce GHG emissions and costs by various schemes to encourage the use of trains, buses, electric vehicles and pool cars and bicycles, with tailored support per directorates.	James Williams/Mark Hewlett	£ Xv		
Encourage use of zero carbon & low maintenance cost vehicle.	James Williams/Mark Hewlett	£ Xv		
Introduce new pool bike scheme in West Offices.	James Williams /Mark Hewlett	£ Xv		
Social Housing				
Development of a new Green Business Plan to provide a cohesive framework for planning sustainable improvements to the housing stock.	Nick Ross/Luke Richardson	£ XX		
Energy efficiency retrofits to the Council's Social Housing stock: loft insulation, cavity wall insulation, air source heat pumps, non-traditional refurbishments (walls), doors enhancement, window double glazing, internal wall insulation, installation of A-rated gas boilers and controls upgrade, LED communal lighting, upgrade of central communal boilers, remediation of damp properties (with insulation and boiler ventilation), tenant training programmes on energy efficiency.	Nick Ross/Luke Richardson	£ XX		

Renewable Energy				
Explore options for increasing the amount of solar PV at the ECO-DEPOT.	Gary Christie	£ Xv		Sept 2016
Explore options for Solar PV at Tang Hall School	Gary Christie	£ Xv		Ongoing
Secure approximately £1m of technical support to explore the feasibility and viability of ~ 10 renewable energy schemes across the council estate (and wider city).	Jacqui Warren	£ XX	EU ELENA funding submitted in June 2016	Sept 2016 onwards - 2019
Develop 7 HYPER Hubs – a network of ultra low carbon transport refuelling hubs across York fuelled by solar energy (via solar car ports / canopies / similar).	Derek McCreddie/ Jacqui Warren	£ XX	Secured £800k from OLEV in 2016. Will apply for ERDF low carbon funding in July 2016 for £1m of match funding to support the schemes.	July 2016 - 2018
Part retrofit/part new build scheme for the redevelopment of the Guildhall. Create high/exemplar/innovation in terms of energy efficiency standards and integrated renewable energy i.e. water heat pump/ solar.	David Warburton/ Jacqui Warren	£ XX	Detailed feasibility to be funded through the ELENA bid above (if successful). Exploring options for EU ERDF funding as match for suitable potential renewable energy schemes.	

We have used the following symbols for the cost implications:

£ √ – Saves us money

£ 0 – Cost neutral

£ X – Small cost implication

£ XX – Large cost implication

£ Xv – Small short-term costs but long-term savings

Effective OnePlanetCouncil

This section discusses the steps that the Council will take to ensure it embeds sustainability and the OnePlanetCouncil principles into everything it does (from strategic policies to operational services).

Success to date

The council over the past years has had various policies to embed some of the principles covered by the new OnePlanetCouncil policy, such as an Environment Policy which committed the council to reducing our negative affects on the environment.

It also aimed to increase good environmental practices and to safeguard the local, natural and global environment. We have used Sustainability Impact Assessments on core strategies to embed sustainability into the heart of core policies and programmes. We have also run corporate programmes such as the Carbon Management Programme 2008–2013 to embed better carbon management across the council.

In the absence of a local authority standard sustainability reporting protocol, we have adapted the Carbon Trust's Carbon Management Embedding Matrix which is used across the UK, including here in

the council. It assesses how an organisation has embedded carbon management into its strategic and operational services. We have adapted this carbon management self-assessment matrix and added wider OnePlanetCouncil principles (see Annex 3) This adapted OnePlanetCouncil Embedding Matrix will allow the council to consider the extent to which as an organisation it has embedded the 'One Planet' principles. It considers seven indicative areas and a maximum score 5 is available in each area:

- Corporate strategy
- Programme management
- Responsibility
- Data management
- Communication and training
- Finance and investment
- Policy alignment

Current Activity

Using the adapted OnePlanetCouncil embedding matrix the council's current level of embedding One Planet principles in the heart of everything it does is 17/ 35. With strong performance in areas such as our current corporate strategy and current data management of carbon related indicators.

Actions for 2016 / 17

Council

We will continue to improve and progress our way up the matrix levels to around a score of 20 by March 2017.

Facilitated city support

We will share this approach and best practice across the city's businesses and OPY network. Including the development of a OnePlanetBusiness Action Plan template and basic guide to saving money by becoming an OnePlanetBusiness.

OPC Enabling Projects	Core Objective	2015/16 Baseline Score
Corporate Strategy	I. Embed OPC principles and practices across the estate	3
Programme Management	II. Coordinate actions to maximise efficiency and savings	2
Responsibility	III. Allocate clear OPC responsibilities across the new OPC Board, to govern the OPC Action Plan and maximise new opportunities and efficiency and savings	3
Data Management	IV. Establish a new OPC scorecard and set interim reduction targets (up to 2020) and regularly review progress against targets	3
Communication and Training	V. Raise staff awareness and involvement in corporate carbon and wider OPC actions through increased communications and training	2
Finance and Investment	VI. Specify clear projects and actions needed to meet targets and routinely seek internal and external funding to deliver change	3
Policy Alignment	VII. Through the One Planet York Programme, implement a corporate One Planet Policy that supports delivery of OPC principles into everything the Council does.	1
Total		17/35

Targets and actions

Phase 1 Targets	Monitoring	Indicator	Baseline
Annually progress up the OPC Embedding Matrix and aim to achieve at least level 4 on all 7 strategic themes by 2019/2020	OPC Embedding Matrix Self Assessment	Score between 20 - 25 by April 2017	17

Phase 1 Embedding Actions	Who	Cost	Target Score by 31st March 2017
Corporate Strategy - OPC strategy endorsed by Executive Member, CMT and publicised with staff	Jacqui Warren	£ √ - Saves us money	4
Programme Management - Report progress to new OPC Board (formerly Utilities Board)	Jacqui Warren	£ √ - Saves us money	4
Responsibility - Secure commitment and involvement of all members of the OPC Board and to help act like champions in their services	Jacqui Warren	£ √ - Saves us money	4
Data - Install a new energy and water management system to provide a more comprehensive to ensure all data is available regularly and in one place. Devise indicators and data approach for Phase 2 - Action Plan	Gary Christie/ Jacqui Warren	£ √ - Saves us money	3
Communication and Training - Devise a new internal OnePlanetCouncil Communication Campaign. Roll out the new corporate Integrated Impact Assessment Tool and provide training for staff	Jacqui Warren/ Debbie Manson /Jacqui Warren/ Jan Kilmartin/ Will Boardman	Nil	4

Finance and Investment - Streamline energy bills	Gary Christie / David Gladders	£ X√	3
Specify clear capital projects and actions needed to meet targets (including renewable energy generation) and allocate more centralised resource for carbon saving projects Identify additional (internal and external) funding opportunities for subsidizing ongoing and future projects	Jacqui Warren / David Gladders	£XX	
Identify additional (internal and external) funding opportunities for subsidizing ongoing and future projects	Jacqui Warren and All OPC Board	Nil	
Policy Alignment - OPC Policy and this Action Plan and the Carbon and Resource Smart Management Plan, new council operating model and People Plan all aligned.	Jacqui Warren	Nil	3

We have used the following symbols for the cost implications:

£ √ - Saves us money

£ 0 - Cost neutral

£ X - Small cost implication

£ XX - Large cost implication

£ X√ - Small short-term costs but long-term savings

Annex 1.

10 One Planet York Principles

Draft

Equity & local economy



A high skilled, low poverty, low carbon sustainable economy aided by a high concentration of environmental businesses

Health & happiness



All residents enjoying long, healthy, independent and safe lives

Culture & community



Building confident, inclusive communities and world class centre for culture, education and learning

Zero Carbon



Creating energy efficient buildings, getting most of our energy from renewable sources and ensuring York is climate ready

Zero Waste



Reducing waste, reusing where possible and ultimately sending zero waste to landfill

Sustainable transport



Using sustainable modes of transport and low emission vehicles to transform York into a nationally acclaimed low emission city

Sustainable materials



Using goods from sustainable sources and, where possible, sourcing locally

Sustainable water



Using water efficiently and tackling flooding, drought and water pollution

Local & sustainable food



Developing a thriving local food economy

Land & wildlife



Conserving and enhancing York's landscapes, built and natural environment and wildlife

OnePlanetCouncil Policy principles



Continue to support fair pay across the council and help create a thriving economy.

Through the People Plan, we will remain confident in the fairness of our reward and pay practices.

Where appropriate, services will also support delivery of the city's Economic Strategy (2016) and help create a thriving city with opportunities for residents to get good quality and well paid jobs (Council Plan 2015-2019).



Maximise opportunities to promote health and wellbeing across our organisation and the city. We will promote effective and active employee engagement with wellbeing programmes and proactive support focussing on key health issues for the organisation that are also aligned to the Public Health Strategy.

Services will also support creating a thriving city where residents are encouraged and supported to live healthy lives (Council Plan 2015-2019).



Maximise opportunities to deliver a collaborative, innovative, inclusive and creative culture across the council and create services which help York's residents live, confident, healthy, inclusive lives. Based on the People Plan we will continue to strive to be an organisation that values and engages with employees and has a culture that is collaborative, innovative, inclusive and creative.

Services will also work to support creating a thriving city where all York's residents live and thrive in a city which allows them to contribute fully to their communities and neighbourhoods (Council Plan 2015-2019).



Create energy efficient buildings, get the most of our energy from renewable sources and ensure York is climate ready. We will minimise energy and water use, make the most out of renewable energy and reduce carbon dioxide emissions from our activities. We will also ensure all our operations and services are climate ready and prepared for current and future changes in our climate.

Services will also help cut the city's carbon emissions and be a leading low emission city (Council Plan 2015 - 2019).



Reduce waste, reusing where possible and ultimately sending zero waste to landfill. We will minimise operational waste that arises across the council through waste reduction, reuse, recycling and recovery measures and ultimately work towards sending zero waste to landfill.

Services will also help increase the percentage of waste recycled across the city (Council Plan 2015 -2019).



Reduce the need to travel and encourage employees to use sustainable modes of transport. Through our travel policies we will promote the use of a range of sustainable modes of transport and low emissions vehicles.

Services will also help improve air quality across the city and continue to offer efficient and affordable transport links enabling residents and businesses to access key services (Council Plan 2015 - 2019)



Use goods from sustainable sources and, where possible, source locally. Where possible we will reduce the environmental impact of all new council owned buildings and the goods and services we procure as an organisation.



Support a thriving local food economy. We will, where possible, use and support local food initiatives within council services and across the city.



Conserve and enhance York's built and natural environment. We will conserve the City's landscapes, built and natural environment and wildlife and actively seek enhancements. We will do this across our estate and the city and also encourage sustainable new developments.

Annex 2.

Carbon Footprint of council including all energy, water, fuel and waste generated in 2014/15

Scope	Activity	Costs	kg CO2e *	kg CO2	kg CH4	kg N2O
Corporate Utility						
Electricity (kWh)	7,197,074.10	820,050.54	3,557,225.84	3,528,221.64	2,375.03	26,557.20
Natural Gas (kWh)***	n.d.	111,948.06	n.d.	n.d.	n.d.	n.d.
Gas Oil (L)	94,384.00	50,707.15	276,145.91	257,337.57	238.75	18,569.59
Water (m3)	95,450.00	230,208.64	32,844.35			
Renewables	n.d.	14,484.40	n.d.	n.d.	n.d.	n.d.
Total		1,227,398.79	3,866,216.10	3,785,559.21	2,613.78	45,126.80
Schools Utility						
Electricity (kWh)	8,849,895.80	1,039,942.49	4,374,149.50	4,338,484.42	2,920.47	32,656.12
Natural Gas (kWh)	n.d.	511,674.00	n.d.	n.d.	n.d.	n.d.
Gas Oil (L)	07,618.00	145,220.32	900,019.63	838,719.16	778.12	60,522.35
Water (m3)	95,980.00	248,524.67	33,026.72			
Renewables	n.d.	94,691.00	n.d.	n.d.	n.d.	n.d.
Total		2,040,052.48	5,307,195.85	5,177,203.58	3,698.59	93,178.46

Street Lighting						
Electricity (kwh)	7,946,915.20	905,686.01	3,927,842.31	3,895,816.24	2,622.48	29,324.12
Fleet Transport						
Diesel (l)	756,039.77	764,244.74	1,967,517.90	1,951,565.46	529.23	15,423.21
LPG (l)	-	-	-	-	-	-
Gas Oil (l)	42,665.80	24,783.35	124,830.33	116,328.12	107.92	8,394.29
Super Unleaded (l)	2,088.73	2,238.69	4,577.24	4,560.32	6.27	10.65
Unleaded (l)	21,914.54	22,331.47	48,023.52	47,846.02	65.74	111.76
Total	822,708.84	813,598.25	2,144,949.00	2,120,299.92	709.16	23,939.92
Business Travel						
Car Distance (mi)	705,044.00	247,549.05	214,938.33	213,610.78	113.47	1,214.08
Rail Distance (mi)	408,054.00	105,236.64	12,013.34	11,942.35	10.14	60.85
Total	1,113,098.00	352,785.69	226,951.67	225,553.12	123.61	1,274.94
Corporate Waste						
Landfill General Waste (t)	352.52		70,151.48			
Recycling (t)	160.32		3,366.72			
Total	512.84	71,099.21	73,518.20			
Schools Waste						
Landfill General Waste (t)	733.42		145,950.58			
Recycling (t)	341.35		7,168.35			
Total	1,074.77	85,438.57	153,118.93			
GRAND TOTAL (kg)		5,496,059.00	15,699,792.05	15,204,432.07	9,767.62	192,844.23
GRAND TOTAL (Tonnes)			15,699.79	15,204.43	9.77	192.84

(Source Carbon and resource Smart Management Plan 2015/16 – 2019/2020)

*Activity = consumption of energy, water, fuel and waste generated. ** CO2e: A metric measure used to compare the emissions from various greenhouse gases based upon their global warming potential. *** Excludes gas data (currently unavailable).

Annex 3.

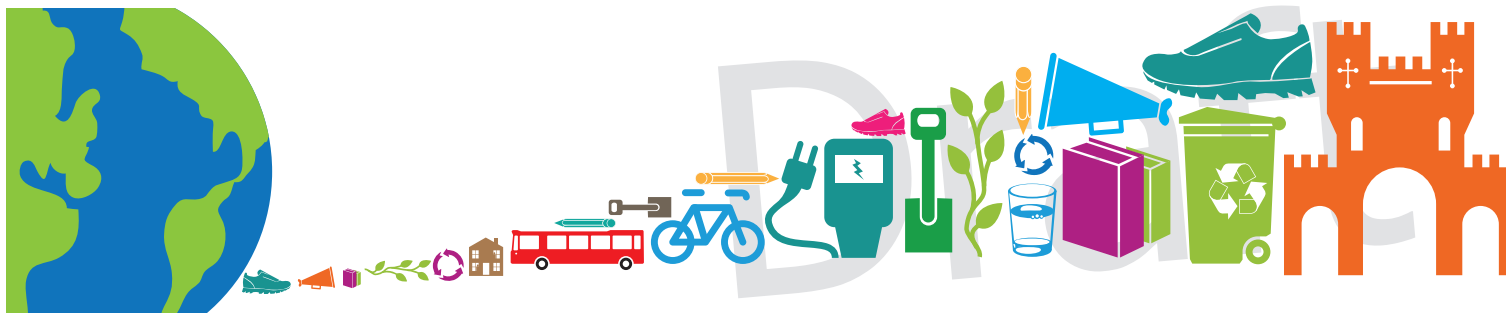
One Planet Council Embedding Matrix and self assessment tool

	Corporate strategy	Programme management	Responsibility	Data management	Communication and training	Finance and investment	Policy alignment
Best 5	<ul style="list-style-type: none"> • Top level OPC targets allocated across organisation 	<ul style="list-style-type: none"> • Executive and CMT review progress against targets • Progress against target published externally 	<ul style="list-style-type: none"> • OPC targets integrated in responsibilities of senior managers • Delivering OPC part of all job descriptions • One Planet advice available to other city partners 	<ul style="list-style-type: none"> • Quarterly collation of CO₂ emissions for all sources • Other OPC data collated quarterly 	<ul style="list-style-type: none"> • All staff given formalised OPC - instruction and training - communications • Joint OPC communications with key partners from One Planet York 	<ul style="list-style-type: none"> • Finance committed for 2+ years of programme • External funding being routinely obtained 	<ul style="list-style-type: none"> • IIA tool used in all projects via All About Projects framework • OPC considerations embedded in all CMT and Executive decision reports
4	<ul style="list-style-type: none"> • OPC commitment in Corporate Strategy with top level targets set (CO₂ reduction energy, water, waste and transport) 	<ul style="list-style-type: none"> • Director of CES reviews progress and removes blockages • Progress against targets routinely reported to all staff 	<ul style="list-style-type: none"> • New OPC Board leading progress with champions across directorates with key delivery responsibility • Cabinet/CMT regularly updated • Staff engaged through new OPC Board 	<ul style="list-style-type: none"> • Annual collation of a basket of OPC indicators including CO₂ emissions for: <ul style="list-style-type: none"> - buildings - street lighting - transport - waste • Data internally reviewed 	<ul style="list-style-type: none"> • All staff given formalised OPC - instruction and training - communications - OPC matters communicated to external customers 	<ul style="list-style-type: none"> • Some centralised resource allocated to OPC projects (other than carbon/resource smart projects) • Some external financing 	<ul style="list-style-type: none"> • IIA used for up to 10 major projects per year • New policy alignment happening on major internal and external policies/strategies

	Corporate strategy	Programme management	Responsibility	Data management	Communication and training	Finance and investment	Policy alignment
3	<ul style="list-style-type: none"> • OPC commitment on corporate strategy • OPC referenced in other strategies 	<ul style="list-style-type: none"> • New OPC Board (formerly Utilities Board) regularly review OPC progress: <ul style="list-style-type: none"> - actions - profiles and targets • New opportunities 	<ul style="list-style-type: none"> • An individual provides full time focus for OPC targets and coordinated action across the council • Senior sponsor actively engaged 	<ul style="list-style-type: none"> • Collation of CO2 emissions for limited scope i.e. buildings only 	<ul style="list-style-type: none"> • Regular OPC awareness 	<ul style="list-style-type: none"> • Finance for OPC remains ad-hoc but allocated for CO2/resource smart actions • Finance representation on OPC Team 	<ul style="list-style-type: none"> • IIA used on 5-10 major projects • New Policy alignment happening on 2-5 internal/external policies/strategies
2	<ul style="list-style-type: none"> • OPC vision clearly stated and published • New OPC policy adopted • Staff aware of OPC 	<ul style="list-style-type: none"> • Ad hoc reviews of OPC actions progress (mainly focussing on carbon emissions only) 	<ul style="list-style-type: none"> • OPC the responsibility of few department champions 	<ul style="list-style-type: none"> • No OPC or CO2 emissions data compiled • Energy data compiled on an annual basis 	<ul style="list-style-type: none"> • Staff given OPC information on ad-hoc basis 	<ul style="list-style-type: none"> • Ad-hoc financing for just CO2 reduction projects 	<ul style="list-style-type: none"> • IIA used oj between 0-3 major projects/policies • New OPC policy adopted
1 Worst	<ul style="list-style-type: none"> • No OPC policy 	<ul style="list-style-type: none"> • No monitoring 	<ul style="list-style-type: none"> • No recognised OPC responsibility 	<ul style="list-style-type: none"> • No monitoring of any OPC data sets 	<ul style="list-style-type: none"> • No communication or training 	<ul style="list-style-type: none"> • No specific funding for any OPC and CO2 reduction projects 	<ul style="list-style-type: none"> • No IIA used • No new policy alignment - only Environment Policy

(Adapted from the Carbon Trust's Embedding Carbon Management Matrix)

Draft



ONE PLANET ACTION PLAN

We're using a One Planet Action Plan to help us live within a fair share of the earth's resources

One Planet Council

If you would like this information in an accessible format (for example in large print, in Braille, on CD or by email) please call **(01904) 551550**

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Chinese (Traditional)

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