



## Notice of a public meeting of

### Climate Change Policy and Scrutiny Committee

- To:** Councillors Vassie (Chair), Baker (Vice-Chair), S Barnes, Fisher, Hook, D Myers and Wann
- Date:** Tuesday, 10 March 2020
- Time:** 5.30 pm
- Venue:** The George Hudson Board Room - 1st Floor West Offices (F045)

### AGENDA

#### 1. **Declarations of Interest**

At this point, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

#### 2. **Minutes** (Pages 1 - 4)

To approve and sign the minutes of the meeting held on 14 January 2020.

#### 3. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on 9 March 2020**. Members of the public can speak on agenda items or matters within the remit of the Committee. To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

## **Filming, Recording or Webcasting Meetings**

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Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/download/downloads/id/11406/protocol\\_f\\_or\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809.pdf](http://www.york.gov.uk/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

- 4. One Planet York Update** (Pages 5 - 20)  
To receive an update report from One Planet York, as previously requested by the committee.
- 5. Renewing City of York Council's Pledge to Covenant of Mayors** (Pages 21 - 28)  
This report outlines the recommended next steps for renewing City of York Council's commitment to the Covenant of Mayors for Energy and Climate Change, as agreed by Full Council in January 2020.
- 6. Responsible Investment** (Pages 29 - 34)  
This report sets out the current position on the investments of the council and of the North Yorkshire Pension Fund to ensure funds are invested responsibly, and outlines the statutory regulations covering the investment of council funds and the work already carried out in this area by other committees, including Audit & Governance Committee and Executive.

**7. Sustainable Procurement** (Pages 35 - 52)

This report outlines the current Procurement Strategy and the process for updating the strategy over the coming months, with particular regard to optimising the opportunities for delivering social value and ensuring long term sustainability.

**8. Work Plan 2019/20** (Pages 53 - 56)

To consider the committee's work plan for 2019-20.

**9. Urgent Business**

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Robert Flintoft  
Telephone: (01904) 555704  
E-mail: robert.flintoft@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

**我們也用您們的語言提供這個信息 (Cantonese)**

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim (Polish)  
własnym języku.

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

**☎ (01904) 551550**

City of York Council

Committee Minutes

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Meeting	Climate Change Policy and Scrutiny Committee
Date	14 January 2020
Present	Councillors Vassie (Chair), Baker (Vice-Chair), S Barnes, Fisher, Hook, D Myers and Wann
Apologies	

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## 28. Declarations of Interest

At this point, Members were asked to declare any personal interests not included on the Register of Interests, prejudicial interest or any disclosable pecuniary interests which they may have in respect of business on the agenda. None were declared.

## 29. Minutes

Resolved: That the minutes of the previous meetings held on the 12 November 2019 and the 16 December 2019 be approved and signed by the Chair as an accurate record.

## 30. Public Participation

It was reported that there had been six registrations to speak under the Council's Public Participation Scheme, however, only five of those registered attended the meeting.

Jamie Sims spoke as a member of Extinction Rebellion and discussed the rising global temperatures and the impact that 100 of the largest companies have on temperature rises. He raised concerns about the future homes standard and the need to insulate existing homes. He asked the Committee to lobby the Executive for a ban on shops leaving their doors open.

Dave Merrett raised concerns about the Local Plan potentially not being fit for purpose. He questioned the amount of affordable housing in the plan and noted that more low income earners working in the city would end up living further away from the city, suggesting that this would create a greater reliance on car based transport to and from the city. He asked the Committee to consider if the York Central development should be car free.

Richard Clark also raised concerns about the York Central development and was apprehensive regarding York's Carbon Neutral by 2030 target

being matched with its industrial goals. He noted that they believed that the York Central development was planning for a lot of car use by assigning large parking areas for officers and homes.

June Tranmer brought up the carbon foot prints of individuals in relation to their sending of emails. She cited the Carbon Literacy Document, noting the amount of carbon different sized emails produced. She asked that the Committee consider ways of reducing the size and volume of emails used, noting the need for more web links rather than attachments in emails to reduce carbon emissions.

Debby Cobbett spoke as a member of Yorkshire and Humber National Pensioners Convention and questioned whether City of York Council had done enough to tackle the Climate Emergency, nearly a year after the Council declared one. She noted their support for the motion that was passed at the December 2019 Council meeting, that would ban non-essential car journeys from inside the city walls. She however, hoped that this would not just move where car journeys were taking place, but would be part of improving and promoting the use of cleaner transport options.

### **31. Sustainable Development, Local Plan and Climate Change**

The Committee were joined by Liam Tate (Planning Manager at Barratt Homes / David Wilson Homes), Paul Wharam (Technical Director at Barratt Homes / David Wilson Homes), Steve Cinderby (Stockholm Environment Institute), and Council Officers.

Officers outlined the position of the Local Plan, the supplementary planning documents, and the reasons for the plan being considered in two separate phases by the inspector. In response to Member questions, the officers noted that there were limitations to being able to amend the plan beyond what the inspector could recommend. They also noted that the Local Plan was setting higher building standards than current government building regulations. Officers confirmed the limitations to being able to set potentially more ambitious targets for carbon reduction or energy efficiency as the plan and noted that there was a chance that the inspector could lower targets on the grounds of feasibility due to them being higher than national planning policy frame work.

Liam Tate and Paul Wharam responded to a series of Members questions, outlining that from a developer's perspective that they were looking for a level playing field between themselves and other developers. They therefore were looking for guidance in the form of planning guidelines that would indicate the standard that they would need to build too. They highlighted that they as a company had taken a fabric first approach and

considered PV or heat recovery systems only when building over and above current building regulations. In response to questions about car free developments and the potential for York Central to be car free, they noted that public perception would need to be in favour of car free developments and that current planning standards ask for developments to come with space for two cars.

Members considered the government's consultation on The Future Homes Standard: changes to Part L and Part F of the Building Regulations for new dwellings, it was noted that in 2006 there had been a government target for homes to be 'zero carbon' by 2016, however, the plan was stopped by a previous administration. Instead of the options in the consultation of reductions in carbon emissions of homes, Members stated that they would prefer a target of 'zero carbon' for all new homes.

The Committee also discussed a range of topics including localised heating systems, renewable energy on listed buildings, and the financial implications of building to higher standards. Furthermore they considered examples of schemes undertaken by other local authorities and highlighted the Friends of the Earth document as part of the agenda pack '33 actions local authorities can take on climate change' as further ways of considering what City of York Council could consider implementing. Members agreed to discuss outside of the meeting potential funding streams the council could seek to use that would allow for buildings to be built to a higher standard, while not adversely affecting things such as the building of affordable housing.

Resolved:

- i. That a report be brought to the February meeting of the Committee providing an initial perspective on whether the City of York Council could adopt any of the 33 actions local authorities could take on climate change, as outlined in the Friends of the Earth document.
- ii. That Members of the Committee would meet outside of the meeting to discuss potential funding streams in building sustainable homes and report back to the Committee.
- iii. That the Supplementary Planning documents be shared with the Committee at an appropriate time, so that Scrutiny Members can feed into the process.
- iv. That the Executive Member of Economy and Strategic Planning be asked to consider submitting a supplementary response to the Government's Future Homes Standard consultation, requesting the adoption of a zero carbon emissions standard in all new build homes.

- v. That the Executive be asked to consider coordinating with other local authorities to lobby the government to instate a zero carbon emissions standard in all new build homes.

Reason: To ensure that the City of York Council can meet its target of becoming a carbon natural city of 2030.

### **32. Work Plan 2019/20**

Members considered the committee's work plan for the remainder of the 2019/20 municipal year. Members agreed that Biodiversity scheduled to come to the 4 February 2020 meeting would be postponed to the 21 April 2020 Committee meeting.

Resolved:

- i. That the draft work plan was approved, as submitted, subject to the above clarification.

Reason: To ensure that the committee has a planned programme of work in place.

Cllr. C Vassie, Chair

[The meeting started at 5.34 pm and finished at 7.54 pm].





One Planet York

Mike Bonsall, June Tranmer, Peter Watkins

Delivered: 10th March 2020

### Update Report for York Climate Scrutiny Committee

#### **Brief**

After recommendations from York Community Consulting (YCC) and subsequent leadership meetings One Planet York has been invited to report back on progress and ambitions for the future of the project.

We also have information to report back on after discussions with the Carbon Disclosure Project (CDP) and the Carbon Literacy Project (CLP).

Note: The chair Mike Bonsall is unavailable - so members June Tranmer and Peter Watkins will deliver the report.

#### **June**

Update on the work of OPY and how it relates to the work of York Council in tackling Climate Change:

We would like to report that, although progress has been slow, due to the work being done by volunteers and the need for checking back with the current Leadership Group to confirm we are all in agreement, we have some results: see the attached Suggested Structure for our interim board and Management Group, with a Board of Directors to be elected by the members at our AGM in May.

Since March 2016, the One Planet York initiative has brought together over 60 organisations with a common concern for the environment and the health and wellbeing of York residents . The partnership co-created a framework to develop a shared vision of a more resilient and sustainable city. The Leadership group has organised three major annual events since

2016 and many smaller “mingles” where people shared best practice in various aspects of sustainable living and doing business. Since the declaration of the Climate Emergency last year, we have felt the urgent need to move onto more specific activities, providing more help and support to organisations, groups and individuals. This would take the form of mentoring to help them measure and report on their activities. This way, we will have a record of achievements around the city, heading towards the year 2030 and our shared vision of becoming carbon neutral in that time. We wish to collate and share best practice more widely and thus support and liaise with the Council Climate Emergency Scrutiny Committee in order to facilitate reaching that target.

To that end, as you know, we commissioned the York Community Consulting to prepare a brief for us on our strengths and challenges, and giving us an overview for a way forward. Pete will talk a bit more about that.

Update on new organisational structure proposed on how this will be delivered. See the attached diagram on our proposed new structure, which I can explain a bit more about if you wish.

Update on Carbon Literacy Project - “***An awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions on an individual, community and organisational basis.***”

The attached information says a bit about their Carbon Literacy Training. We would like to provide this for our members, volunteers and pledgers so they can become experienced trainers / mentors for others. We hope to attract funding to further that aim and then cascade the actions throughout the different “petals” of One Planet York. (List of the petals also attached)

Potential funding - YCC suggested we set up a crowdfunding page, a donations button on the website and Facebook page. Pledgers can contribute an annual amount that will help fund the basic running of the organisation while external funding can support specific projects like the Carbon Literacy Training. We also have several supportive experienced funding bid writers who are ready and able to help us research and apply for funding. We hope to attract more pledgers who will contribute to helping us provide our stated goals of:

- a. To support the members and membership organisations with metrics, measurement, case studies and mentoring in how to measure their carbon footprint and improve their contribution to the overall aim of reaching Carbon Neutral Status by 2030 in York, within the 10 petals – listed in our memorandum and articles.
- b. To become a part of the new Climate Commission, to liaise with the Climate Scrutiny Committee and share information and best practice
- c. To organise regular networking events within the 10 petals and broadly across the city, fostering general collaboration among groups and businesses
- d. To provide a website and other social media connections for members and non – members to easily access and share information

We have ascertained four main roles for the new Management Group:

Outreach, Events and Communications Manager

Project Coordinator

Treasurer and Funding Manager

Minutes Secretary

These are in addition to the Chair and Secretary

Peter:

Update on recommendations from York Community Consulting (see attached summary document) They presented their proposal to us in October 2019 and the final report in December 2019. We have attached a summary of their findings. Main points include a clearer vision of our aims and goals, a stronger and more structured social media presence, improvements to the website, which is currently very out of date. They also recommended other useful social media actions we can take, plus starting a pool of volunteers (which we already have done, with their own Facebook Group for discussions and action planning)

Update on the Consulting Project undertaken last year - and the recommendations relevant to the Scrutiny Committee:

1. Marketing strategy - how we engage and get message out to our members

Clear mission, social media, web site and physical marketing.

2. Engagement strategy

How we will engage with members - providing guidance, advise and networking opportunities.

3. Funding Strategy

How we will fund these activities locally and externally.

### **Update on the discussions with CDP:**

Update on the work of the CDP - and what capacity OPY has been involved with their project:

1. Carbon Disclosure for Business in York

Larger Businesses can disclose directly to CDP - OPY could be a tool used to discuss this with larger organisations and form a list of which companies are already on the list.

Discussions were had about the engagement of SME business (which makes up most of economic activity on a local level). We have suggested to CDP that we could create a simple disclosure and have approached a University of York group to assist us with planning and writing this.

2. Carbon Disclosure For City of York Council

The Council has been approached to disclose to the CDP - but agreement not yet made. If this can be done by April 2020 the results could be back later this year. It will be key for setting the example which business can follow. We feel that if CYC and other large anchor organisations were to follow that model, then we could follow the Carbon

Literacy Project model for smaller businesses, voluntary sector bodies and social enterprises, as well as individuals.

*Question for the committee:* have the Council made any commitments to disclosure with CDP - and can this progress be followed up?

### **General Questions for committee from OPY:**

What **support** is available for OPY in it's new format - particularly in its capacity to engage and relate climate policy back to its members.

**COP26** - preparations and involvement of York in this National initiative. We would like to organise an event in York in October just prior to COP26 but time is short so we need to get into action on this.

**Car Free 2023** policy - our members are very interested in this key piece of policy. How is this progressing?

Supporting documentation:

1. CDP Summary document.
2. York Community Consulting Summary
3. Carbon Literacy Project information
4. Our suggested structure
5. The 10 Petals

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## **CDP disclosure: Supporting local authorities in the UK**

[CDP](#) is a global environmental non-profit organisation that helps investors, companies, local authorities, and regions assess their environmental impact and take urgent action to build a sustainable economy.

Local governments are leading the transition to a sustainable economy by setting ambitious low carbon and resilient goals and policies that create better places for people to live and work. With the growing number of climate emergency declarations and the UK hosting [COP26](#) next year – it is important that local authorities get the support they need to respond to the growing demand for climate action. In response to this and with the kind support of the Esmee Fairbairn Foundation, CDP is working with cities in the UK to help them set and meet ambitious, evidence-driven climate objectives.

In particular, CDP is:

- ▼ Supporting local authorities to improve transparency by reporting their climate data publicly;
- ▼ Providing local authorities with insights and resources to set and meet their climate targets;
- ▼ Engaging local authorities through events, webinars and working groups to enable peer-learning and information exchange;
- ▼ Providing cities relevant mitigation and adaptation tools and services;
- ▼ Delivering data and insights to inform partners and policy-makers about local government ambitions.

**Over 920 local and regional governments worldwide** are measuring and disclosing environmental data through [CDP and ICLEI's unified reporting system](#) in order to manage emissions, build resilience, protect themselves from climate impacts and create better places for people to live and work.

In 2019, **19 local authorities disclosed to CDP** in the UK covering a total population almost 25% of the UK population, including: Bath and North East Somerset, BCP Council, Bradford, Bristol, Cambridge, Cardiff, Coventry, Glasgow, Greater London, Greater Manchester, Leicester, Manchester, Milton Keynes, Norwich, Perth and Kinross, Plymouth, Somerset West and Taunton, St. Davids and Wolverhampton. In addition, Wales and Scotland also disclose through CDP.

Our **free to use** platform will be open for the next cycle in **April 2020** where local authorities will have several months to respond to our [questionnaire](#).

### **Benefits of disclosing through CDP:**

- ▼ Measure and monitor your progress through our [questionnaire](#) to ensure you are strategically tackling and considering both [mitigation](#) and [adaptation](#) actions;
- ▼ Benchmark performance and gain insight through our [case studies](#), [scoring](#), [analytics](#) and [Open Data Portal](#);
- ▼ Participate in events, [webinars](#) and working groups to learn best practice to improve your climate actions
- ▼ Join the world's leading city climate initiatives and programs. Participate in the [Global Covenant of Mayors](#), and initiatives offered by our partners [ICLEI](#), [C40](#) and [WWF](#);
- ▼ Learn how to [engage with companies](#) in your area to help deliver your climate target.

*Bristol is excited to be working with a newly streamlined and supported reporting mechanism. We realise the importance of being transparent and accountable, and anticipate that the reporting process will be much easier through the unified platform. CDP have dedicated UK officers to support us with our reporting, and we look forward to hearing more about their developing initiatives, which will help us to meet our new ambition to be carbon neutral by 2030.*

**Anna Jones, Bristol City Council**

## CDP produces reports and insights for local authorities, below are some examples:

Over 260 local authorities across the UK have declared a climate emergency following the release of the [IPCC 1.5 report](#). Disclosure ensures that there is transparency and accountability in meeting the climate crisis. Below are targets that were disclosed to CDP in 2019.

2020	EMISSIONS REDUCTION	Bournemouth City Council Cardiff City Council Coventry City Council	30% 26% 27.50%
2025	EMISSIONS REDUCTION	Leicester City Council	50%
2030	CARBON NEUTRAL	Bath & North East Somerset Bristol City Council Glasgow City Council ( <i>Net zero by 2037</i> )	
	ZERO CARBON	Plymouth City Council Somerset & West Taunton	
2038	CARBON NEUTRAL	Greater Manchester	
	ZERO CARBON	Manchester City Council	
2050	ZERO CARBON	Greater London Authority	
	CARBON NEUTRAL	Norwich City Council	
	100% CLEAN ENERGY	Over 90 local authorities through <i>UK100</i>	



## Key partners and affiliations relevant in the UK:

CDP works closely with our partners to ensure local authorities receive the tools necessary to help accelerate their climate action. Here are some of the relevant tools available to local authorities:

Join the [Global Covenant of Mayors](#) (GCoM), the largest global alliance for city climate leadership, built upon the commitments of over 10,000 cities.

[ICLEI](#) – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development.

[C40](#) is a network of the world's megacities committed to addressing climate change. Visit their knowledge hub [here](#).

CDP is partnered with [C40](#) and [WBCSD](#) to develop [City-Business Climate Alliances](#). View our guidebook [here](#).

Local authorities can commit to 100% clean energy by 2050 through [UK100](#)

### Contact us:

Simeran Bachra, UK Cities Manager  
+44 020 3818 3918  
[simeran.bachra@cdp.net](mailto:simeran.bachra@cdp.net)

The [Tyndall Centre](#) has produced a [carbon budget tool](#) for local authorities in the UK.

Funded by BEIS, and developed by [Anthesis](#), the [SCATTER tool](#) (Setting City Area Targets and Trajectories for Emissions Reduction) is available for local authorities to provide them with an evidence base from which to build their ambitious carbon reduction plans.

[Ashden](#) has produced a [Climate Action Co-benefits Toolkit](#) to help local authorities demonstrate how action on climate change can deliver many local benefits.

[Ashden](#) with [Friends of the Earth](#) have put together a [list of the most effective actions](#) councils can take on climate.

Ryan Green, Senior Project Officer  
+44 020 3818 3919  
[ryan.green@cdp.net](mailto:ryan.green@cdp.net)



**YCC – proposal from Oct 2019 for their research on our behalf:****Aims of OPY:**

- Providing links between organisations
- Facilitating collaboration
- Creating a 'One Planet' city
- Practical advice and provision of resources

**Get:** Pledger organisations to join the network

**Keep:** Engagement with sustainability initiatives

**Grow:** Participation within the network:

- ❖ Individuals
- ❖ Community groups
- ❖ Small businesses
- ❖ Key anchor pledgers

And:

- ❖ Funding streams
- ❖ Bank of volunteers
- ❖ Knowledge of sustainable practices

**Using:**

- ❖ Active communication with member organisations
- ❖ Promoting sustainable practice

**Results after consultation with Pledger Organisations in December 2019:**

- Sort out the website and Facebook page, use more Instagram and Twitter as well
- Make sure our vision / mission statement is inspirational and attractive to encourage more members and pledgers to support us
- Crowdfunding, pledging and donations, external funders suggested
- Keep communicating with members and pledgers – regular newsletter?
- Stickers for businesses to show to the public that they support OPY and are working on reducing their carbon footprint
- Quarterly events
- Central pool of volunteers
- Guidance and advice offered to our pledgers, members and others around York

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## Carbon Literacy Project Information

Carbon Literacy is relevant climate change learning that leads to positivity and action towards reducing carbon emissions. The Carbon Literacy Project works to provide you with access to this learning so that you can become certified as Carbon Literate.

The Project's published definition of Carbon Literacy is:

*“An awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions on an individual, community and organisational basis.”*

More than just small personal changes, Carbon Literacy highlights the need for substantial change and supports you, as an individual, to have a cascade effect on a much wider audience – whether it's in your workplace, community, school, university, place of worship, or another setting.

A Carbon Literate citizen understands how climate change will affect them and the people around them, both geographically and sectorally. A Carbon Literate citizen has acquired the knowledge and skills to develop their own responses to lowering their carbon footprint, and the carbon footprint of others, whilst having the confidence to share their Carbon Literacy.

Carbon Literacy is a desirable asset for any employer. A Carbon Literate citizen will display compassion for the environment, their health and the health of those around them. This makes them directly more employable.

Certification is awarded following the successful completion of an approved Carbon Literacy course whereby each learner is awarded a uniquely-coded Carbon Literacy certificate to reference that achievement.

A Carbon Literacy course covers –

- The science behind climate change
- Social equity & climate change
- What you can do to act on climate change
- Strategies and skills for communicating action on climate change

In order to become certified as Carbon Literate, you must take part in a day's worth of accredited CL learning.

A day's worth of learning can be achieved in a number of ways: E-Learning, Workshops, and/or Self-Directed learning (e.g. homework set by your trainer) and must add up to at around 8 hours. Have a chat with us or your trainer to see how your training will be delivered.

Following successful completion of the course, you will be awarded a Carbon Literacy certificate which will be unique to you.

Carbon Literacy training is currently being delivered by a wide range of trainers and organisations, to workplaces, communities and places of education – this list is constantly growing. Check out our certified [Trainers](#) and [Training Organisations](#) for a flavour of who is delivering training at the moment.

There are two routes to become certified as Carbon Literate:

### **1. Join a CL course**

– Please check our [Courses](#) page for open Carbon Literacy training sessions in your area.

– You may be able to study the science of climate change by purchasing the CL: Knowledge e-learning course and then seek a workshop to complete the group based elements of your CL training.

Alternatively, there may already be networks of organisations that you identify with that could provide you with Carbon Literacy training – if in doubt [Contact Us](#).

### **2. Set up your own CL training**

– Speak to a colleague, manager, CEO, housing association, community network, teacher, lecturer or similar about rolling out Carbon Literacy within your organisation, community, or place of education, then [Contact Us](#) and we'll advise you on the next steps. Have a look to see how you can [Get Started](#).

**CLCs** – Carbon Literacy Consultant - Individuals who have the most experience of developing and delivering multiple CL courses to a range of organisations.

**CLTs** – Carbon Literacy Trainer - Individuals who have a breadth of CL training experience, most of whom have also developed a CL course.

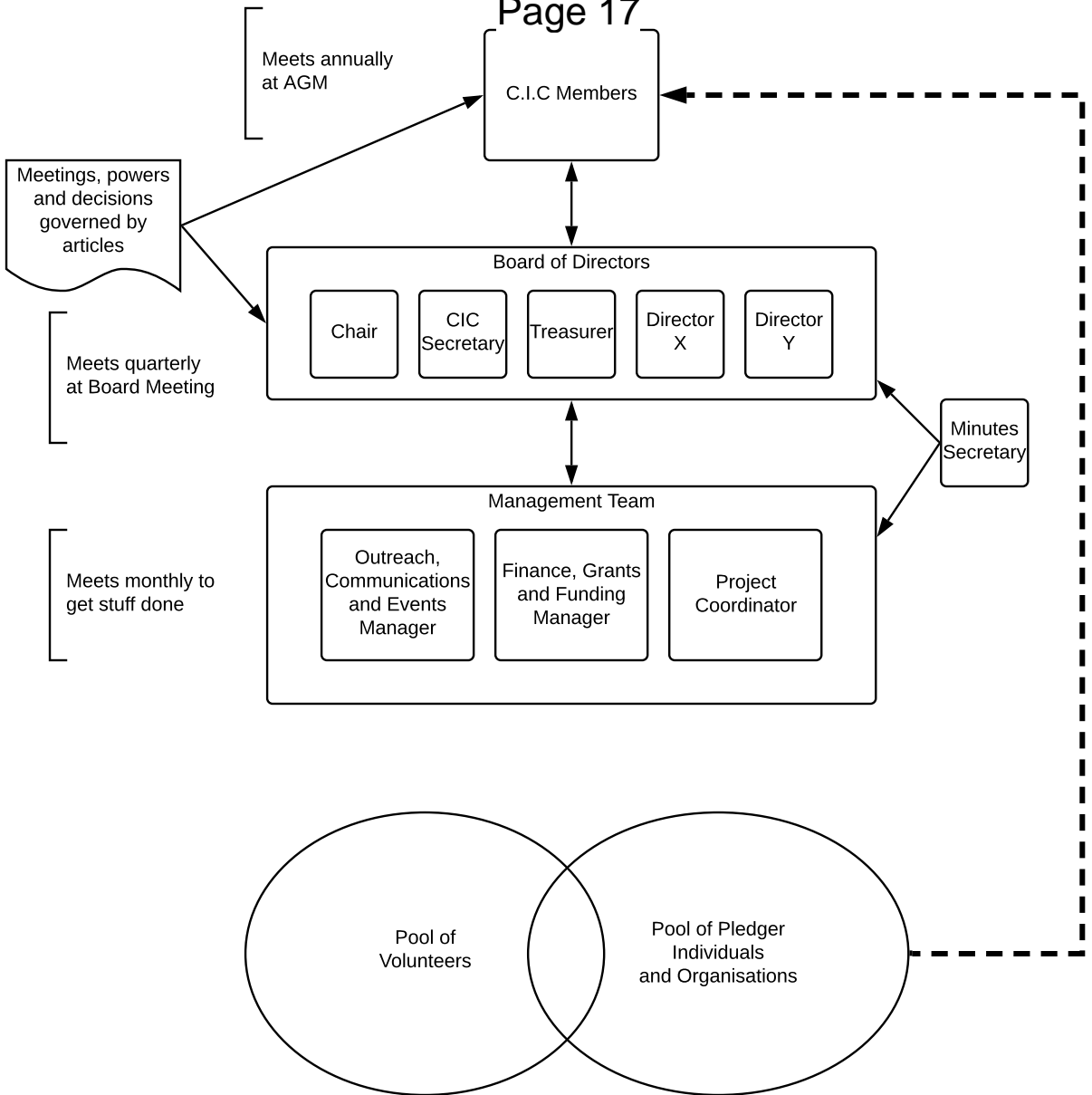
**CLFs** – Carbon Literacy Facilitator - Individuals who help to deliver and administer CL courses within their organisation.

**Experienced trainers** – Individuals who deliver CL training but are not formally certified by The Carbon Literacy Project

Over 9000 people are now registered as Carbon Literate

We need to make changes of the magnitude of 5 – 15%

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## Benefits of One Planet York membership



- Exclusive email newsletter
- Regular networking events
- Social media support
- Opportunities to collaborate with other member organisations



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**Climate Change Policy & Scrutiny Committee****10 March 2020**

Report of the Head of Corporate Policy and City Partnerships

**Renewing City of York Council's pledge to the Covenant of Mayors for Energy and Climate Change****Summary**

1. This report outlines the recommended next steps for renewing City of York Council's commitment to the Covenant of Mayors for Energy and Climate Change, as agreed by full council motion January 2020.

**Background**

2. The EU Covenant of Mayors (EU CoM) was launched in 2008 and was the first European Commission initiative targeting directly local authorities and their citizens to take a lead in the fight against climate change. EU CoM signatories make a voluntary and unilateral commitment to go beyond EU objectives in terms of reduction in CO2 emissions.
3. The initiative grew significantly from 2008 into a global movement of 9,000+ local and regional authorities across 57 countries. In 2016 EU CoM was rebranded the 'Global Covenant of Mayors' (GCoM) to reflect this and all EU CoM signatories were automatically aligned to it.
4. Original core requirements<sup>1</sup>:
  - Target of 20% reduction in CO2 emissions by 2020 against a 2005 baseline through energy efficiency and renewable energy actions
  - Prepare a baseline emissions inventory showing principle sources of CO2 emissions (like buildings, municipal infrastructure, industry and transport) and their respective reduction potentials

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<sup>1</sup> Latest/updated requirements include a commitment to reducing CO2 and other greenhouse gas emissions by at least 40% by 2030, through improved energy efficiency and greater use of renewables and increasing resilience to climate change through adaptation, as well submitting a SEAP and regular progress reporting

- Produce and submit a Sustainable Energy Action Plan (SEAP) within one year of official adherence to the CoM showing how the 20% target will be delivered
  - Publish regular implementation ('disclosure') reports – starting two years after submitting the SEAP, and then every two years thereafter
  - Promote CoM activities and involve citizens and stakeholders in local energy days etc.
5. GCoM signatories sign an agreement accepting these obligations on the understanding that they would be suspended from the initiative in case of non-submission of the SEAP and progress reports within agreed deadlines.
  6. On 3 December 2009 Full Council passed a resolution committing CYC to the CoM campaign and this was followed by formal signing of the CoM pledge on 5 January 2010.
  7. A report was considered by Executive on 12 April 2011, seeking approval of a York Sustainable Energy Action Plan 2011-2020. The SEAP was based on the results of a carbon modelling study commissioned by CYC showing what measures York could take to achieve the 20% target by 2020. Following successful approval, CYC submitted its SEAP to CoM in June 2011.
  8. The GCoM website currently lists 45 UK signatories, including CYC. These are mainly regional and local government organisations. Of the 45 signatories only three are shown as fully compliant with GCoM core requirements – London, Manchester and Bournemouth. Several local authorities are part compliant and the table below shows a breakdown of the figures:

	<b>No.</b>	<b>% compliant</b>
Total UK signatories	45	
With mitigation target	45	100
With current mitigation inventory	19	42
With current mitigation plan (SEAP)	20	44
With current adaptation assessment	6	13
With current adaptation goal	8	18
With current adaptation plan	5	11

9. Whilst York is listed as one of the UK signatories with a mitigation target, it is shown as not having current mitigation/adaptation assessments or plans. Nor is there a record of 'disclosure' i.e. the submission of regular progress updates. Whilst this means York is currently non-compliant with core requirements, York is not shown as 'suspended' from the initiative.
10. City of York Council declared a Climate Emergency in March 2019 and the subsequent Council Plan 2019-2023 contained an ambition to be net Zero Carbon by 2030. In January 2020, Full Council requested that the council reaffirm its commitment to GCoM and re-engages with its core requirements.

## Recommendations

11. The following are proposed recommendations to Executive, which we would appreciate Scrutiny's perspective on.
12. Recommendation 1:
  - In line with the agreed Council motion, that the council formally signs and re-submits the GCoM pledge in full knowledge of the commitments set out in the official Commitment Document and summarised below:

My local authority principally commits to:

- Reducing CO<sub>2</sub> (and possibly other greenhouse gas) emissions by at least 40% by 2030, through improved energy efficiency and greater use of renewable energy sources
- Increasing resilience by adaption to the impacts of climate change
- In order to translate these commitments into action, my local authority undertakes to fulfil the following step-by-step approach:
- Carry out a **baseline emissions inventory** and **climate risk and vulnerability assessment**
- Submit a **Sustainable Energy and Climate Action Plan (SECAP)** within two years
- **Report progress** at least every second year following submission of the SECAP for evaluation, monitoring and verification purposes

13. Whilst not a requirement for re-engaging with the GCoM, re-submitting the GCoM pledge would provide renewed opportunity for CYC to highlight its commitment to climate action and its intention to take an evidence based and planned approach to carbon reduction that is regularly monitored and publicly reported.
14. Recommendation 2:
  - That the council commences the process of regular 'disclosure' (progress reporting), by registering with CDP (Carbon Disclosure Project) and taking part in the 'Cities 2020' Questionnaire during April-July this year. CDP is a UK based not for profit organisation and its [CDP Cities](#) reporting system provides a free and easy to use global platform based upon a simple questionnaire that allows city governments to publicly disclose their greenhouse gas emission data.
15. CDP Cities fully integrates the new Common Reporting Framework (CRF) of the GCoM and response data is shared with GCoM once it has been validated by CDP.
16. The CDP Cities questionnaire includes both qualitative and quantitative questions. Themes include:
  - Governance
  - Climate hazards, Adaptation
  - City-wide Emissions
  - Emissions reduction, Opportunities
  - Local Government Emissions
  - Energy, Buildings, Transport
  - Urban Planning
  - Food, Waste
  - Water security
17. The main benefits of reporting through CDP include:
  - Benchmarking performance against other cities
  - Compiling all environmental data in one place
  - Tracking sustainability and climate efforts annually
  - Accessing data from 800+ cities, 120+ states and regions, and 8,400+ companies.
  - Entering the ecosystem of the world's best city initiatives and programs

18. CDP offer all participating cities with dedicated support to complete the questionnaire, a range of online tools and detailed feedback. Based on the information cities provide, CDP assigns the city a score within one of four scoring bands: **Disclosure** – cities starting out in climate disclosure, **Awareness** – cities with an understanding of climate impacts, **Management** – cities taking climate action, and **Leadership** – cities demonstrating strategic best practice.
19. Cities are expected to provide a reasonably complete response overall in order to be scored accurately and fairly. In addition, the criteria in the scoring methodology encourages cities to demonstrate best practice by:
20. Assessing the city's climate risk and vulnerability assessment;
  - Developing a robust adaptation or mitigation strategy;
  - Measuring and tracking the city's emissions;
  - Working towards ambitious reduction targets; and
  - Reporting this information publicly.
  - Profiling local low carbon mitigation projects with CDP's investor network
21. Cities committed to the Global Covenant of Mayors for Climate & Energy are not able to submit a non-public response.
22. CDP strongly recommend that cities commence disclosure as early as possible, and even when mitigation/adaptation inventories and plans are still in development. There are a range of online tools (like the Anthesis Scatter tool) that can provide local area emissions inventories that auto-fill sections of the CDP Cities 2020 Questionnaire.

## Implications

23. **Financial, legal and HR:** Resources were allocated in the council's 2019 emergency budget to enable the creation of new officer capacity to lead the council's response to climate change. Central to the work of this new team will be refreshing York's baseline emissions inventory and developing, alongside local citizens and stakeholders, an updated energy and climate action plan to help drive progress at the scale and pace required. The team will also undertake regular programme monitoring and reporting which will include disclosure through CDP every two years. The council's corporate strategy and city

partnerships team will coordinate renewal of CYCs pledge to GCoM and the initial '2020' disclosure report.

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	Report approved 28/02/2020
Wards affected	All

## Annexes

Annex A – GCoM Pledge Letter



### Background papers

- GCom Commitment Document (available from CSCP team on request)
- York SEAP 2011-2020 (available from the CSCP team on request)






I, **[Name of the Mayor (or other equivalent representative)], [Mayor (or Job title)]** of **[Name of the local authority]** have been mandated by the **[Municipal Council (or equivalent decision-making body)]** on **[date]** to sign up to the **Covenant of Mayors for Climate and Energy**, in full knowledge of the commitments set out in the official [Commitment Document](#) and summarised below.

Therefore, my local authority principally commits to:

-  Reducing CO<sub>2</sub> (and possibly other greenhouse gas) emissions on its territory by at least 40% by 2030, namely through improved energy efficiency and greater use of renewable energy sources;
-  Increasing its resilience by adapting to the impacts of climate change.

In order to translate these commitments into action, my local authority undertakes to fulfil the following step-by-step approach:

-  Carry out a **Baseline Emissions Inventory** and a **Climate Change Risk and Vulnerability Assessment**;
-  Submit a **Sustainable Energy and Climate Action Plan** within two years following the above date of the municipal council decision;
-  **Report progress** at least every second year following the submission of the Sustainable Energy and Climate Action Plan for evaluation, monitoring and verification purposes.

I accept that my local authority shall be suspended from the initiative – subject to prior notice in writing by the Covenant of Mayors Office – in case of non-submission of the above-mentioned documents (i.e. Sustainable Energy and Climate Action Plan and Progress Reports) within the established deadlines.

**[Name and complete address of the local authority]**

**[Name, e-mail and phone number of the contact person]**

**SIGNATURE**

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**Climate Change Policy & Scrutiny Committee****10 March 2020**

Report of the Head of Corporate Finance & Commercial Procurement (interim s151 officer)

**Responsible Investment****Summary**

1. This report outlines the current position on both the council's investments and those of the North Yorkshire Pension Fund to ensure funds are invested responsibly. It also outlines the statutory regulations that cover the investment of council funds and the work that has already been done in this area by other committees, including Audit & Governance Committee and the Executive.

**Recommendation**

2. The Committee are asked to consider the issues outlined in the report.

**Background**

3. The way councils invest their funds is heavily regulated through statute and formal guidance. This investment guidance, both statutory and from CIPFA, makes clear that all investments must adopt SLY principles – security, liquidity and yield: any other issues must play a subordinate role to those priorities.
4. The council therefore has a statutory obligation when considering where to invest any surplus funds. The SLY principles mean that we are required to firstly ensure that funds we invest will be returned to us. Secondly that we can access the funds when needed. And thirdly, we are required to secure the best possible return on taxpayers funds after considering the requirements of security and liquidity.
5. The council's investment policy, including the management of risk and the process to be followed in determining where to invest, is set out in the Treasury Management Strategy Statement and Prudential Indicators for 2020/21 to 2024/25 as reported to Executive and agreed by Full Council in February 2020.
6. The council is a member of the North Yorkshire Pension Fund. Pension Funds are invested on behalf of their members, ie staff who pay into and receive a pension from the fund.

## Analysis

7. Much work has already been done by the council to ensure we invest funds responsibly. Executive have recently agreed that a 4<sup>th</sup> criterion is added to cover ethical, social and governance issues. Therefore, after the statutory SLY principles have been considered, the council will then consider this 4<sup>th</sup> criterion using the FTSE4GOOD index.
8. To be included in the FTSE4Good Index, companies must, for example, support human rights, have good relationships with the various stakeholders, make progress to become environmentally sustainable, ensure good labour standards not only for their own company but for companies that supply them as well, and fight bribery and corruption. An independent committee of experts develop the criteria and regularly update and review conformity to their Ethical, Social and Governance (ESG) standards.
9. Companies automatically excluded from the index series are tobacco companies, manufacturers of nuclear weapon systems, manufacturers of whole weapons systems, utilities involved in producing electricity from nuclear power, and businesses involved in the mining or processing of uranium. Oil and gas companies are not dismissed out-of-hand; instead, they are evaluated based on their efforts to reduce production of fossil fuels and evolve their business into more environmentally-friendly operations.
10. In February 2016 Audit & Governance Committee received a report that covered;
  - information on CYC's own investments;
  - information gathered from other Local Authorities and;
  - details of North Yorkshire Pension Fund investments policy and investment in fossil fuels.
11. That report outlined that, whilst the council does not have any direct investments with fossil fuel companies it could, indirectly, be investing in fossil fuels. The council only invests in money market funds or directly with banks and building societies but has very little information as to where these counterparties place their funds. A money market fund is comprised of short-term securities representing high-quality, liquid debt and monetary instruments. Money market funds are widely regarded as being as safe as bank deposits yet providing a higher yield. Unlike stocks, money market fund investments are always worth the same. What changes is the rate of interest they earn.
12. It is important to note that the surplus funds the council has available are predominantly of a short term duration as they depend on the cash flow of payments in and out of the authority. This means that they are of little interest to anyone other than bank type institutions where they help with their liquidity. They would not, for example, be attractive to any other institutions

looking for longer term investment funding. There is never any direct council investment in companies and there is no trading on the stock market.

## **North Yorkshire Pension Fund**

13. The North Yorkshire Pension Fund (NYPF) is actively working on a responsible investment strategy and is currently looking to work alongside Borders to Coast Pensions Pool (BCPP) to develop its strategy and that involves another 11 Pension Funds. There is a responsible investment strategy workshop due to be held in the next few weeks in order to gauge the views of all 12 members of BCPP. This also provides an opportunity to share the thinking and will be led by the responsible investment team employed within BCPP.
14. North Yorkshire Pension Fund also holds just over £1bn of equities outside of BCPP. The plan is that just under half of this will eventually be invested in other assets so in the longer term should be discounted. There is still, however, a significant investment in 1 particular fund which is run by Baille Gifford and is called the Local Term Global Growth Fund. This particular fund is invested in stocks that are seen to have long growth potential and it holds a significant stake in Tesla for example. Stocks with a long term outlook will inevitably be concerned with sustainability so NYPF is well placed in this regard.
15. Section 7 of the North Yorkshire Pension Fund (NYPF) Investment Strategy Statement deals with Socially Responsible Investments. An indication of the percentage of the fund that is invested in fossil fuels was not available at the time of writing but a verbal update will be provided at the meeting.
16. The overriding obligation of the NYPF is to act in the best financial interests of the Scheme and its beneficiaries. It is recognised that environmental, social and governance (“ESG”) factors can influence long term investment performance and the ability to achieve long term sustainable returns. Investment advice received by the Fund implicitly includes these factors. Therefore, as a responsible investor, the Committee wishes to promote corporate social responsibility, good practice and improved performance amongst all companies in which it invests.
17. The Committee also considers the financial impact of ESG factors on its investments through regular reporting by the Fund’s investment managers. Engagement with company management and voting behaviour are integral to investment processes aimed at improving performance in companies in which they invest.

18. As well as delegating the Fund's approach to ESG issues to its investment managers, NYPF is also a member of the Local Authority Pension Fund Forum (LAPFF) which is the UK's leading collaborative shareholder engagement group. This organisation promotes ESG good practice on behalf of over 70 LGPS funds. Its activity acts as a complement to that undertaken by the Fund's investment managers. Any differences in approach are discussed with the Fund's investment managers so that the reasons are fully understood.

19. Any evaluation of social investments is made on the same basis as other investment opportunities, in taking into account financial and non-financial factors.

20. All pension fund investments are made by external investment management companies, all of which are signatories to the UN PRI (principles for responsible investment) which states:

“As institutional investors, we have a duty to act in the best long-term interests of our beneficiaries. In this fiduciary role, we believe that environmental, social, and corporate governance (ESG) issues can affect the performance of investment portfolios (to varying degrees across companies, sectors, regions, asset classes and through time). We also recognise that applying these Principles may better align investors with broader objectives of society. Therefore, where consistent with our fiduciary responsibilities, we commit to the following:

- We will incorporate ESG issues into investment analysis and decision-making processes.
- We will be active owners and incorporate ESG issues into our ownership policies and practices.
- We will seek appropriate disclosure on ESG issues by the entities in which we invest.
- We will promote acceptance and implementation of the Principles within the investment industry.
- We will work together to enhance our effectiveness in implementing the Principles.
- We will each report on our activities and progress towards implementing the Principles.

21. Pension funds can be instrumental in improving the behaviours of the companies in which it invests and can be a positive way of encouraging change.

## Implications

### Financial

22. There would potentially be financial implications if the council were unable to invest in the best value investment opportunities available. As outlined in the report, the council only invests surplus funds that are available on a temporary basis. As at 31<sup>st</sup> January 2020, the council has £27m invested in banks, building societies and money market funds and was earning an average return of 0.73%.

### Legal Implications

23. Treasury Management activities have to conform to the Local Government Act 2003 and statutory guidance issued under that Act, the Local Authorities (Capital; Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), which specifies that the council is required to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and also the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414), which clarifies the requirements of the Minimum Revenue Provision guidance.
24. In 2014 the Local Government Association (LGA) obtained legal opinion, on behalf of its members, on the duties owed by local government pension funds and the factors they can legitimately take into account when making investment decisions. The principles can apply equally to investment decisions made by local authorities generally. Public bodies making investments have both fiduciary duties and public law duties (which are in practice likely to come to much the same thing).
25. The power to invest must be exercised for investment purposes, and not for any wider purposes. Investment decisions must therefore be directed towards achieving a wide variety of suitable investments, and to what is best for the financial position of the fund (or the council in the case of wider investment decisions) balancing risk and return in the normal way. This is consistent with the Government Guidance issued under the 2003 Act which indicates that investment decision should be made on the basis of security, liquidity and then yield in that order.
26. The council could only use other considerations (including those around fossil fuels and other ethical considerations) to choose between investments which were otherwise broadly equivalent in terms of security, liquidity and yield.
27. However, so long as that remains true, the precise choice of investment may be influenced by wider social, ethical or environmental considerations, so long as that does not risk material financial detriment to the fund. In taking account of any such considerations, the administering authority may not

prefer its own particular interests to those of other scheme employers, and should not seek to impose its particular views where those would not be widely shared by scheme employers and members (nor may other scheme employers impose their views upon the administering authority).

## Other Implications

28. There are no HR, Equalities, crime and disorder, information technology or other implications as a result of this report

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	Report approved <b>28/02/2020</b>
<b>Wards affected</b>	All

## Background papers

February 2016 report to Audit & Governance Committee -Treasury Management Strategy Statement and Prudential Indicators for 2016/17 to 2020/21

North Yorkshire Pension Fund investment policy

February 2020 report to Executive – Treasury Management Strategy Statement and Prudential Indicators for 2020/21 to 2024/25



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**Climate Change Policy & Scrutiny Committee****10 March 2020**

Report of the Head of Corporate Finance & Commercial Procurement (interim s151 officer)

**Sustainable Procurement****Summary**

1. This report outlines the current Procurement Strategy and the process for updating this strategy over the coming months, particularly in relation to optimising the opportunities for delivering social value and ensuring long term sustainability.

**Recommendation**

2. The Committee are asked to consider how they wish to contribute to the next iteration of the Procurement Strategy, in particular any issues they wish to ensure are included.

**Background**

3. The current Procurement Strategy was approved at the decision session of the Executive Member – Leader incorporating Finance & Performance in July 2017 and covers the period 2017 to 2019. This strategy is attached at annex one to this report.
4. The Council spends approximately £190m each year on procuring goods, works and services on behalf of our residents. All aspects of the public sector are continuing to face challenging times and in recent years the Council has had to deal with large reductions in funding, combined with a range of significant pressures. Against this challenging background, procurement opportunities can be used to maximise financial savings and deliver best value. It also provides an opportunity for the Council to use its spending power to support local businesses and grow the economy, as this is crucial to delivering our financial strategy.
5. The purpose of the procurement strategy is to ensure that the Council uses procurement effectively to deliver key priorities. The strategy guides the procurement policy and helps to ensure that it achieves value for money whilst delivering the best outcomes for residents. As a public body the council has a statutory duty to ensure best value is achieved, including social value.

6. The Council is committed to engaging with suppliers to procure and commission work, services and supplies and to develop effective procurement solutions that deliver:
  - Quality, value-for-money goods and services;
  - Positive economic, social and environmental outcomes.
7. Through the responsible procurement of goods, works and services in a socially, economically and environmentally responsible way the Council has an important role to play in:
  - Reducing environmental impacts;
  - Supporting the local economy;
  - Providing employment and training opportunities;
  - Achieving sustainability through the works, supplies and services that are procured.
8. As part of this process the Council asks its suppliers to demonstrate that they are:
  - Following good environmental practices;
  - Offering opportunities for employment and training;
  - Supporting the local economy;
  - Considering social value.
9. The Procurement Strategy therefore already includes a commitment that sustainability, fairness and the development of the local economy will be built into purchasing decisions. Economic considerations must be balanced with the need for environmental and social outcomes and must all be done within the bounds of procurement legislation.
10. Work on revising and updating the current Procurement Strategy is about to begin and will involve researching current best practice and any latest developments in the legislative framework that governs public sector procurement.
11. Consultation will be undertaken with current and prospective suppliers, and the local business community. A draft strategy will then be written by officers and there will be the opportunity for members and residents to comment on this strategy before it is formally approved and adopted. It is anticipated that this work could be completed by the summer, with a view to a new strategy in place by July 2020.
12. In addition, a report was presented to the Decision Session Executive Member for the Economy in November 2019 in relation to small and medium-sized businesses in the local area, considering the challenges and what more can be done to enable these businesses to bid for council contracts.



## **Analysis**

13. There are a number of different ways that procurement can be used to further the priorities agreed in the Council Plan. However, the procurement process also needs to consider value for money and financial considerations alongside these other objectives.
14. The generally accepted definition of sustainable procurement means making sure that the products and services we buy achieve value for money on a life cycle cost basis and generate benefits not just for the council but also for the environment, society and the economy. To procure in a sustainable way involves looking beyond short term needs and considering the longer term impacts of each purchase. Sustainable procurement is used to ensure that purchasing reflects broader goals linked to resource efficiency, climate change, social responsibility and economic resilience.
15. As outlined in the background section of this report, the council already has a Social Value Policy in place (attached as an annex to this report). The overall aim of the policy is to reduce inequality and narrow the gap in outcomes by attracting social value activities that will improve the lives and life chances of York residents, alongside enhanced sustainability of the city.
16. This policy has been particularly successful in some areas, such as ensuring Employment and Skills Plans are in place and that the Foundation Living Wage is paid to any staff working on council contracts, but there are also some areas where further improvements could be made. In particular, there are some issues in recording social value achievements as there is currently no overall system available for contract management and tracking of social value. The system used by the council for managing tenders is used by all councils in the Yorkshire and Humber region. We will shortly be going out to tender for a replacement system and these issues will be considered as part of this procurement exercise.

## **Financial Implications**

17. As outlined earlier in the report, all aspects of the public sector continue to operate in a very challenging environment and therefore it is essential that the procurement process is used to achieve value for money.
18. Any investment in an enhanced procurement system that could track social value outcomes would need to be considered as part of the annual budget setting process.

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<b>Wards affected</b>	All

**Annexes**

Annex A – Procurement Strategy 2017 – 2019

Annex B – Social Value Policy

**Background Papers**

Report to Decision Session Executive Member for the Economy November 2019

## **Procurement Strategy City of York Council 2017 - 2019**

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### **Vision**

To work together with partners and suppliers to develop effective solutions that deliver quality, value for money goods and services and deliver broader economic social and environmental outcomes.

### **Introduction and context**

This strategy sets out the Council's ambitions for procurement and the actions necessary to achieve those ambitions.

All aspects of the public sector are continuing to face challenging times due to reducing funding and increasing demand. It is therefore necessary that we use our resources effectively and that the Procurement Strategy helps to deliver the Council priorities of:

- A prosperous city for all
- A focus on front line services
- A council that listens to residents

A commitment to sustainability, fairness and the development of our local economy will be built into our purchasing decisions. We will develop a mixed economy of delivery, with the Council commissioning services from those who are best placed to deliver them effectively, whether that is the private sector or community and voluntary sectors.

Economic considerations must be balanced with the need for environmental and social outcomes and this must all be done within the bounds of procurement legislation. We can build in measurement of broader social outcomes or carbon reduction targets alongside more traditional measures of cost and quality.

The council is strengthening its relationship with local people and its communities, building on the assets and strengths within the city. The procurement strategy will need to reflect this new, evolving relationship with citizens and enable innovative solutions that capitalise on our commitment to be a One Planet Council.

Commercial Procurement will support the delivery of the Council plan by:

- Focussing expenditure on our priorities whilst ensuring that all specifications are driven by customer requirements
- Protecting vulnerable people through sourcing appropriate levels of quality goods and services
- Delivering excellent value for money
- Supporting the local economy
- Collaborating with other public sector organisations to ensure maximum benefit for York
- Protecting our local environment by ensuring we source sustainable goods and services and build carbon reduction targets into our contracts

### **Commissioning and Procurement**

Commissioning is the local authority's cyclical activity to assess the needs of its local population for care and support services that will be arranged by the authority, then designing, delivering, monitoring and evaluating those services to ensure appropriate outcomes. Effective commissioning plays a central role in driving up quality, enabling people to meaningfully direct their own care, facilitating integrated service delivery, and making the most effective use of the available resources.

Procurement is the process we use to buy work, goods or services from external companies to deliver agreed outcomes. It includes the activities involved in establishing the fundamental requirements, sourcing activities such as market research and supplier evaluation and the negotiation of contracts.

Our commissioning and procurement activities will work in an integrated way, informed by our business intelligence, and will be actively shaped and designed by our service users and partners. Specialist commissioning skills will be augmented by specialist procurement skills to achieve the best results and outcomes for our residents.

The council's current operating model is organised around a central procurement unit which is based in the Customer and Corporate Services directorate and contracting / commissioning functions that sit within two service Directorates – Health, Housing and Adult Social Care and Children, Education and Communities. These arrangements recognise the statutory responsibilities of the Director of Children Services and the Director of Adult Social Services and reinforce accountability for outcomes in these critical service areas.

### **Compliance and transparency**

Public procurement operates in a highly regulated environment that is governed by legislation and policies set nationally through statute and locally by the Council's Contract Procedure Rules and Financial Regulations. In addition, the Council is also required to fulfil the obligations of the Transparency Code 2015.

We will pro actively monitor compliance and will ensure transparency by publishing a contracts register. The Council is committed to being open and transparent in all aspects of procurement.

Where the aggregate contract value exceeds £500k this is a key decision and must be entered onto the Forward Plan and treated as a key decision. The Executive has delegated authority to the Director of Customer and Corporate Services to approve routine procurements, as defined in the Contract Procedure Rules. This requirement is for extensions to existing contracts as well as new procurement exercises.

The Council's procurement activity will be driven by 6 key objectives;

#### **1. Commissioning and Procurement**

We will work in an integrated way, informed by our business intelligence, and will be actively shaped and designed by our service users and partners. This strategy will link closely to the Councils Commissioning Strategy, currently being developed.

Within Social Care, personalisation is responding to individuals needs, wants and hopes rather than fitting people into existing services and ensuring that they have the means and support to live a full life and can contribute to society. Procuring compliant and cost effective services, whilst at the same time delivering choice and control for residents, creates a challenge for the Procurement Strategy. This can be overcome by engaging with stakeholders and ensuring a focus on outcomes.

#### **2. Delivering Quality & Value for Money**

We will deliver value, both financial and social, ensuring that the maximum benefit is achieved throughout the life of the contract and that whole life costs and broader social benefits are delivered throughout the procurement process.

We will manage contracts and supplier relationships to ensure the benefits of contracts are delivered throughout the lifetime of the contract.

We will not operate approved supplier lists but may, where appropriate, use framework agreements. Decisions will be taken on a case by case basis to ensure fairness and transparency to all potential providers.

### **3. Social, Economic & Environmental Benefits**

We will use procurement to achieve social, economic and environmental outcomes, through the One Planet Council framework. We will carefully manage the risks, balancing compliance and control with the potential to innovate and achieve more significant savings and social outcomes.

We will embed the principles of the Single Equalities Act in all tenders and contracts. Our suppliers will have to support our commitment to equalities, be responsive to the needs of our communities, ensure services are accessible to all groups and appropriate to those with differing needs and commit to developing a diverse and inclusive workforce.

We will require all our suppliers to demonstrate their commitment to maintaining and promoting high ethical standards, reminding them of their duty of care in the use of public funds.

We will ensure that opportunities to promote and encourage local economic growth are built into appropriate contracts whilst ensuring compliance with legislation. When contracting with national/international suppliers we will encourage them to engage local providers in the delivery of services.

We will ensure that (where relevant to the subject matter of the contract) sustainability criteria are built into our procurements.

The requirement for payment of the Living Wage will be explicitly made in the tender documentation, and the contract conditions that are issued with the tender, where permissible within the law.

### **4. Developing our markets**

We will work with existing and potential suppliers to ensure there is market capacity to deliver our requirements no matter what size of organisation we are procuring from. We will identify where market capacity may be weak and where new markets may need to be developed in order to deliver against our requirements.

### **5. Collaboration**

We will collaborate with public sector partners to share best practice and seek out to maximise financial benefit and avoid duplication. CYC will explore new models of service delivery and will work with communities and suppliers to achieve this.

We will encourage a diverse range of suppliers to work with us to deliver social value and allow opportunity for suppliers without an existing relationship with us to have the same opportunity as incumbents.

### **6. Effective Planning**

We will prepare detailed forward plans of procurement activity which will set timescales and resources to enable us to combine our own spending power, collaborate with others and engage the market and our communities to explore innovative solutions.

All of these principles will be delivered by adopting the following commercial procurement approach.

- **Demand management**

We will only buy what we really need and ensure that the level of quality we specify is good enough to do the job over time but not better than we need. We will eliminate unnecessary spend, remove waste and reduce the overall amount of money being spent on goods and services.

- **Category Management**

The Council operates a category management approach, within a centralised procurement function where commissioning activity is delivered by individual service areas.

By grouping together products and services according to their function (e.g. travel, construction etc) across the whole Council (or in collaboration with other organisations) we can manage the overall spend and maximise our buying power and achieve economies of scale.

This does not mean that we just let a small number of huge contracts but that we ensure tenders are structured in a way that provides a level playing field for all potential bidders irrespective of size.

- **Supplier Relationship Management**

We will build strong, long term, positive relationships with our suppliers across all sectors, not just when actively procuring goods and services but also when considering alternative delivery models.

We will establish strategic relationships with suppliers to ensure that both parties are delivering against the commitments within the contract and to embed continuous improvement practices throughout the contracted period and beyond. Effective engagement with suppliers will also inform future specifications to ensure we are approaching the market with requirements that meet our needs and are commercially attractive to the market, and therefore generate value for money contracts that can be successfully delivered.

Our procurement activity will be driven and informed by engagement with customers and our partner organisations.

- **Contract Management**

By managing contracts from the point of award until expiry, we will be able to ensure we get what we pay for and that suppliers perform well and consistently over time.

- **E-procurement**

The Council recognises the importance of electronic procurement in delivering lower transaction costs, improving visibility of contract opportunities to the supply market, making procurement activity visible to all and providing a clear audit trail.

All procurements over £100k are required to be conducted using the corporate procurement portal. Support is given to small businesses on how to use the portal. Purchasing cards are used for low value purchases where relevant, but the majority of spend will be commissioned via the Council's electronic purchase ordering system.

- **Personalisation**

Good commissioning is person-centred and focuses on the outcomes that people say matter most to them. It empowers people to have choice and control in their lives and over their care and support and ensures prevention and early intervention strategies improve outcomes for local people.

The Council will promote flexible, innovative person-centred models of care and ensure that there is a robust infrastructure in place to support micro-commissioning by people, through personal budgets, direct payments, Individual Service Funds and other approaches. We need to assure ourselves that our commissioning and contracting processes demonstrably help to prevent or

delay people's care and support needs and support them to achieve their personal outcomes and an improved quality of life.

- **Making it easy to do business with us**

Our supplier and contract management system enables suppliers to update their information and load copies of relevant certificates and policies (e.g. insurance and health and safety) to help simplify the tender process and remove multiple requests for the same information each time we are tendering. This will reduce the time required to tender for all suppliers but especially SMEs and VCS providers.

By providing potential suppliers with accurate information about our requirements we will simplify and coordinate procedures for doing business with the Council. We will work collaboratively to agree effective contract monitoring arrangements.

We commit to making all procurement activity fair and transparent and encourage a diverse range of providers to bid for work irrespective of size and regardless of value.

All CYC staff involved in commissioning and procurement will be trained to ensure that we have a consistent approach to all our procurement activity.

A suite of standardised documents and contracts will be developed for use across the Council to ensure consistency and to make the procurement process more accessible to suppliers.

### **Deliverables**

We will:

- Have a rolling 12 month Procurement Plan
- Ensure value for money in all our spend on goods and services
- Continue to reduce our off contract spend
- Provide appropriate training to all relevant staff
- Build a skilled professional procurement and commissioning network – internal and external
- Actively collaborate with partners on procurement activity
- Contract with a wide range of organisations from different sectors
- Performance manage and realise the benefits of all contracts
- Improve relationships with suppliers, ensuring small businesses have the opportunity to bid for council contracts and increasing the proportion of council spend with local businesses

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## Social Value Policy

### Introduction

As a council we spend £140m on goods and services each year, more than any other organisation in the city. This provides the council with significant leverage to incentivise suppliers to be more sustainable in their practices and to encourage the organisations we buy from to deliver additional social, environmental and economic benefits to the city. The term 'Social Value' has been developed to refer to the achievement of these extra benefits through procurement and commissioning. Social value is a way of thinking about how resources are allocated and looking beyond the cost of a contract to the collective benefits the contract will deliver to the wider community.

This statement sets out City of York Council's commitment to embedding social value into its procurement and commissioning processes, creating a supply chain that helps us work towards our strategic priorities. As service delivery increasingly shifts to external providers, this will become ever more important part of the council's aspiration to become a more sustainable and resilient city.

The statement will also enable us to meet our legal obligations set out in the Social Value Act (2012). The Act requires all public bodies to consider how they might improve the economic, social and environmental wellbeing of their area when buying services above the OJEU threshold, currently £181k for services and £4.5m for works.

### Our social value priorities

Three key social value priorities have been identified: 'Strong Community', a 'Vibrant and Inclusive Economy' and a 'Healthy Environment'. These are the foundations of the One Planet York framework, which aims to drive progress towards a more sustainable and resilient city. Within this, One Planet Council makes a commitment to put economic, social and environmental sustainability at the heart of our organisation. These high level principles have been further broken down into a number of key objectives that we wish suppliers to contribute towards. Whilst these objectives are fixed, suppliers may propose to deliver social value in any number of ways. This is to cater for the varied nature of public sector contracts; encourage innovative approaches to service delivery; and ensure that any benefits meet specific local needs. There is no "one size fits all" model and each procurement exercise needs to be dealt with on a case by case basis.

The overall aim of the policy is to reduce inequality and narrow the gap in outcomes by attracting Social Value activities that will improve the lives and life chances of York residents, alongside enhanced sustainability of the city.

The tables below set out our key objectives and provide examples of how suppliers may help us meet them. The examples and associated outcome measures are illustrative rather than exhaustive.

## 1) Strong Community

Objective	Examples of social value	Example outcome measures
Investing in the health and wellbeing of communities	<ul style="list-style-type: none"> <li>• Providing health and wellbeing programmes for staff</li> <li>• Promoting education campaigns (for example, healthy living, debt or physical and mental health)</li> <li>• Providing schemes which encourage staff to cycle work</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees benefitting from health and wellbeing programmes</li> <li>• Campaign reach</li> <li>• Staff behavioural change</li> <li>• Increase in number of staff cycling to work</li> </ul>
Building capacity	<ul style="list-style-type: none"> <li>• Allowing voluntary, community and faith sector organisations / community groups to make use of business premises</li> <li>• Providing pro bono consultancy to voluntary sector organisations e.g. marketing, digital skills, financial management, etc.</li> <li>• Establishing an employee volunteering scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Number of hours premises rented out for</li> <li>• Number of hours of consultancy provided</li> <li>• Number of employee hours volunteered</li> </ul>
Supporting the most vulnerable residents & bringing communities together	<ul style="list-style-type: none"> <li>• Supporting employees who are vulnerable or on low income with their childcare</li> <li>• Engagement with community cohesion projects</li> <li>• Running or supporting befriending / mentoring schemes for vulnerable adults or children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees benefitting from childcare</li> <li>• Number of community projects supported</li> <li>• Number of vulnerable adults or children supported</li> <li>• Number of hours volunteered</li> </ul>

Relevant One Planet Principles: Health & Wellbeing, Strong Resilient Community, A City Working Together

## 2) Vibrant & Inclusive Economy

Objectives	Examples of social value	Example outcome measures
Supporting the local economy	<ul style="list-style-type: none"> <li>• Maximising the total spend within the local supply chain</li> <li>• Involving SMEs, voluntary sector organisations and social enterprises within the supply chain</li> <li>• Providing support to new businesses, SMEs, social or green enterprises or voluntary sector organisations</li> <li>• Attracting inward investment into the city or wider region</li> </ul>	<ul style="list-style-type: none"> <li>• % of total spend within the local supply chain</li> <li>• Number of SMEs etc. supported</li> <li>• Amount of inward investment achieved</li> </ul>
Helping residents to get good quality jobs and ensuring we have the workforce of the future	<ul style="list-style-type: none"> <li>• Creating new jobs within the local economy</li> <li>• Providing apprenticeships or work experience placements</li> <li>• Supporting young people to develop their skills (e.g. by providing training courses, mentoring, career guidance, talks, mock interviews, advice on CVs, etc.)</li> <li>• Offering curriculum support to schools</li> <li>• Providing training courses or workshops to improve digital literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Number of jobs created</li> <li>• Number of apprenticeships or work experience placements provided</li> <li>• Number of young people supported</li> <li>• Number of schools engaged with and / or time committed</li> <li>• Number of digital literacy courses offered / reach of course</li> </ul>
Promoting equity and financial inclusion	<ul style="list-style-type: none"> <li>• Paying the Foundation Living Wage</li> <li>• Providing specific employment support to vulnerable or underrepresented groups, such as the long-term unemployed, ex-offenders, or individuals with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Number of vulnerable individuals receiving support</li> <li>• % increase in pay for lowest paid staff or reduction in the pay gap between lowest and highest paid</li> </ul>

	<ul style="list-style-type: none"> <li>• Targeting recruitment of the one or more of the above groups</li> <li>• Increasing the rate of pay for lowest-paid staff by adoption of the Foundation Living Wage</li> <li>• Supporting staff with additional needs by permitting flexible working</li> <li>• Working with schools to support children at risk of poor educational attainment or becoming NEET (not in education, employment or training), such as those in care</li> <li>• Providing guaranteed interview schemes for the unemployed</li> </ul>	<p>staff members</p> <ul style="list-style-type: none"> <li>• Number of staff with additional needs supported</li> <li>• Number of children engaged with</li> </ul>
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Relevant One Planet Principles: Decent standard of living, Education & Opportunity, Fairness & Inclusion, Sustainable Food and Materials

### 3) Healthy Environment

Objective	Examples of social value	Example outcome measures
Minimising waste, water usage and energy consumption	<ul style="list-style-type: none"> <li>• Reducing waste sent to landfill*</li> <li>• Maximising % of waste recycled*</li> <li>• Maximising use of renewable and/or low-carbon energy sources *</li> <li>• Supporting local sustainable transport initiatives</li> <li>• Minimising distance travelled to access services</li> <li>• Supporting or delivering environmental education campaigns</li> <li>• Maximising use of sustainable materials</li> </ul> <p>*should be considered in relation to the entire supply chain</p>	<ul style="list-style-type: none"> <li>• Reduction in waste sent to landfill by X% (compared to previous contract)</li> <li>• % of waste recycled</li> <li>• % reduction in energy usage (compared to previous contract)</li> <li>• % of energy from a renewable source</li> <li>• % of service users or employees travelling by sustainable modes of transport</li> <li>• Number / reach of environmental campaigns</li> </ul>
Protecting and enhancing the natural environment	<ul style="list-style-type: none"> <li>• Providing additional open space</li> <li>• Significant investment in trees and landscaping</li> <li>• Minimising the impact on air quality</li> <li>• Minimising noise pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of open space provided</li> <li>• Spend on trees / landscaping</li> <li>• Reduction in noise or air pollution compared to previous contract</li> </ul>
Supporting local and sustainable food suppliers	<ul style="list-style-type: none"> <li>• Maximising the use of locally-sourced, sustainable and / or fair-trade food</li> <li>• Reducing food miles (field to fork) through the use of local suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• % of food products that are locally-sourced, sustainable and / or fair-trade</li> </ul>

Relevant One Planet Principles: Zero Carbon and Sustainable Transport, Zero Waste, Land Use and Wildlife, Sustainable Food, Water and Materials

## **Why have we developed a social value policy?**

- To maximise the value we obtain from public spending
- To reduce demand on services, by encouraging suppliers to support our strategic priorities
- To meet our legal obligations
- To help support local businesses and the voluntary sector
- To enable us to deliver social value in a manner that is consistent and measurable

## **What will success look like?**

- An increase in the number of procurements that include social value in their specification and bid evaluation
- Social value is discussed at all meet the buyer events and throughout the pre-procurement stage
- Managers, members and suppliers are aware of what social value means and how they can help deliver it

## **How will we incorporate social value into the procurement process?**

Separate guidance will be developed to ensure that social value is fully embedded into procurement processes. Ongoing support and training will be provided for managers and members. We will engage with suppliers, partners and other stakeholders to ensure they are fully aware of what social value means and how they can contribute. Additional guidance and support will be offered to SME's and voluntary sector organisations.

## **When should the policy be applied?**

The policy must be considered when buying goods or services over the value of £100k, but can also apply to contracts of any value. The degree of consideration should be proportionate to the value of the contract. At least 10% of bid scoring will be allocated to social value. An exception must be sought if this is to be waived.

## **How has the policy been developed?**

The priorities set out in this social value policy reflect the principles underpinning One Planet Council and One Planet York. Both initiatives seeks to mobilise the city towards a more sustainable, resilient and collaborative future, with a vibrant and inclusive economy, strong community and healthy environment. One Planet Council addresses this from our own internal organisational perspective, whilst One Planet York is externally-focused and concerned with mobilising the city. At the centre of the two initiatives are ten key sustainability principles:

The ten principles are:

- Decent standard of living

- Education and opportunity
- Fairness and inclusion
- Health and wellbeing
- Strong resilient community
- A city working together
- Zero carbon and sustainable transport
- Zero waste
- Land use and wildlife
- Sustainable food, water and materials

The policy promotes the council values of working together to improve and make a difference.



## Climate Change Policy and Scrutiny Committee

### Draft Work Plan 2019-20

Tuesday 10 September @5.30pm	<ol style="list-style-type: none"><li>1. Terms of Reference</li><li>2. Approach – Ways of Working</li><li>3. Climate Change Update</li><li>4. Identifying Priorities</li><li>5. Work Plan</li></ol>
Tuesday 15 October 2019 @5.30pm	<ol style="list-style-type: none"><li>1. Attendance of the Executive Member for Environment and Climate Change</li><li>2. Round-table discussions on baseline statistics and funding opportunities</li><li>3. Work Plan</li></ol>
Tuesday 12 November 2019 @5.30pm	<ol style="list-style-type: none"><li>1. Co-option to the Climate Change Policy and Scrutiny Committee</li><li>2. Specialist Perspectives on Challenges and Opportunities of a Zero Carbon Fleet</li><li>3. One Planet York – Update</li><li>4. Work Plan</li></ol>
Monday 16 December 2019 5.30pm	<ol style="list-style-type: none"><li>1. Refreshing York's Commitment to the Covenant of Mayors</li><li>2. Scoping Report on Corporate Review of Poverty in York</li><li>3. Carbon Budgeting</li><li>4. Work Plan</li></ol>

Tuesday 14 January 2020 @5.30pm	<ol style="list-style-type: none"> <li>1. Sustainable Development, Local Plan &amp; Climate Change (Round Table Discussion)</li> <li>2. Work Plan</li> </ol>
Tuesday 4 February 2020 @5.30pm	- Meeting Cancelled
Tuesday 10 March 2020 @5.30pm	<ol style="list-style-type: none"> <li>1. One Planet York Update</li> <li>2. Renewing City of York Council's Pledge to Covenant of Mayors</li> <li>3. Responsible Investment</li> <li>4. Sustainable Procurement</li> <li>5. Work Plan</li> </ol>
Tuesday 21 April 2020 @5.30pm	<ol style="list-style-type: none"> <li>1. Feasibility Report – Corporate Review into Poverty</li> <li>2. Climate Change Resilience</li> <li>3. Biodiversity and Amenity Woodlands</li> <li>4. Attendance of Corporate Director of Health, Housing and Adult Social Care</li> <li>5. Work Plan</li> </ol>
Tuesday 12 May 2020 @5.30pm	<ol style="list-style-type: none"> <li>1. SPDs on Green and Blue Infrastructure and Climate Change</li> <li>2. CIL / Section 106 Possibilities</li> <li>3. End of Year Report</li> </ol>

<b>Council Plan Priorities relating to Climate Change</b>
<b>A Greener and Cleaner City</b>
<ul style="list-style-type: none"> <li>• A new climate change strategy</li> </ul>
<ul style="list-style-type: none"> <li>• A road map to zero carbon by 2030</li> </ul>
<ul style="list-style-type: none"> <li>• Review of waste collection options</li> </ul>
<ul style="list-style-type: none"> <li>• Align strategies to protect the environment</li> </ul>
<ul style="list-style-type: none"> <li>• Supplementary Planning Guidance on zero carbon buildings</li> </ul>
<ul style="list-style-type: none"> <li>• Review of single use plastics</li> </ul>
<ul style="list-style-type: none"> <li>• Mitigate and adapt to extreme weather events</li> </ul>
<b>An Open and Effective Council</b>
<ul style="list-style-type: none"> <li>• Use procurement approaches to address climate emergency</li> </ul>
<b>Getting Around Sustainably</b>
<ul style="list-style-type: none"> <li>• Identify options to move fleet to low/zero carbon</li> </ul>
<ul style="list-style-type: none"> <li>• Expand York’s electric vehicle charging point network</li> </ul>
<ul style="list-style-type: none"> <li>• Work in partnership to deliver low/zero carbon public transport</li> </ul>
<ul style="list-style-type: none"> <li>• Implement York’s first Clean Air Zone and closely monitor air quality</li> </ul>

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