













Strand 01: Climate Change Strategy



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Establish a baseline for CO ₂ emissions for 2018/19 focusing on level 1 and level 2 emission sources. Compare with previous baseline and report position	Executive Director / Head of Environment	100%	Mar-2020	Completed February 2020 in partnership with the Carbon Trust
Completed 	Action 2	Ensure methodology followed in strategic action 1 is repeatable for subsequent years moving forward, allowing progress to be measured more accurately.	Executive Director / Head of Environment	100%	Feb-2020	Completed February 2020
In Progress 	Action 3	Establish a baseline for CO ₂ emissions based on level 3 emission sources (e.g. impact of supply chain, housing stock, employee travel to and from work)	Executive Director / Head of Environment	25%	Sep-2021	Methodology determined with the assistance of the Carbon Trust. Work has begun to analyse the overall spend and apply the UK Government methodology for level 3 emission sources. The initial spend analysis has been completed for 2019/20. Next steps will include applying the BEIS factors to determine carbon impact of spend.

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 4	Deliver the Climate Change and Green Futures Programme	Executive Director	15%	On-going	Climate Change Strategy (Carbon Management Plan) adopted September 2020. Transport and Fleet Strategy adopted September 2020. New Air Quality plan adopted. Go Green Challenge implemented well over 700 families have taken part equating to potentially in excess of 2400 individuals. Working in partnership with University of Nottingham in relation to resident engagement. Working in partnership with Nottingham Trent University in relation to business engagement.
Completed 	Action 5	Creation of a Climate Change Strategy and Carbon Management Plan (CMP)	Executive Director	100%	Jun-2020	Completed September 2020
In Progress 	Action 6	Develop further strategic actions following the carbon footprint analysis and partnership engagement.	Executive Director / Head of Environment	N/A	On-going	As part of the update provided to committee in September 2020 a review and enhancement of actions took place.
Not started	Action 7	Using the principles of Carbon Budgeting create an approach that aligns with the budget process and determines and informs the level of CO ₂ e anticipated from investments in service provision	Executive Director		Mar-2022	



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Not started	Action 8	Investigate what funding opportunities exist to assist with the creation of Ecoteams within Broxtowe	Head of Environment		Mar-2022	
In Progress 	Action 9	Support the delivery of the actions with the Local Energy Partnership (LEP) Energy Strategy	Head of Environment / Head of Asset Management	5%	On-going	Engagement commenced




Strand 02: Fuel



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Head of Environmental Services	100%	August 2020	
In Progress 	Action 2	Reschedule the dry recycling rounds in order to deliver economies in regards to fuel usage and better utilisation of vehicles in the fleet.	Waste and Climate Change Manager		October 2021	Initial discussions have commenced. The new Waste and Climate Change Manager has been appointed and commences with the Council 16 August 2021. Target changed from March 2021 to October 2021
In Progress 	Action 3	Reschedule the green waste rounds in order to deliver economies in regards to fuel usage and better utilisation of vehicles in the fleet.	Waste and Climate Change Manager		October 2021	Initial discussions have commenced. The new Waste and Climate Change Manager has been appointed and commences with the Council 16 August 2021. Target changed from March 2021 to October 2021
In Progress 	Action 4	Technology: Introduction of electric vehicles where practical and economic aligned to the capital replacement programme.	Transport and Stores Manager	Ongoing	To be completed annually	Four small electric vans programmed into 2021/2022 capital programme
In Progress 	Action 5	Technology: Proactively monitor vehicle emissions utilising the Fuel Monitoring IT System utilising analysis to inform capital replacement programme.	Transport and Stores Manager	Ongoing	To be completed annually	Four small electric vans programmed into 2021/2022 capital programme, existing vehicles monitored on annual servicing.


Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 6	Technology: Utilising data from the on board Vehicle Monitoring IT System (for example recording harsh braking, excessive speeding and harsh cornering) inform the delivery of a programme of driver training – this will address safety, fuel economy, extended vehicle life and reduced emissions.	Transport and Stores Manager	50%	October 2021	Reports set up to establish driver behaviour. Toolbox talk training for operatives will commence end of June pending government restrictions Target Date amended to October 2021 from November 2020 due in part to COVID-19 restrictions limiting training opportunities
In Progress 	Action 7	Technology: Introduction of electric solutions for plant equipment where practical and economic aligned to the capital replacement programme.	Transport and Stores Manager	25%	To be completed annually	Ongoing trials of small plant and equipment.

Strand 03: Transport and Fleet





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Create a new Transport and Fleet Strategy with a focus where economically appropriate on electric vehicles.	Transport and Stores Manager	100%	August 2020	The new Transport and Fleet Strategy was adopted by the Environment and Climate Change Committee 14 September 2020.
In Progress 	Action 2	Develop a plan for the further introduction of appropriate infrastructure to support potential growth in the electric fleet and growth in domestic use of electric vehicles.	Transport and Stores Manager	50%	March 2022	Two charging points have been installed at Council sites. An exercise will be commenced in 2021 to evaluate the electrical load capacity within the depot. This will enable a roadmap to be created which details the infrastructure and resources which would be needed to transition to an electric fleet. Quotes have been obtained for the depot infrastructure 1000kva power upgrade from WPN. A depot review of current parking arrangements with a view to utilization of spaces for charging, and general vehicle parking including private cars has been commissioned.
Not started	Action 3	Using available data, produce a report on vehicle types registered in the Borough along with scenarios indicating the behavioural change necessary to help achieve net zero by 2027.	Transport and Stores Manager		March 2022	





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 4	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Transport and Stores Manager	100%	August 2020	The Climate Change and Green Futures programme report presented to the Environment and Climate Change Committee 14 September 2020 included this analysis and is linked to the Communications Campaign Plan.
In Progress 	Action 5	Technology - The Council has a fleet of 8 small vans (Below 2 Tonnes). Two of these vehicles have already been replaced with all electric vehicles and over the period to 2024 the remaining 6 vehicles where practical and economic (As they reach a life of 12 years) will be replaced with all electric models.	Transport and Stores Manager	50%	2021-2024	As the vehicles approach their end of life expectancy they will be replaced with the latest cost effective technology. This will be in conjunction with local authority trials, current consortium contracts and manufacturers data. Two further electric small vans will be purchased in 2021/22. These replacements will improve the green credentials of the fleet with the removal of older Euro 5 higher emission type vehicles
In Progress 	Action 6	Capital Investment- The Capital Vehicle replacement programme for those HGV's (Refuse Freighters 26 Tonnes) identified for replacement will be replaced with Euro standard engines (Euro 6 onwards). Before purchasing consideration will be given based on practicality and economics of the adoption of new technologies that have come to market this includes potential electric and hydrogen propulsion methods.	Transport and Stores Manager	50%	2021-2024	Principle adopted with ongoing review of low emission technology availability.





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 7	Technology - For small plant such as hedge trimmers, blowers, and strimmers where practical and economic these will be replaced with electric powered units. Technological developments in this field are rapid and the Grounds Maintenance Manager has been tasked with keeping abreast of new developments and trialling new developments as they come to market.	Transport and Stores Manager	25%	2021-2024	<p>Ongoing trials of small plant and equipment; where appropriate and cost effective traditional petrol equipment will be replaced with battery items.</p> <p>We have currently replaced approximately 15 items of small plant for example blowers, strimmer's and hedge cutters with battery powered technology.</p> <p>New larger products such as powered industrial mowers have been tested however the longevity of the battery life between charging is proving prohibitive at the moment.</p>
In Progress 	Action 8	Technology -Working pro-actively with the Nottingham Vehicle Consortium (District Councils) and industry suppliers a watching brief will be maintained on new and developing technologies this includes IT developments, and the move towards electric and hydrogen traction for heavy goods vehicles. Decisions on purchasing new technologies will depend on practical and economic factors when consideration is being given with regards to acquisition of this new technology.	Transport and Stores Manager	10%	Through to 2024	<p>As the vehicles approach their end of life expectancy they will be replaced with the latest cost effective technology. This will be in conjunction with local authority trials manufacturers data and current consortium contracts.</p> <p>The consortium contracts with manufactures are reviewed every three years.</p>




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 9	Green number plates. The Department of Transport / GOV.UK is currently consulting on the introduction of green number plates as a means of differentiating vehicles whose carbon footprint is low or negligible based on their environmental impact and tailpipe emissions. If adopted the council will wish to provide community leadership by displaying such number plates on its vehicles that meet such low emission standards	Transport and Stores Manager	100%	2020	A report was included in the agenda for the Environment and Climate Change Committee 1 February 2021 explaining the progress made with the implementation of green number plates on the Council's electric fleet.

Strand 04: Energy and Building Infrastructure




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Capture and analyse the achievements to date in regards to energy consumption / creation to inform the approach moving forward and to inform the overarching communications programme.	Head of Asset Management	100%	July 2020	
In Progress 	Action 2	Determine and report on approaches that will assist in reducing the organisations energy consumption further.	Head of Asset Management	50%	December 2021	Carbon Trust report describes the approaches from which further actions will flow. Target date changed to link with Action 4.
Completed 	Action 3	Capture and analyse the achievements to date in regards to building infrastructure to inform the approach moving forward and the overarching communications programme.	Capital Works Manager	100%	July 2020	
In Progress 	Action 4	Determine and report on approaches that will further assist the Council’s building infrastructure reduce its carbon emission.	Head of Asset Management / Capital Works Manager	50%	December 2021	Carbon Trust report describes the approaches from which further actions will flow. Target date changed from December 2020 to December 2021.




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 5	Leisure Centres (708t CO2e 2018/19): Replace the Combined heating and Power (CHP) system at Bramcote (already budgeted for in 2020/21).	Head of Asset Management	100%	October 2020	Completed June 2020
In Progress 	Action 6	Leisure Centres (708t CO2e 2018/19): Proceed with the Leisure Facilities Strategy which may lead to more efficient new buildings (longer term and requires very significant funding).	Head of Asset Management	50%	December 2021	Leisure Facilities Strategy reported to Policy and Performance Committee 1 October 2020. Agreed that further studies are to be commissioned and reported on. Target date adjusted from September 2020 to December 2021.
In Progress 	Action 7	Bramcote Crematorium (308t CO2e 2018/19): Replace cremators with more efficient new ones and install heat exchanger (funding should become available from a land sale in 2021/22).	Head of Asset Management	10%	September 2022	Initial quotes have been obtained, scheme is reliant on a land sale which is still being negotiated. Scheme will require a full tendering process. New cremators are best installed in the Summer, hence target date changed from March 2022 to September 2022.
In Progress 	Action 8	Kimberley Depot (265t CO2e 2018/19): Investigate reasons for recent increased of gas usage and introduce counter-measures .	Head of Asset Management	50%	October 2021	Low cost measures have already been identified and implemented. Higher cost measures will be implemented by October 2021 this target date was adjusted from March 2021. Replacement shutters for the garage and stores will be installed by October 2021 significantly reducing heat loss




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 9	Kimberley Depot (265t CO2e 2018/19): Introduce more LED lighting (within existing approved budgets).	Head of Asset Management	10%	March 2023	Quotes have been obtained. Will now be incorporated into wider capital proposals for Kimberley Depot to be implemented 2022/23. Meanwhile, any ad hoc replacements will continue to be LED.
In Progress 	Action 10	Council Offices (77t CO2e 2018/19): Ensure heating and insulation is optimised (within existing approved budgets).	Head of Asset Management	10%	March 2022	Quotes have been obtained.
In Progress 	Action 11	Sports Pavilions (60t CO2e 2018/19): Continue with ad-hoc replacement of heating, hot water and lighting systems as older less-efficient systems become due for replacement (within existing approved budgets).	Head of Asset Management	20%	On-going	Principles have been established and adopted for ad-hoc replacements. Hall Park pavilion is being considered for implementation in 2021/22
In Progress 	Action 12	Water: implementation of water efficient taps in all Council owned building to reduce water consumption, metered bills and cost.	Head of Asset Management	5%	March 2022	So far 10 have been installed in the Business Hubs at Beeston and Stapleford and two in the Main Council Offices. They are not appropriate for all locations as they are only suitable for low use locations. Whilst water savings are comparatively modest (by definition as low use locations), energy savings can be greater as no un-necessary hot water is heated and stored. Taps also help with the management of legionella as a result of not having any stored water.


Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 13	Investigate further opportunities for the installation of solar panels on Council Buildings for example the Depot	Head of Asset Management	75%	August 2021	Some studies are being commissioned and previous work re-visited, report produced for Kimberley Depot by external consultants. Solar panels will be installed at Kimberley Depot this autumn.
In Progress 	Action 14	Investigate the energy management arrangements at the Crematorium in order to identify opportunities to redirect excess energy for heating and lighting.	Head of Asset Management	10%	September 2022	Study has been undertaken and will need re-visiting when cremators and mercury abatement plant are replaced. Target date amended from March 2022 to September 2022
Not started	Action 15	Investigate the opportunity to create a woodland burial site – achieving eco burials within a woodland setting.	Head of Environment		March 2022	
In Progress 	Action 16	Review the energy efficiency of all appliances in kitchens and laundry rooms at Independent Living schemes, and produce a replacement programme to replace with more energy efficient models	Head of Housing	10%	December 2021	Review being completed ready for consideration for 2022/23 budget setting.

Strand 05: Employee and Business Mileage






Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Capture and analyse the achievements to date in regards to the reduction in business mileage to inform the approach moving forward and to inform the overarching communications programme.	Payroll and Job Evaluation Manager	100%	March 2020	Analysis of business mileage will continue each financial year and be reported as part of the Annual Workforce Profile.
Completed 	Action 2	Determine and report on approaches that may assist in reducing the Council's carbon emission impact of business mileage.	Payroll and Job Evaluation Manager	100%	October 2020	Analysis has been undertaken with Head of Service to determine how much of the business mileage reduction seen during the COVID-19 pandemic is sustainable. In addition, potential incentives for employees to use greener forms of travel for business mileage have been considered.
In Progress 	Action 3	Using the current employee home to work mileage as a baseline repeat the survey annually to inform the approach moving forward and the overarching communications programme.	HR Manager	40%	March 2022	To implement early 2021. Statistics may not be comparable to previous year due to COVID-19 and increased homeworking / less travel during 2020-21. On hold due to homeworking during COVID-19. Will be revisited shortly. Target date changed from March 2021 to March 2022




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 4	Leverage the new technologies and agile working arrangements widely implemented and utilised during the COVID-19 emergency in order to reduce the impact that employees travelling to work has on the environment.	Executive Director / Heads of Service	90%	March 2021	Discussions with Heads of Service are complete. Heads of Service / Line Managers are tasked with discussing arrangements with employees on a 121 basis. Agile working guidance has been generated and published to assist with discussion and the approach. Most common approach in terms of agile working arrangements is the hybrid approach where an employee will spend some of their time working from home and some from the office. Changes in the number of local positive COVID-19 cases and UK GOV guidance resulted in the Council's cautious approach in relation to returning to the office continue.
Completed 	Action 5	Employee Benefits: Consider the implementation of a car leasing scheme enabling employees access to a new vehicle. Include the promotion of electric vehicles within the scheme.	HR Manager	100%	March 2021	New car leasing scheme adopted by the Personnel Committee 23 March 2021 in line with target. Remaining elements of this action include implementation and promotion. Implementation date confirmed by Sodexo/Tusker for Broxtowe Borough Council is 23 August 2021 Promotion to follow and will be managed under action 10.
In Progress 	Action 6	Capture the achievements in order to inform the communications programme and promote what good looks like to Businesses within the Borough	Executive Director	5%	On-going	Data is being captured to help inform future analysis. More data will be available as schemes mature.

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Overdue 	Action 7	Introduce home to work mileage survey as part of the induction process for all new employees	HR Manager	80%	September 2020	Once 2021 mileage survey criteria agreed, form can be adapted for new starters. HR Team designing new form for all new starters to indicate home to work travel at the point of employment. Information will be recorded via spreadsheet in order to report.
In Progress 	Action 8	Consider the introduction of Cycle To Work promotion (leave the car at home week / day)	HR Manager / Corporate Communications Manager	20%	July 2021	On hold as a result of current COVID-19 related changes to work patterns. Target date adjusted to July 2021 from March 2021. Awaiting return to the office to determine potential usage. Cycle To Work still regularly promoted via Brock's Benefits – latest promotion August 2021.
In Progress 	Action 9	Consider approaching public transport organisations to determine what promotions can be targeted at Broxtowe employees for example Green Travel Deals	HR Manager	60%	October 2021	NET and Trent Barton contacted in October / November 2019. Opportunities for further discussions being considered. HR Manager met with NET representative on 22 March 2021 to discuss travel options. Agreed that discussions should be put on hold until after 21 June 2021 pending COVID-19 restrictions being lifted. Standard information provided by NET for discussion at the Return to Work Group Target date adjusted to October 2021 from March 2021.





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 10	Consider the promotion of approaches that would allow employees to lease / purchase a more environmentally sustainable vehicle	Head of Protection and HR	100%	August 2021	Linked to Action 5. New lease car scheme to be implemented 23 August 2021. Cars available has been restricted to electric and ULEV (Ultra Low Emission Vehicles)
Not started	Action 11	Review the Council's mileage claim system to consider how it may be used to make it more financially attractive to employees that have an electric vehicle	Head of Protection and HR / Payroll and Job Evaluation Manager	0%	March 2022	





Strand 06: Water Courses




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Discussions will take place with the County Council and other partners as to the on-going management of the blue infrastructure in Broxtowe.	Parks and Green Spaces Manager	Ongoing	Autumn 2020 and then on-going	Meetings held and site visits undertaken summer 2020. Further meetings held on site Autumn 2020. Discussions ongoing Summer 2021.
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Parks and Green Spaces Manager	100%	July 2020	Completed July 2020
Completed 	Action 3	Develop further strategic actions as part of the Water Courses project strand delivery.	Parks and Green Spaces Manager	100%	July 2020	Completed July 2020
In Progress 	Action 4	Undertake a detailed assessment of the brooks that the Council is responsible for to carry out a flood risk assessment and look at opportunities for biodiversity enhancement	Parks and Green Spaces Manager	50%	Summer 2020 Summer 2021	Detailed assessment undertaken Summer 2020 Report to Environmental Climate Change Committee 23 November 2020 Follow up visits at various sites undertaken Summer 2021
In Progress 	Action 5	Further meetings will be held with the Environment Agency on the Trent Gateway Project looking to develop the initiatives on the section of the river within Broxtowe	Parks and Green Spaces Manager	Ongoing	Autumn 2020 and ongoing with 2 or 3 meetings a year	Meeting held. Project being reviewed with Trent Rivers Trust taking on some of the responsibility for the partnership with Trent Gateway becoming part of the lower Trent and Erewash Catchment Partnership. Awaiting date of next meeting. Discussions taking place about possible tree planting options.





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 6	Meetings with landowners to ensure that appropriate maintenance is taking place	Parks and Green Spaces Manager	25%	Ongoing	Detailed assessment of Nether Green and Beauvale Brook have been completed following the letter sent to all Riparian owners,
Completed 	Action 7	Clarify ownership responsibility for the boundaries of the 6 brooks in Borough Council responsibility	Parks and Green Spaces Manager	100%	Autumn 2020	This work is included in the report to Environmental Climate Change Committee 23 November 2020.
Completed 	Action 8	Identify risks and any mitigation that affect the water courses and any appropriate adaptations that can be implemented or promoted	Parks and Green Spaces Manager	100%	March 2021	Issues identified in report and will be actioned as part of the regular maintenance programme going forward.



Strand 07: Meadow Planting and Wildlife Corridors

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to deliver the actions within the Green Infrastructure Strategy 2015 - 2030.	Parks and Green Spaces Manager	Ongoing	March 2022	Strategy used to help deliver Green Infrastructure Improvements at designated sites across the borough.
In Progress 	Action 2	Determine and report how the green and blue infrastructure can be enhanced to help protect the environment for our native wildlife corridors.	Parks and Green Spaces Manager	Ongoing	March 2022	Ongoing projects and initiatives undertaken with the ongoing management of hay meadows at Colliers Wood and Brinsley Headstocks. New area of open space adopted at Halls Lane, Giltbrook which forms a natural wildlife corridor with wildflowers, tree planting and a small area of seasonal wetland. Summer 2021 saw further annual meadow planting initiatives undertaken at key locations.
Completed 	Action 3	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Parks and Green Spaces Manager	100%	March 2020	Completed March 2020
Completed 	Action 4	Develop further strategic actions as part of the Meadow Planting / Wildlife Corridors project strand delivery.	Parks and Green Spaces Manager	100%	March 2020	Completed March 2020





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 5	Improvements to the existing meadow grassland at Archers Field Recreation Ground, Stapleford with scarification of the existing grassland and over seeding with a dedicated wild flower mix to create two large wild flower meadows.	Park and Green Space Manager	100%	May 2020	Completed May 2020
Completed 	Action 6	Introduction of strategic areas of annual wildflower planting on highway verges at Gin Close Way, Awsworth, Bilborough Road, Nuthall, Narrow Lane, Watnall.	Park and Green Space Manager	100%	May 2020	Completed May 2020. All areas very well received
Completed 	Action 7	Introduction of additional areas of annual wild flower planting on parks and green spaces at Coronation Park, Eastwood and Inham Nook Recreation Ground, Chilwell	Parks and Green Spaces Manager	100%	May 2020	Completed May 2020 with areas attracting positive responses on social media.
In Progress 	Action 8	Review of the Local Nature Reserve Management Plan for King George V Park, Bramcote to identify acid grassland areas and a strategic approach to their management.	Parks and Green Spaces Manager	100%	Summer 2021	Area reviewed with revised approach to management introduced in summer 2021





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 9	Identify further areas for annual seed, wildflower seed and bird crop seed sowing on parks and green spaces and highway verges at strategic locations.	Parks and Green Spaces Manager	100%	Summer 2020	Areas identified and implemented Spring 2021
In Progress 	Action 10	Assess sites for species rich grasslands that with a change in management could become more favourable for biodiversity. This will be done working with the County Biodiversity Officer and Nottinghamshire Wildlife Trust. Significant sites that offer further potential include the Nottingham Canal, Bramcote Hills Park acid grassland, Colliers Wood with the introduction of yellow rattle to keep grasses down and over seeding with native species.	Parks and Green Spaces Manager	70%	Review summer 2021 and implement spring 2022	Whilst review is not due until summer 2021 hay meadows have been created at Colliers Wood and Brinsley Headstocks. The mowing regime at areas on the Nottingham Canal have been relaxed and this is currently being monitored. Linear corridors to improve habitat connection have been created at Inham Nook and Leyton Crescent Recreation Grounds.
In Progress 	Action 11	Identify areas within woodlands with potential to improve ground flora.	Parks and Green Spaces Manager	5%	Review summer 2022 and implement spring 2023	Potential areas being considered but detailed assessment scheduled for subsequent summers.




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 12	Opportunities to undertake grass cutting and collection will be further explored utilising the additional revenue budget to fund the expensive grass collection and disposal.	Parks and Green Spaces Manager	70%	Review summer 2021 and implement spring 2022	Whilst not scheduled until summer 2021 the opportunity was taken to carry out grass cutting and collection this summer at Colliers Wood and Brinsley Headstocks utilising the additional revenue budget. Other areas are being identified for implementation Spring 2022. A report on the agenda considers options in the Borough's cemeteries.
In Progress 	Action 13	The Management Plans for the Local Nature Reserve will continue to be assessed and opportunities for changes to maintenance schedules for grass areas considered to help enhance and improve areas of grassland meadow.	Parks and Green Spaces Manager	25%	Review summer 2022 and implement spring 2023	Initial discussions held with Nottinghamshire Wildlife Trust. A report on the agenda considers options for reducing the volume of Glyphosate used.
In Progress 	Action 14	Opportunities arising from the Green Infrastructure Strategy will continue to be monitored	Parks and Green Spaces Manager	Ongoing	Review summer 2020 and implement spring 2021 now ongoing	This is ongoing. The work to improve the access and biodiversity this summer at Hall om Wong is a good example of work adjacent to the Kimberley Cutting Corridor. The Erewash Riverside Environmental Works Project is another good example that links to the primary Erewash Valley corridor.
In Progress 	Action 15	Consider opportunities to increase the number of allotments.	Parks and Green Spaces Manager	50%	March 2022	Opportunities to change full size plots to more "user friendly" half plots continue to be implemented. Potential to increase allotment sites in the borough is a consideration with large housing planning applications where there is an identified demand.

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 16	Work with allotment holders to create composting ambassadors.	Parks and Green Spaces Manager	60%	March 2022	Feature article included in 2021 Newsletter to allotment holders about the benefits of composting and promoting composting ambassadors. Compost ambassador now in place at Grove Avenue allotments. Options at other sites are being considered
In Progress 	Action 17	Consider how the Council may create / support the provision of community food planting areas in addition to the current allotment provision.	Parks and Green Spaces Manager	50%	March 2023	Small initiative undertaken on Chilwell High Road where the community have utilised existing planters to grow vegetables. Working with Incredible Edible on 3 sites in Beeston and Chilwell. Looking at opportunities for community orchards at Parish/Town Council allotment sites.





Strand 08: Tree Planting





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to deliver the actions within the Tree Planting Strategy 2018. Including Specimen tree planting schemes using large trees.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	This seasons tree planting work was completed in line with targets. Options for the 2021/22 season are now being considered.
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Parks and Green Spaces Manager	100%	March 2020	Completed March 2020
In Progress 	Action 3	Determine and report on how the Tree Planting Strategy can be enhanced to help provide greater opportunities to encourage residents, schools and businesses to plant more trees and look at innovative ways.	Parks and Green Spaces Manager	33%	Summer 2023	Opportunities have been restricted due to COVID-19. Project being drawn up to plant trees grown from seed in Bramcote Hills Park Woodland. Schemes being designed to reflect the loss of life due to COVID-19 and for the Queen's Platinum Jubilee.
Completed 	Action 4	Develop further strategic actions as part of the Tree Planting project strand delivery.	Parks and Green Spaces Manager	100%	March 2020	Completed March 2020



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 5	Second tree giveaway event with small ornamental trees suitable for gardens.	Parks and Green Spaces Manager	100%	January/ February 2021	Trees delivered to residents in January 2021. A third event with native trees will take place during autumn/winter 2021/22 and may be linked to the new Green Reward resident engagement platform.
In Progress 	Action 6	Create additional pocket orchard at an allotment site or appropriate community site.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	New Pocket Orchard created at Borehole allotment February 2021. Looking at opportunities for community orchards at Parish/Town Council allotment sites.
In Progress 	Action 7	Identify a site for new hedge planting in excess of 50m.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	New hedge planted at Colliers Wood winter February 2021. Opportunities for new hedges being considered for planting in winter 2021/22.
In Progress 	Action 8	Identify opportunities to implement new pocket parks taking advantage of central government funding.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	The Pocket Park at Redwood Crescent proved to be a real challenge with delays and obstacles to overcome but is now complete and has been well publicised through press releases and social media. COVID-19 restricted opportunities but a small area was created at the bottom of Ghost House Lane Chilwell. Other opportunities are currently being evaluated

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 9	Implement appropriate signage including the potential for information boards in parks, explaining how and why the Council manages the environment in the way that it does.	Parks and Green Spaces Manager	75%	Autumn 2021	Signs erected at strategic locations in summer 2020 explaining changes to maintenance regimes. This has continued this spring with more signs erected. Interpretation board installed at Brinsley Headstocks and options for similar boards being considered for other key sites. New "Bee Friendly" in Broxtowe managing grasslands for pollinators signs introduced.
In Progress 	Action 10	Undertaken planting work to enhance existing woodlands.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	Works undertaken at Bramcote Hills Park and Hall on Wong. Further options being evaluated for this year's work programme.
In Progress 	Action 11	Creation of new woodland copses protected by fencing.	Parks and Green Spaces Manager	33%	March 2021 March 2022 March 2023	Works completed at Cator Lane Recreation Ground Chilwell and Hall on Wong Kimberley. Further options being evaluated for this year's work programme.




Strand 09: Recycling

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to embed the intent within the Single Use Plastics Policy 2018 including for example reducing the use of plastic bags in refuse and the wider Council.	Waste and Climate Change Manager	100%	March 2021	The reduction in single use plastic will continue to be monitored and alternative options or working methods considered where possible.
Completed 	Action 2	Develop a programme of activity to ensure that additional resources are immediately effective from appointment.	Waste and Climate Change Manager	100%	March 2020	Work priorities have been developed for the new recycling role to ensure upon appointment to post the role has direction and can be immediately effective. This will also be an ongoing activity across the service area.
Completed 	Action 3	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Waste and Climate Change Manager	100%	March 2020	Results from contamination analysis have been used to inform educational messages. This will also be an ongoing activity.
In Progress 	Action 4	Work with the Nottinghamshire Joint Waste Management Group to lobby for additional materials to be recycled.	Waste and Climate Change Manager	100%	March 2021	Meetings take place each quarter and the issue of additional recyclables within the acceptance criteria will continue to be lobbied for as part of this group.




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 5	Develop further video and educational material for schools, businesses, households, and employees in order to encourage behavioural change in regards to recycling.	Waste and Climate Change Manager	100%	March 2021	Regular meetings have been set up with the Communications Team with the purpose of planning and delivering promotional measures/activities aimed at behaviour change in line with the Communications Campaign Plan. Planned 'Email Me' bulletins are distributed informing residents on environmental issues.
Completed 	Action 6	Develop further strategic actions as part of the Recycling project strand delivery.	Waste and Climate Change Manager	100%	March 2020	This will be on-going with new identified strategic actions being reported as they come to light.
Overdue 	Action 7	Create a new recycling officer role whose purpose is to promote the principles of the Waste Hierarchy, promote good recycling behaviour and responsible waste management practices	Waste and Climate Change Manager	75%	June 2020	The delay in implementation has been due to COVID 19 and the subsequent restriction measures implemented including the current lockdown. The current vacancy of the Waste and Climate Change Manager role which provides management oversight to this role, combined with the lockdown measures, has delayed the advertising of this post. It is the intention to advertise at the earliest opportunity with the intention to make an appointment to post before the autumn.
In Progress 	Action 8	Work in partnership with charities, for example on Clean and Green Bulky Waste days, to promote the reuse of items as an alternative to disposal	Waste and Climate Change Manager	5%	Ongoing	Progress on this has been restricted due to Waste Day Events being postponed due to COVID 19.

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 9	Evaluate the refuse and recycling rounds to consider whether further efficiencies can be made by round reconfiguration to reduce the use of fuel and vehicle emissions.	Waste and Climate Change Manager	5%	March 2022	Although minor changes have been made to reflect efficiencies this work has been delayed due to COVID-19 and other work priorities. However, it is anticipated that following the appointment of the new Waste and Climate Change Manager this work will be the focus of attention.
In Progress 	Action 10	National Waste Strategy: Implement the statutory measures aimed at increasing recycling for example this may result in additional infrastructure and resources being needed for such as food waste collection and disposal.	Head of Environment / Waste and Climate Change Manager	20%	Spring 2022	<p>The latest information suggests the timescale for the Environment Bill to receive Royal Assent is still in 2021.</p> <p>A Government consultation on the Deposit Return Scheme has recently concluded and the Council have submitted their response.</p> <p>Work on an initial high level interim strategy is complete and will be presented to the Environment and Climate Change Committee 13 September 2021, an action plan addressing the operational impact of the Environment Bill will be presented to the next available committee following Royal Assent of the Bill.</p> <p>Target changed from Summer 2021 to Spring 2022 due to above delay.</p>




Strand 10: Housing Delivery





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to deliver the actions within the Housing Delivery Plan 2019 – 2029 .	Head of Asset Management	25%	Ongoing	Two dementia friendly bungalows at Willoughby Street were completed in January 2021, which have Air Source Heat Pumps and PV panels Five flats are currently being built at Oakfield Road which have Air Source Heat Pumps and PV panels and thermal efficiency levels above current building regulation standards.
In Progress 	Action 2	Research eco-friendly methods of construction.	Head of Asset Management	25%	Ongoing	Eco-friendly methods of construction to be considered as part of phase 2 of the Housing Delivery Plan
Completed 	Action 3	Identification of potential solutions to reduce on-going energy use in all Housing Delivery Plan phase 1 sites, including: <ul style="list-style-type: none"> • Air Source Heat Pumps • Ground Source Heat Pumps • PV Panels • Water Conservation • Energy efficient lighting • Small wind turbines. 	Head of Asset Management	100%	December 2020	Energy efficiency features are being considered for all sites.




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 4	Review of existing environmental solutions included in new build developments at Broxtowe Borough Council in last ten years, including survey of tenant experience.	Head of Asset Management	100%	September 2020	Telephone survey completed with 26 tenants who live in properties with energy efficient features (out of a possible 52 tenants). 76% found the systems easy to use and 28% said their energy bills had decreased. 64% said they would have liked more information about the system prior to moving into the property. This will be addressed for future developments.
Completed 	Action 5	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Head of Asset Management	100%	June 2020	Four different types of energy efficient measures fitted to new properties on 11 different schemes




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 6	Determine and report on how the Housing Delivery Plan can reduce carbon impact for all new developments.	Head of Asset Management	25%	September 2021	Carbon impact has formed part of the recent cost considerations for the proposed large scale development on the land behind the Crematorium. This works now requires formalising across the board. A draft new build specification (including from an energy perspective air source heat pumps and photovoltaic cells with attention to fabric first insulation). This has been delivered on two schemes to date (Willoughby and Oakfield). Future work will include: - 1) formally adopting the specification 2) roll it out to new schemes (for example Fishpond / garages / Crematorium). Target changed from December 2020 to September 2021 .
Completed 	Action 7	Develop further strategic actions as part of the Housing Delivery project strand delivery.	Head of Asset Management	100%	June 2020	Completed
Completed 	Action 8	Analysis of repairs and maintenance costs for our properties with energy efficient features, since they were built	Head of Asset Management	100%	September 2020	Initial work has been completed, which does not show significant increase in cost compared to properties without features. However, as many properties are under 5 years old very few repairs are reported. Exercise to be repeated in 2022.

Strand 11: Housing Improvements



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Formulate the appropriate response to the outcome of the stock condition survey.	Capital Works Manager	75%	October 2020 and Ongoing	Work to analyse the results is ongoing including additional completed survey work. Action to compare/combine with existing data to inform future plans also underway. Finalisation of the analysis will run beyond initial target date and could lead to further ongoing linked actions
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Capital Works Manager	100%	June 2020	
In Progress 	Action 3	Research alternatives to conventional heating systems and report finding.	Capital Works Manager	40%	December 2021	Initial research revealed options of ground source, and air source heat pumps for potential retro fit to existing gas boilers. Both systems have greater up-front costs. We have installed air source heating as a trial at the new dementia friendly bungalows and so far the systems are performing well after resolving some teething problems. Another potential solution is hydrogen technology for boilers. This can be a replacement fuel to natural gas but will rely on the network and large scale hydrogen generation through renewable power supplies as a nation. Boilers have been developed and are being tested. Target adjusted from December 2020 to December 2021 for research report into findings. Research being completed by third party.





Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 4	Develop further strategic actions as part of the Housing Improvements project strand delivery.	Capital Works Manager	100%	June 2020	
In Progress 	Action 5	Install external wall insulation to the remaining 94 solid wall properties – this requires careful assessment as most of them are hard to treat as they are in Eastwood’s conservation area	Capital Works Manager	5%	December 2024	Some initial investigation has started to look at possible internal insulation due to difficulties of external work, and consideration of planning approvals.
In Progress 	Action 6	Stock Condition Survey: act on recommendation to install external wall insulation to 53 steel-framed properties in the short term 1 – 5 years	Capital Works Manager	10%	December 2024	This work will form part of the successful LAD2 government home energy efficiency scheme. Initial bid application has been positive. Pre start surveys are planned and a contractor has been appointed. This should be completed by December 2021
In Progress 	Action 7	Consider how best to address the 30 properties remaining with less-efficient gas boilers and implement the solution / solutions	Capital Works Manager	43%	December 2022	Replacements continue with “A” rated boilers when access is gained or they become void.



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 8	Consider how best to address the 285 properties remaining with less efficient all-electric systems. In the short term these will primarily be replaced with high heat retention storage heaters, but air source heat pumps will also be trialled at suitable properties	Capital Works Manager	37%	December 2024	The Installation of more energy efficient high heat retention storage heaters has started in earnest following the easing of pandemic restrictions and is ongoing
Completed 	Action 9	The two new dementia-friendly bungalows at Willoughby Street, Beeston will have air source heat pumps with under floor heating and PV on the roof	Capital Works Manager	100%	March 2021	Completed
In Progress 	Action 10	Trial emerging technology: The future of the gas network is under review. Gas boilers are being developed to work on both hydrogen and gas. There is a stock of over 4000 gas boilers in domestic properties. In the short term high efficiency condensing boilers will continue to be used, but emerging solutions will also be trialled.	Capital Works Manager	15%	Ongoing	Air source trial installation completed with the dementia friendly bungalows. Monitoring over the next year will help develop further work plans. Hydrogen ready boilers have been developed but are not yet available. Network issues also. Air source retro fit trial to be considered when possible

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 11	Consideration will be given to retro-fitting of PV panels – especially to stock that is not subject to right to buy.	Capital Works Manager	5%	Summer 2021	Desk top study started to review the possibility of using some additional independent living scheme roofs. Further work due to resume.
In Progress 	Action 12	Loft insulation will continue to be upgraded to the very latest standards every time that other work is undertaken in a property	Capital Works Manager	55%	Ongoing	Insulation checked/topped up as part of other work particularly roof covering replacement. Additional work will also be planned to pick up properties noted during the recent stock survey where improvement is possible above existing levels.
In Progress 	Action 13	Implement the LAD2 home energy efficiency programme in respect of Council Properties	Capital Works Manager	10%	December 2021	£728,000 funding allocated from central government via Midland Energy Hub. Proposals being finalised. As above, pre survey work is being arranged and a contractor has been engaged to complete the work. Work includes action 6 and part of action 5 and action 12. It will also include solid gable end walls to blocks of flats.






Strand 12: Core Strategy and Planning


Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Include proposals relating to energy efficiency and climate change as part of ongoing work on implementing Policy 17 of the Part 2 Local Plan, 'Place-making, design and amenity'	Head of Planning and Economic Development	70%	December 2022	<p>The Part 2 Local Plan was adopted in October 2019. Policy 17 is now being applied when determining planning applications to secure high quality, energy efficient developments. The Annual Monitoring Report is currently being produced which will analyse the effectiveness of applying Policy 17. Improvements will then be identified to secure further benefits. Target date amended from December 2020 to December 2022 as this is the amended date for the Strategic Plan.</p> <p>This is also to reflect the anticipated adoption date of the Part 1 Local Plan (the 'Greater Nottingham Strategic Plan'). Policies on energy efficiency and climate change will be included in the emerging Part 1 Local Plan. The Jobs & Economy Committee resolved in March 2021 that a Supplementary Planning Document (SPD) on 'Climate change / carbon emissions and Green Infrastructure' will be prepared, once work on two other SPDs is complete.</p>
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Head of Planning and Economic Development	100%	May 2020	

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 3	Gather evidence, including viability evidence, to inform ACS policies that will enforce / expand on NPPF requirements regarding energy efficiency and climate change.	Head of Planning and Economic Development	70%	December 2022	The evidence is being collected as part of the Aligned Core Strategy review (now referred to as the 'Greater Nottingham Strategic Plan'). Addressing climate change is to form a core objective of the Strategic Plan. Given the work necessary to get the revised plan adopted the target of May 2021 was too ambitious and therefore has been amended to December 2022.
In Progress 	Action 4	Develop further strategic actions as part of the Core Strategy / Planning project strand delivery.	Head of Planning and Economic Development	40%	On-going	As part of developing the Strategic Plan, strategic options are being explored to how environmental benefits can be secured.
In Progress 	Action 5	Ensure that all Neighbourhood Plans include reference to policies regarding climate change and climate change mitigation.	Head of Planning and Economic Development	40%	On-going	Officers are providing assistance with the production of a number of Neighbourhood Plans and are providing advice to ensure that climate change issues are considered and form part of future policies.
In Progress 	Action 6	Engaging with and ensuring the adoption of a Toton Masterplan which contains innovative proposals for an advanced model of living and working which is highly sustainable.	Head of Planning and Economic Development	65%	Early 2022	Consultation on the Toton and Chetwynd Masterplan commenced on 12 th October 2020. Delivering a net zero carbon community is a key objective of the masterplan and sustainability is a key principle which will include promoting new and innovative models of development. Target change from March 2021 as draft Supplementary Planning Document went to the Jobs and Economy Committee in June 2021. Further consultation will take place in 2021.






Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 7	Complete the review of the Aligned Core Strategy.	Head of Planning and Economic Development	30%	December 2022	<p>Growth Options consultation closed in September 2020. The consultation responses are currently being considered with the next stage being to develop 'preferred options'. This will include specific policies related to climate change.</p> <p>As part of the wider planning policy work, key members will be invited to 'working groups' to feed into the process for formulating planning policy documents. This should ensure that Climate Change and Environmental factors play a more prominent part in working documents. Also, more critically, this should lead to the creation of enforceable planning policies to back up development proposals moving forward. An update report on this issue will go to Jobs and Economy in June 2021.</p>
Completed 	Action 8	Approve the council's participation in a new development corporation which will include ambitious proposals for the development of an international centre for zero carbon futures.	Chief Executive	100%	March 2021	


Strand 13: Technology

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to deliver the actions contained within the ICT Strategy 2017-2021	ICT Manager	85%	Ongoing	Progress against the ICT Strategy was reported into the Policy and Performance Committee December 2020.
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Executive Director	100%	June 2020	
In Progress 	Action 3	Monitor technology development to ensure the Council is able to take advantage of developments that are economically and environmentally advantageous.	Executive Director / ICT Manager	5%	Ongoing	The ICT team monitors the market in terms of technology developments. More focus will be given to the environmental impact and benefits of technology as we move forward.
Completed 	Action 4	Develop further strategic actions as part of the Technology project strand delivery.	Executive Director	100%	June 2020	
In Progress 	Action 5	Continue to deliver the actions contained within the Digital Strategy 2020-2024 including building on the existing digital culture to enhance the digital awareness, increase the number of digital services for customers, Members and employees.	Executive Director / ICT Manager / Corporate Communications Manager	20%	Ongoing	A Communications Plan is currently being developed to support the Digital Strategy 2020-2024. This will help enhance the existing digital culture for customers, Members and employees.




Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 6	Work with all parts of the organisation to leverage the benefits achieved through the use of technology during the COVID-19 emergency.	Executive Director	100%	August 2021	Discussions formed a part of the ICT Business Account Management meetings June through August 2021. Guidance has been produced and shared all employees in relation to agile working, service delivery, work life balance and wellbeing.


Strand 14: Air Quality

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Continue to provide an annual Air Quality Status Report for the Borough which is fit for purpose	Chief Environmental Health Officer	100%	Ongoing	2021 Annual Status report currently being reviewed by DEFRA. Ongoing in respect of preparation of 2022 report
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Chief Environmental Health Officer	100%	May 2020	Complete
In Progress 	Action 3	Continue to work with relevant partners in order to bring about improvements in local air quality	Chief Environmental Health Officer	50%	Ongoing	Meetings with other partners continue to take place throughout the year.
Completed 	Action 4	Review the NO ₂ diffusion tubes network; take proactive action to discontinue sites where the annual air quality levels are comfortably below the objective, and relocate them to new sites within the Borough allowing the identification of "problem" areas to be focussed on.	Chief Environmental Health Officer	100%	March 2021	Sites were reviewed in December 2020. No changes to network required.
Completed 	Action 5	Develop further strategic actions as part of the Air Quality project strand delivery.	Chief Environmental Health Officer	100%	October 2020	Air Quality Action Plan produced. It was approved by the Environment and Climate Change Committee in February 2021.

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 6	To encourage employees of BBC to purchase hybrid vehicles and electric vehicles for their personal and business use	Chief Environmental Health Officer	100%	March 2021	This action is linked to Action 5 and 10 of project Strand 05 – Employee and Business Mileage. The new Lease Car Policy was adopted in March 2021 and initial promotion and implementation was completed 23 August 2021.
Not started	Action 7	Investigate the installation of vertical gardens, using moss to absorb CO ₂ and particulate matter	Chief Environmental Health Officer	0%	March 2022	


Strand 15: Hospitality and Support Services



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 1	Determine and report on approaches that can further reduce the use of single use resources in both the areas of hospitality and support services.	Head of Administration	100%	May 2020	Plastic cups have been replaced by china mugs and glasses in all meeting rooms. Plastic cups have been removed from water coolers. The bin bags used in waste and recycling bins are emptied out and put back each day and only replaced when necessary, rather than being used once.
Completed 	Action 2	Capture and analyse the achievements to date to inform the approach moving forward and the overarching communications programme.	Head of Administration	100%	May 2020	
Completed 	Action 3	Develop further strategic actions as part of the Hospitality / Support project strand delivery.	Head of Administration	100%	May 2020	Coffee machines have been purchased which use recyclable pods. Wooden stirrers have replaced plastic spoons. Packaged tea, coffee etc. is being replaced with loose supplies stored in airtight containers when stocks need to be replenished to reduce the need for any packaging.



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 4	Investigate the use of environmentally-friendly cleaning products using only naturally derived materials which has a less damaging effect on the environment	Head of Administration	70%	Sept 2021	The investigation into the purchase of environmentally friendly cleaning products has now been completed. It has shown that not all of the products that are required by the Council are currently available in an environmentally friendly format. In addition, when they are available certain items can be over 400% more expensive. Further work is being conducted to determine what percentage of cleaning materials could be replaced by environmental friendly products and what the cost of this potentially change would be. A report will be presented to the committee 13 September 2021. Target date changed from March 2021 to September 2021.



APPENDIX 2



Communications Campaign Plan



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 1	Promote progress on each strand in the Climate Change Strategy, increases awareness of the issues and how to help.	Communications and Engagement Officer	95%	Ongoing	<p>Activities include: Assessing current levels of awareness, producing an infographic, reviewing and improving existing materials, digital content, email bulletins, press releases, Broxtowe Matters magazine updates, stakeholder engagement.</p> <p>Recent progress includes:</p> <p>Regular green futures content shared in our regular bulletins: Parks and Open Spaces, Waste and Recycling, Trades Waste and Latest News</p> <p>Parks and Open Spaces bulletins have a sign up of over 4,000 residents</p> <p>Waste and Recycling bulletin has nearly 12,000 residents signed up</p> <p>Trades Waste has over 400 residents/businesses signed up</p> <p>Go Green challenge promoted widely with over 800 residents now signed up.</p> <p>Several press releases and articles published and shared on the Council's channels promoting our work around climate change, recycling and the promotion of our parks and open spaces during the summer time.</p>



Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 2	Use storytelling and engaging 'journey' content to engage residents in what we're doing and how they can contribute.	Communications and Engagement Officer	85%	Ongoing	<p>Activities include: Developing a consistent look and feel for the campaign, videos, promoting topical issues and national awareness weeks.</p> <p>Recent progress includes:</p> <p>Promoted several national awareness weeks and events to encourage residents to be more environmentally friendly, including Great British Spring Clean, Geranium plants summer bedding, Clean Air Day, Plastic Free July, 2m Blue Bells story, Love Parks Week, Cycle to Work Day, National Allotments Week, Trowell annual bedding display, the new wildflower annual beds in Nuthall, The Big Butterfly Count</p>
In Progress 	Action 3	Make information about recycling easy to find, understand and act upon.	Communications and Engagement Officer	95%	Ongoing	<p>Activities include: Website updates, promotion of the online A-Z, promoting what can be recycled across all digital and traditional channels, producing a community resource pack for groups to use and share.</p> <p>Recent progress includes:</p> <p>Regular promotion of recycling correctly in email bulletins and social media</p> <p>Refreshed information on the Council's website to signpost residents to information about how to recycle at home and the importance it has on the environment</p> <p>Sustainable travel page has been updated</p>


Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 4	Make being conscious about recycling an attractive proposition.	Communications and Engagement Officer	55%	On-going	<p>Activities include: investigating options for postcode prize draws, shout outs and working with businesses to provide prizes to reward behaviour.</p> <p>Recent progress includes:</p> <p>The new resident Rewards app to be launched in October 2021</p>
In Progress 	Action 5	Create social opportunities to promote recycling.	Communications and Engagement Officer	75%	On-going	<p>Activities include: targeted work in high contamination areas, resident competitions and challenges, engaging local influencers, maximising on national initiatives and running resident workshops. Workshops may need to be done online to be COVID-19-secure - this will require additional planning.</p> <p>Recent progress includes:</p> <p>Go Green Challenge has had an extra push over the school summer holidays to engage families</p> <p>Requested content from families to be sent to us with the hope to promote case studies on our social media pages</p> <p>Target changed from February 2021 to September 2021 subject to COVID-19 restrictions being lifted.</p>


Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 6	Ensure that messages about recycling are timely – regular bulletins and reminders.	Communications and Engagement Officer	100%	Dec 2020	<p>Activities include: Increasing the frequency of waste and recycling bulletins, increasing subscribers to these bulletins, reviewing existing materials, campaigns to target key issues.</p> <p>Recent progress includes:</p> <p>Waste and recycling bulletins now going out monthly with additional bulletins for specific promotions.</p> <p>We now have more than 12,000 subscribers to the Waste and Recycling Bulletins. Since August 2020 when the Communications and Engagement Officer started in post, there have been 525 new subscribers. This bulletin has one of the best engagement rates at 83% (compared to a national average of 67% and a Broxtowe email me service average of 81%).</p>
In Progress 	Action 7	Make information about recycling easy to find, understand and act upon for businesses.	Communications and Engagement Officer	70%	Sept 2021	<p>Activities include: Training, workshops and best practice guides. Work has been impacted by COVID-19.</p> <p>Recent progress includes:</p> <p>Trades Waste bulletin going out monthly for businesses to be updated</p> <p>Target changed from On hold to September 2021 subject to COVID-19 restrictions being lifted.</p>

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 8	Make being conscious about recycling an attractive proposition for businesses.	Communications and Engagement Officer	75%	Sept 2021	<p>Activities include: Developing a business pledge and reward scheme, Green Rewards. Work has been impacted by COVID-19.</p> <p>Recent progress includes:</p> <p>Inclusion of content about reducing waste was included in Trade Waste Email Me Bulletins in 2021. Included business reasons/benefits to being more green and telling customers about it too.</p> <p>Contact has been made with Nottingham University to hold another workshop with their students for their second semester</p> <p>Contact made with NTU to promote a Green Grants scheme to businesses for inclusion in Business e-newsletters</p>
In Progress 	Action 9	Create social opportunities to promote recycling to businesses.	Communications and Engagement Officer	30%	Dec 2021	<p>Activities include: Incentive programme and showcasing best practice.</p> <p>Recent progress includes:</p> <p>Target changed from On hold to December 2021 due to COVID-19 restrictions.</p>

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
Completed 	Action 10	Ensure messages about recycling are timely.	Communications and Engagement Officer	100%	March 2021	<p>Activities include: Utilising business bulletins to share resources, promotions to trade waste customers and sending information with business rates bills. Wider activity has been impacted by COVID-19.</p> <p>Recent progress includes:</p> <p>Trade Waste email bulletins now going out bi-monthly to share information about reducing waste and recycling correctly with this customer base.</p> <p>Information shared in weekly business bulletins to support businesses to be more sustainable but not a priority at the moment due to COVID-19.</p>
In Progress 	Action 11	Make information about recycling easy to find, understand and act upon for Broxtowe employees and Members.	Communications and Engagement Officer	90%	Sept 2021	<p>Activities include: Assessing awareness, training sessions, Members' Briefing Pack, regular and engaging intranet content and sustainable hospitality framework. Training sessions WIP.</p> <p>Recent progress includes:</p> <p>Content has been updated on the intranet to encourage staff to be more green in the office</p> <p>Go Green Challenge promoted to employees to encourage them and their families to sign up</p> <p>Target changed from December 2020 to September 2021 subject to COVID-19 restrictions being lifted.</p>

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 12	Make being conscious about recycling an easy and attractive proposition to Broxtowe employees and Members	Communications and Engagement Officer	30%	Dec 2021	<p>Activities include: Practical measures to make 'green' choices easy e.g. location of recycling bins, recycling bin signage.</p> <p>Recent progress includes:</p> <p>Impact of this reduced whilst most employees are working at home but will be reviewed before larger scale return.</p> <p>Target changed from May 2021 to December 2021 subject to COVID-19 restrictions being lifted.</p>
In Progress 	Action 13	Create social opportunities to promote recycling to Broxtowe employees and Members.	Communications and Engagement Officer	35%	Dec 2021	<p>Activities include: 'Double your recycling' or 'Half your waste' campaign, to encourage staff to change habits and take these messages back home. 50% Recycling Project.</p> <p>Recent progress includes:</p> <p>Content now being included regularly in internal communications.</p> <p>Employee suggestion project for green projects currently being developed.</p> <p>Target changed from February 2021 to December 2021 subject to COVID-19 restrictions being lifted.</p>

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 14	Ensure messages about recycling are timely to Broxtowe employees and Members.	Communications and Engagement Officer	60%	Sept 2021	<p>Activities include: Education, reward/recognise achievements and identify 'champions' to encourage others to join and share ideas. Progress has been impacted by COVID-19.</p> <p>Recent progress includes:</p> <p>Intranet content finalised and shared to give background information on the CCGF Programme and what we are doing as a council.</p> <p>More content to be shared in Employee briefings around green campaigns and how staff can become more involved</p> <p>Target changed from January 2021 to Sept 2021 subject to COVID-19 restrictions being lifted.</p>
Not started	Action 15	Make discussing Climate Change easy for schools	Communications and Engagement Officer		Sept 2021	<p>Activities include: Developing a lesson plan or assembly schools can use. These activities have been impacted by COVID-19.</p>

Status	Action	Action	Responsible Officer	Progress	Target Date	Comments
In Progress 	Action 16	Make being conscious about recycling an attractive proposition for schools and young people.	Communications and Engagement Officer	10%	Dec 2021	<p>Activities include: Videos, incentives, reward and recognition schemes, primary school promotional visits publicity. These activities have been impacted by COVID-19.</p> <p>Recent progress includes:</p> <p>Plans are being created to start school engagement from September 21 onwards once schools have gone back.</p> <p>CCGF Community Resource Pack shared in Feb 2021 with schools to introduce them to the 'pledge' idea and activities which can help reduce waste and carbon footprints.</p>
Not started	Action 17	Create social opportunities to promote recycling to young people and schools.	Communications and Engagement Officer		Sept 2021	<p>Activities include: Engaging schools in a challenge/competition and engaging school influencers to work with us on climate change. These activities have been impacted by COVID-19.</p>
Not started	Action 18	Ensure messages about recycling are timely for schools and young people.	Communications and Engagement Officer		Sept 2021	<p>Activities include: Working with the Youth Mayor and Broxtowe Youth Voice on ways to reach young people and engage them in what the Council is doing.</p>