

## APPENDIX 4

## Carbon Management Action Plan 2023/24 Review and Progress Table Report

## Theme: Climate Strategy

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
1.1	Develop further strategic actions following public consultation of the refreshed Climate Change and Green Futures programme.	Undertake a public consultation of the Climate Change and Green Futures Programme in summer of 2023.	Head of Environment	Own Operation		Completed
1.2	Measure, monitor and analyse the Council's carbon emission data. Information will then be used to ascertain the level of CO <sub>2</sub> e saved from actions undertaken through the Climate Change and Green Futures Carbon Management Plan (CMP).	Produce a comprehensive bi-annual carbon emission report, covering both the Council's own operation and Borough emissions.	Head of Environment	Own Operation		Emissions calculated to be verified. Will be completed by March 2024.
1.3	Establish a net zero target for the Council's own operations.	Benchmark Scope 3 emissions by March 2024.	Head of Environment	Own Operation		On track to be completed by March 2024.
		Set science based targets by March 2024 for a net zero trajectory to 2040 (in line with 1.5°C reduction).				To be rolled over into 24/25 following completion of Scope 3

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						emissions baseline by the Carbon Trust due for completion by end of March 2024.
		By March 2024 set a commitment date for working towards net zero.				To be rolled over into 24/25 following completion of Scope 3 emissions baseline due for completion by end of March 2024.
1.4	Utilise the Climate Change and Green Futures communications budget.	Put forward a revenue development request for a climate change communications budget for 2023/24.	Head of Environment	Own Operation		In progress and on track to be completed by end of 2023/24. £10k secured for 2023/24 which will continue annually.
1.5	Understand and baseline the carbon emissions associated with the	Incorporate investments and pensions within the Scope 3 baseline.	Head of Finance Services	Own Operation		On track. To be completed as part of 1.3

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	council's investments and pensions.					
1.6	Refresh the current Climate Change and Green Futures programme board structure so that it reflects the refreshed strategy.	Undertake a revision of the Climate Change and Green Futures programme board to ensure there is appropriate representation from key stakeholders by March 2023.	Executive Director / Head of Environment	Influence/Own Operation		Completed
1.7	Identify external funding opportunities.	Identify external funding opportunities.	Head of Environment/ Relevant Programme theme leads	Influence/Own Operation		In progress for 2023/24 and to be rolled over into 2024/25 as funding opportunities are fundamental to achieving the Council's decarbonisation aspirations.
		Collate a tracker to record possible avenues.				In progress. Will be completed by March 2024. To also be rolled over into 2024/25.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
1.8	Assess the carbon emission impact of home / hybrid working.	Undertake staff survey to assess staff working pattern as compared to pre-covid model.	Head of Environment / HR Manager	Influence/Own Operation		On track. To be completed as part of 1.3.
		Calculate carbon emission impact of a member of staff working from home (Scope 3 emissions).				On track. To be completed as part of 1.3
1.9	Formulate appropriate climate adaptation and climate resilience action plans	Identify appropriate climate adaptation and climate resilience actions necessary to support both the Council's own operations and that of the Borough.	Head of Environment	Influence/Own Operation		In progress and on track for 2023/24. To be rolled over into 2024/25 as climate adaptation and resilience actions continue to evolve.
1.10	Baseline all carbon Scopes for Liberty Leisure and work with them to establish a baseline and targets.	Baseline all carbon Scopes for Liberty Leisure by March 2024.	Head of Environment/ Managing Director of Liberty Leisure Ltd.	Influence		Not started due to resources. To be rolled over into 2024/25.
1.11	Embed climate change considerations into the decision making process.	Include a commentary section on the impacts of climate change for all committee reports.	Head of Democratic Services / Head of Environment	Influence		Completed.

## Theme: Transport and Travel

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
2.1	Investigate the financial impact alongside other considerations, regarding the introduction of appropriate infrastructure to support the electrification of the Council's fleet and growth in domestic use electric vehicles.	Undertake a feasibility study to consider a move to electrification	Head of Environment / Transport and Stores Manager	Own Operation		Completed
2.2	Consider practicality and economics, to the adoption of new technologies for the Council's own fleet including potential electric and hydrogen purchases.	Undertake a feasibility study to ascertain the capital funding needed to electrify the fleet.	Transport and Stores Manager	Own Operation		This action is to be removed as it is duplication of 2.1.
2.3	Develop a replacement programme for fossil fuelled small tools (for example hedge trimmers, blowers, and	Identify any tools for replacement in 2023/24.	Transport and Stores Manager / Parks and Open Spaces Manager	Own Operation		In progress for 2023/24 and on track. To be rolled over into 2024/25 as

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	strimmers) where practical and economic, with electric powered units.					part of the standard review process.
2.4	Create a driver training programme utilising data from the on board vehicle monitoring IT System (for example, harsh braking, excessive speeding and harsh cornering).	Deliver an improved driver training programme addressing safety, fuel economy, extended vehicle life and reduced emissions to all fleet drivers by March 2024.	Transport and Stores Manager	Own Operation		Not started, however to be completed up before end of 2023/24.
2.5	Install and utilise the D2N2 funds for 2 x 7kw chargers in Kimberley depot.	Install chargers and ensure that this is communicated across teams with an electric vehicle.	Executive Director / Head of Environment	Own Operation		On track to be completed by March 2024.
2.6	Refresh business case for fleet fuel (where possible) for a transition to Hydrotreated vegetable oil (HVO) model	Assess the impact of current fuel price increases and undertake a cost benefit analysis.  Submit report to Cabinet – July 2023.	Head of Environment / Relevant Programme theme leads	Own Operation		Completed. HVO transition to take place early 2024.
2.7	Review current vehicle lifecycle against costs and present a business case for the Council to consider.	Comparison of maintenance, repair and running costs over the current 12 year lifecycle.	Transport and Stores Manager	Own Operation		In progress. Due to be completed in 2024/25.

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2.8	Using available data, produce a report on vehicle types registered in the Borough along with scenarios indicating the behavioural change necessary to help achieve alignment with UK net zero by 2050.	Create a central monitoring system for tracking data with regards to ULEV purchases within the Borough.	Transport and Stores Manager	Influence		Not started due to resources. Roll over into 2024/25.
2.9	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.	Data spreadsheet system implemented and communication and promotion of 2022/23 results.	HR Manger	Influence		On track as part of 1.3. To be rolled over into 2024/25. Requires ownership of action to be clarified.
2.10	Promote the Cycle to Work Scheme	Log employee journeys by bike (also consider capturing other active transport measures).	HR Manger / Communications, Cultural and Civic Services Manager/Payroll and JE Manager	Influence		In progress and on track for 2023/24. Roll over into 2024/25. 9 people took up the scheme in 2023 for a combined amount of £10,900.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
2.11	Promote the car lease scheme regularly within the 'Employee Briefing'. Use agile working arrangements to reduce the impact that employees travelling to work has on the environment.	Ensure that employees are aware of the scheme and that this is tested in the 2024/25 employee survey.	HR Manger / Communications, Cultural and Civic Services Manager	Influence		In progress. Some promotion has occurred and there is a dedicated webpage for it. Ownership of this action is required. Roll over into 2024/25 as part of the employee survey.
2.12	Promote sustainable travel options to employees and residents.	Decrease the amount of business travel carbon emissions by 5% by March 2024.	Head of Environment / HR Manager / Communications, Cultural and Civic Services Manager	Own Operation/ Influence		In progress. However, business travel emissions have increased. Roll over into 2024/25.
		Create an EV charging strategy for the Council by March 2024.				Completed in draft and reviewed at POWG.
		Produce a comprehensive sustainable travel guide				In progress however to be



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		for residents in the Borough by March 2024.				rolled over into 2024/25.
2.13	Create an Electric Vehicle Infrastructure (EVI) charging strategy for the Borough.	Research resident EV usage across the Borough.	Head of Environment Transport and Stores Manager/ Climate Change Manager	Own Operation/Influence		In progress as part of EV Strategy.
		Investigate and highlight potential EV charging points across the Borough.				In progress as part of EV Strategy.

### Theme: Energy and Water

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
3.1	Develop a decarbonisation plan and road map for Broxtowe Borough Council asset\.	Undertake a baseline review of three of the Council's key commercial assets and produce a decarbonisation plan for each by March 2024.	Head of Asset Management/Head of Environment	Own Operation		Started. Consultant appointed with work to begin in January 2024. To be rolled over into 2024/25 if not completed by end of March 2024.
3.2	Install water efficient taps in all Council owned buildings to reduce water consumption and cost.	Produce a programme of replacement.	Head of Asset Management/Climate Change Manager	Own Operation		On track as part of Severn Trent Green Recovery Project, with replacements

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						also made by end of March 2024. Roll over to continue to identify water saving opportunities.
3.3	Explore the possibility of grey water harvesting.	Undertake an initial grey water harvesting feasibility study for two of the Council's assets.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over and to incorporate rainwater harvesting for 2024/25.
3.4	Investigate further opportunities for the installation of solar panels on Council buildings. For example, Kimberley Depot.	Baseline current renewable energy generation. This action will be considered under 3.1.	Head of Asset Management	Own Operation		In progress as part of 3.1
3.5	Investigate the energy management arrangements at the Crematorium in order to identify opportunities to redirect excess energy.	This action will be considered under 3.1	Head of Asset Management	Own Operation		In progress as part of 3.1

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3.6	Develop a programme for all appliances in social spaces (For example, kitchens and laundry rooms) at Independent Living Schemes, for energy efficient ones.	Draft a five-year replacement programme and begin to action.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over and considered as part of 2024/25 budget setting.
3.7	Ensure all Council stock has a current Energy Performance Certificate (EPC).	All Housing Revenue Account (HRA) properties to have an EPC in place.	Head of Asset Management	Own Operation		In progress. However, not all EPCs will be in place by the end of March 2024. To be rolled over into 2024/25.
		Highlight fuel poverty and easy practical solutions at five Council led events.				Not started due to resources. To be rolled over into 2024/25
		Provide five training sessions to residents and employee's at Independent Living Schemes.				Not started due to resources. To be rolled over into 2024/25

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
3.8	Collaborate to establish partnerships with educational establishments to develop sustainability knowledge.	Create partnership links with both Nottingham Universities.	Head of Environment	Influence		Completed and to continue.
3.9	Action the smart meter installation programme.	Install smart meters across Council assets and create a monitoring system to track energy usage.	Head of Asset Management	Own Operation		In progress. To be rolled over into 2024/25. To date, 48 meters installed out of 370 required. The majority of gas sites (40) are on smart meters.
3.10	Investigate options for land purchase for potential renewable sites.	Identify suitable land (that is already developed or of low value) that could be acquired for a possible renewable energy development.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over into 2024/25.

## Theme: Built Environment

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
4.1	Formulate an appropriate response to the outcome of the stock condition survey.	Review stock condition survey and formulate action plan to include actions for climate change.	Capital Works Manager	Own Operation		In progress. To roll over into 2023/24. Need to understand our data to implement this plan.
4.2	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.	Following the successful Social Housing Decarbonisation Fund (SHDF) bid, works will commence on identified properties late in 2023.	Capital Works Manager	Own Operation		Whilst the aim is to start some works this financial year - the remainder will be picked up in 24/25.
4.3	Act on the recommendations raised on the Stock Condition Survey for housing stock and install external wall insulation to 53 steel-framed and solid wall properties.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress. However, needs to be rolled over to 24/25 - this is part of a larger exercise to understand the Council's stock.

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4.4	Consider how best to address the 30 properties remaining with less-efficient gas boilers and implement the solutions.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress and on track to be completed in January 2024.
4.5	Develop a programme and appropriate solutions to address the 285 Council house properties with inefficient all-electric heating systems.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress and on track to be completed by January 2024.
4.6	Consider retrofitting Council house properties with solar panels.	Undertake a baseline review to identify suitable premises for solar panels and other energy saving retrofit measures	Capital Works Manager	Own Operation		In progress with consultants appointed to begin work in January 2024. However needs to be rolled over to 24/25 - this is part of a larger exercise to understand our stock.
4.8	Research sustainable methods of construction	On-going and will be developed as new technologies and	Head of Asset Management	Influence		In progress. However, needs to be

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	for new build Council houses.	innovations are developed.				rolled over to 24/25 as an ongoing task based on advance in tech and market research and development
4.9	Research alternatives to conventional heating systems and report findings.	Formulate a programme of activity up until 2027.	Capital Works Manager	Influence		Not started. Needs to be rolled over into 2024/25 as an ongoing task based on advance in technology, market research and development.
4.10	Develop a programme that considers the replacement of gas boilers in Council house properties for renewable/sustainable fuels.	Determine a replacement strategy up until 2027.	Capital Works Manager	Influence		Not started. Needs to be rolled over to 24/25 as an ongoing task based on advance in technology, market

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						research and development.
4.11	Ensure that Borough residents are aware and signposted to appropriate retrofit funding for energy efficient measures for their homes.	Establish retrofit targets for private households in the Borough.	Capital Works Manager / Head of Environment	Influence		In progress with Consultants appointed and work to begin in January 2024 to identify retrofit measures for the Councils' housing stock. However, retrofit targets have not been established as yet. These will be supported by the consultancy work. Signposting needs to continue and be improved. To be rolled over need to roll over into



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						24/25 as an ongoing objective of the retrofit works.

### Theme: Core Strategy and Planning

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
5.1	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'	Create a climate change SPD which will provide guidance in respect of energy efficiency and Sustainable Drainage Systems (SuDs) within the planning process by March 2024.	Head of Planning and Economic Development	Influence		In progress and on track to be completed end of January 2024.
5.2	Gather evidence, including viability evidence, to inform Aligned Core Strategy (ACS) policies that will enforce/expand on National Planning Policy Framework (NPPF) requirements	Working as part of the greater Nottingham strategic plan, produce a specific climate change policy by March 2024. This policy will seek to include higher levels of sustainability than	Head of Planning and Economic Development	Influence		In progress and on track for completion end of March 2024.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	regarding energy efficiency and climate change.	previous policy documents.				
5.3	Develop further strategic actions as part of the Core Strategy/Planning project strand delivery.	Incorporate climate change as a core thread through work on the strategic plan. This will include measures to encourage active travel, 20 minute neighbourhoods and low carbon thinking.	Head of Planning and Economic Development	Influence		In progress and on track for completion end of March 2024.
5.4	Ensure that all Neighbourhood Plans include reference to policies regarding climate change adaptation and mitigation.	Work with the relevant Neighbourhood Plan bodies and forums to encourage climate changes policies where possible.	Head of Planning and Economic Development	Influence		In progress
5.5	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.	Continue working with the Development Corporation and other stakeholders to advance documents relating to the wider masterplan of the site, pushing sustainability models where possible.	Head of Planning and Economic Development	Influence		The Toton and Chetwynd Barracks Strategic Masterplan Supplementary Planning Document (SPD) was adopted in November

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						2022. The requirements contained within the SPD will be applied to future planning applications.
5.6	Complete the review of the Aligned Core Strategy	Complete the review by March 2024.	Head of Planning and Economic Development	Influence		In progress. It will be submitted for examination late in 2024. Roll over into 2024/25.
5.7	Influence behavioural change so that sustainable building design is considered during the planning process.	Ongoing - linked to the production of the SPD and policies in the strategic plan.	Head of Planning and Economic Development	Influence		In progress. Requires to be rolled over into 2024/25 to ensure behaviour change continues to be influenced.
5.8	Determine the number of households using renewable generation technology.	Establish a monitoring system that will track retrofit installations from funding opportunities.	Head of Asset Management / Head of Environment	Influence		Not started due to resources and challenges in tracking this.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Roll over into 2024/25.
5.9	Assess the impact of the Environment Act and the effect this will have on planning applications and Biodiversity Net Gain (BNG).	Undertake an initial assessment by September 2023.	Head of Planning and Economic Development	Influence		In progress. However, delays to BNG outside of Broxtowe's control. Roll over into 2024/25.

### Theme: Recycling and Resources

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
6.1	Review of missed bin policy and procedure.	Review the missed bin policy and take the findings to Cabinet for decision by March 2024.	Head of Environment	Own Operation		Missed bin data has been captured however, this is going to form part of the wider round review to take place in 2024/25. Roll over into 2024/25.
6.2	Assess the impact of current housing growth on refuse	Ascertain housing growth levels in the Borough for the next 5	Head of Environment	Own Operation		Report to Cabinet completed in

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	collections and investigate possible efficiency solutions.	years and map the potential impact on current refuse rounds.				November 2023. This will form part of the wider round review that will be completed in 2024/25. However due to resources the housing growth levels and mapping will have to roll over into 2024/25.
6.3	Investigate reuse and recycling alternatives for Council IT equipment.	Report on possible solutions or systems (to include laptops / screens / mobile phones).	ICT & Business Transformation Manager	Own Operation		Completed. Recycleit used to take and recycle old equipment as and when required. Collections have decreased over the past few years as the team continue to

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						actively look for better ways to reuse/ recycle kit e.g. the team now actively use parts from damaged kit for repair rather than buying new plus replace/ recycle the lead acid batteries for any UPS rather than buying a new full unit.
6.4	Develop further video and educational material for schools, businesses, households, and employees in order to encourage behavioural change in regards to recycling.	Produce 2 videos annually.	Head of Environment	Influence		In progress and to be completed by end of March 2024. To be rolled over into 2024/25 to support engagement and education.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
6.5	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.	Work with five reuse partners annually.	Head of Environment	Influence		In progress. Promoted repair café in Beeston and hosted a thrift stall at the Green Festival 2023 with Mary Broddle visual mending attending also However, required rolling over into 2024/25 as this continues to be a fundamental part of this theme
6.6	Assess the impact that the Environment Act will have on current refuse and recycling operational provision.	Undertake a desktop study of weekly kerbside food collection.	Head of Environment	Influence		Completed.

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6.7	Increase the quantity of recycling collected to 50+% by 2027.	Increase recycling rates levels by 2% annually from a 2022/23 baseline.	Head of Environment	Influence		In progress. Recycling rates to be reported by end of March 2024.
6.8	Reduce recycling contamination to 5% by 2027.	Reduce contamination levels by 2.5% by March 2024.	Head of Environment	Influence		In progress. To be rolled over into 2024/25.
6.9	Promote a Circular Economy approach to waste management to Broxtowe residents and businesses in line with the Environment Act.	Develop a schools' educational programme and undertake in 10 schools across the Borough by March 2024.	Head of Environment	Influence		In progress and on track to be completed by end of March 2024.
		Prepare a waste and recycling tool kit for local businesses and deliver to 10 Broxtowe Borough Council trade waste customers by March 2024.				Not started. To be rolled over into 2024/25.
6.10	Increase the number of face-to-face engagement events with residents.	Increase the number of engagements by 5%, against the previous year.	Head of Environment	Influence		In progress and on track to be completed by end of 2023/24.



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						54 engagement activities to date completed via activities e.g. litter picking and community sessions.
6.11	Increased engagement and promotion with 'mend and make do' type partners to reduce the disposal of items.	Work with 5 reuse partners in 2023/2024. Have a presence at each Green Festival of at least one 'make and mend' type stall holder.	Head of Environment	Influence		In progress. Roll over into 2024/25 to continue engagement.
6.12	Increase 'waste and recycling' carbon avoidance reporting on Green Rewards.	Broxtowe residents to have avoided emitting 100 tonnes of carbon since the launch of the platform in October 2021. Increase registrations to 3,000, by March 2024.	Head of Environment	Influence		In progress and on track to be completed by end of March 2024. Residents have avoided emitting 280tonnes CO <sub>2</sub> e since the launch. Number of members at

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						2769 (January 2024).
6.13	Investigate the use of carbon impact targets over weight based data for refuse and recycling.	Establish carbon impact targets for refuse and recycling. To report these alongside weight data.	Head of Environment	Influence		Not started due to resources. Roll over into 2024/25.
6.14	Create a resident behaviour change programme for high carbon waste items from disposal (Food, Textiles [Fast fashion], batteries and plastics)	Gather data on high carbon waste items. Establish a communications plan by March 2023.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		In progress.

### Theme: Natural Environment

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
7.1	Identify opportunities to extend the 'no mow' sites located across the Borough.	Change the mowing regime on 2 areas within the Council ownership.	Parks and Open Spaces Manager	Own Operation		Complete 1x area identified at Field Farm phase 1 which will be on an annual cut and collect regime along with an area adjacent

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						to Bardills roundabout
7.2	Increase the number of tree planting schemes across the Borough.	Plant 3,000 trees in 2023/24, 10% of which will be drought tolerant.	Parks and Open Spaces Manager	Own Operation		In progress and on track.
		Provide 800 trees for the free tree scheme for 2023/24.				800 native trees given away to residents. Species were: Spindle, Elder, Rowan and Silver Birch.
		Consider other sustainable plant options for residents who do not have enough room in their garden for a tree.				On progress and on track to be completed.
		Increase urban tree canopy to reduce urban heat islands.				Funding of £59,626 received from Forestry Commission for 89 standard trees to be planted within the Borough to support this.

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7.3	Calculate potential carbon sequestration value of the BBC owned land and establish an appropriate methodology for measurement. To identify improvements and action them.	Establish baseline and prepare a report (undertaken annually).	Parks and Open Spaces Manager	Own Operation		In progress and on track for completion by end of March 2024.
		Increase tree canopy cover by 1% per annum. Convert 1% of amenity grassland to species rich grassland per annum.				In progress the baseline tree canopy cover has now been identified as 26%. Work currently underway with GIS to understand how to identify canopy cover increases. Roll over into 2024/25.
7.4	Develop the Borough's Blue Infrastructure with key stakeholders.	Stakeholder meetings to be arranged to deliver the actions within the Blue / Green Infrastructure Strategy.	Parks and Open Spaces Manager	Influence		In progress. The strategy is currently being refreshed and stakeholders will be consulted as part of the refresh and

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						implementation process.
7.5	Enhance wildlife corridors across the Borough as identified in the Blue / Green Infrastructure Strategy.	Improve existing meadow grassland at Brinsley Headstocks.	Parks and Open Spaces Manager	Own Operation		Completed.
		Create 2 new ground flora habitats within council owned woodland sites.				Completed 1 x ground flora habitat at Bramcote Hills Park on Crow Hill as part of the re-wilding project 1x planting of native flowers as part of the woodland copses at Archers field
		Identify and create 1 new pocket park.				Not started yet. Site to be identified in 2024. Roll over into 2024/25.
		Identify potential wildlife refuge locations in the Borough.				Completed The newly adopted SUDS at Field Farm to be managed

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						as a bee friendly/wildlife refuge.
		Work with landowners, council departments and external organisations to identify opportunities to purchase land for tree planting and other environmental schemes.				Not started further discussions needs with internal partners on how best to identify opportunities for land acquisition.
		Plant 100 linear meters of hedgerow				In progress and on track. Archers Field Copse the hedge will surround both copses to form a natural marginal habitat around the trees.
		Identify 1 area and install a pocket orchard.				In progress and on track Cator Lane, Chilwell has been identified

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						for the addition of a pocket orchard and will be planted in early 2024.
		Revise the Council's Tree Strategy.				Completed
		Identify and create one new woodland				In progress and on track 2 x Copses of 500sqm each created on Archers Field comprising of approximately 1800 trees.
7.6	Investigate the potential installation of either living walls (vertical gardens) or green roofs to Council assets, to absorb CO <sub>2</sub> and improve biodiversity.	Undertake a feasibility study, including a cost benefit analysis and identification of potential green roof and vertical garden.	Head of Asset Management / Parks and Open Spaces Manager	Own Operation		Not started due to resources. Roll over into 2024/25.
7.7	Create allotment ambassadors to encourage and engage to drive positive behavioural change.	Create four allotment ambassadors.	Parks and Open Spaces Manager	Influence		Not started due to resources. Roll over into 2024/25.

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7.8	Erect appropriate signage and information boards across the Borough's parks, explaining how and why the Council manages the environment.	Erect signage at all relevant Council sites.	Parks and Open Spaces Manager	Influence		In progress.
7.9	Provide an annual air quality status report for the Borough which is fit for purpose.	Create an annual report.	Chief Environmental Health Officer	Influence		Completed.
7.10	Monitor NO <sub>2</sub> levels at 49 locations in the Borough and continue to work with relevant partners in order to bring about improvements in local air quality.	Ongoing – air quality is monitored monthly and forms part of the annual status report on air quality	Chief Environmental Health Officer	Influence		Completed.
7.11	Organise and promote an annual BioBlitz to encourage and inform local residents on the importance of biodiversity.	Identify one site for the annual BioBlitz.	Parks and Open Spaces Manager	Influence		Not yet started. Event will be scheduled for spring/summer 2024.
7.12	Identify areas of flood risk in the Borough	Undertake a baseline survey of flood risk areas.	Parks and Open Spaces Manager	Influence / Own Operation		Not yet started - tree scheme may have to



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	and look at possible natural solutions.	Plant black poplars and re-wild the Erewash flood plain at Toton by March 2024.				reviewed due to nature of tree and recent changes to provenance of tree suppliers. Roll over into 2024/25.
7.13	Establish and deliver the woodland burial site identified at Chilwell, to enable eco burials within a woodland setting.	Once established, publicise and promote the new eco burial site.	Head of Environment	Influence / Own Operation		In progress. Site has been identified but no further progress. Roll over into 2024/25.
7.14	Identify soil management practices that optimise soil carbon sequestration.	Ensure that any planting (wherever possible) for 2023/24 uses mulch.	Parks and Open Spaces Manager	Influence / Own Operation		In progress. Roll over into 2024/25.
		Investigate the possibility of using fungus as a soil conditioner and to improve soil moisture levels.				In progress.
		Undertake one pilot study, which will help to adapt and mitigate extreme weather conditions.				Not started. Roll over into 2024/25.

## Theme: Communities

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
8.1	Reduce the carbon footprint and improve the sustainability of Broxtowe Borough Council events.	Audit the Council's existing events programme to agree the baseline data and methodology for measuring carbon usage moving forward.	Communications, Cultural and Civic Services Manager / Head of Environment	Own Operation	Yellow	In progress. However, roll over into 2024/25 to complete.
		Develop a zero/low waste policy for Council events.			Yellow	In progress. However, roll over into 2024/25.
		Work with suppliers to reduce supply chain emissions.			Red	Not started. To be rolled over into 2024/25 following advice from the Carbon Trust's Scope 3 emissions baseline calculations taking place during Q4 of 2023/24.
8.2		Ensure that the climate change agenda is part	Head of Environment	Influence	Green	Completed.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	Support Town and Parish Council's to take climate action.	of the annual Town and Parish forum.				
		Develop a climate change tool kit for Town and Parish Council's (to include signposting for funding opportunities).				Not started due to resources. Roll over into 2024/25
8.3	Support community and voluntary sector groups to enable them to take action on climate change and their carbon footprint.	Agenda items at Primary Care Network Community Engagement Group meetings and Broxtowe Partnership meetings.	Head of Environment	Influence		In progress. Climate Change has been added as an agenda item.
8.4	Food education to reduce food waste.	Raise awareness of healthy eating and promoting healthy weight management options through Your Health Notts.	Chief Communities Officer	Influence		In progress and on track for 2023/24. YHYW information /flyer shared via relevant communication channels during Q2.
		Advise on Best Before and Use by dates. How to know if food is safe to eat. How to store food safely?				In progress and on track for 2023/24. Article for Communities

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Newsletters for Christmas 2023. Completed to advise on best before / food safety for celebration events.
		Deliver a Food Waste Action Week and support key messages around avoiding food waste.				Completed in Q2. Basic information and links shared in newsletter and via health partnership distribution list.
		Support Stapleford Community Group to allow them to redistribute surplus food.				In progress. Stapleford Community Group continues to redistribute food that would otherwise go to landfill. Since March 2020 approx.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						500,000 equivalent meals redistributed to community groups, lunch clubs, food banks etc.
8.5	Develop a Green Social Prescribing model in relation to health and wellbeing for the Borough.	Produce a draft model by March 2024. Produce final model by March 2025 for roll out.	Chief Communities Officer	Influence		In progress. Roll over into 2024/25.
8.6	Include climate change actions in the refresh of the Mental Health Action Plan.	Ensure that climate change actions are incorporated in the by March 2024.	Chief Communities Officer	Influence		Completed.

### Theme: Business and Supply Chain

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
9.1	Produce the Council's Sustainable Procurement Strategy.	Confirm the Council's commitment for a sustainable approach to the delivery of goods, services and works.  Create and include a sustainability weighting for	Head of Finance Services / Head of Environment	Own Operation		In progress, however not on track to meet target date due to resources.  Roll over into 2024/25.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		the Council's tender evaluation process.				
9.2	Identify and work with suppliers that have significant carbon emissions associated with the products that the Council purchase.	Reduce Scope 3 carbon emissions by 5% after the first year of establishing its baseline.	Head of Finance Services / Head of Environment	Own Operation		In progress, Scope 3 baseline calculations required. Roll over into 2024/25.
9.3	Create a climate change forum which would allow key stakeholders including businesses/educational establishments to share best environmental practice.	Establish a key stakeholder forum by March 2024.	Head of Planning and Economic Development / Head of Environment	Influence		In progress as part of Fast Followers
9.4	Support green jobs and skills growth within the Borough.	Work with partners to create green jobs and skills growth across the Borough.	Head of Planning and Economic Development	Influence		In progress
9.5	Review the Council's Service Level Agreements (SLA's) to include sustainability criteria.	Establish a working list of all SLA's to start work from by March 2024.	Heads of Service	Influence		Not started but to be discussed in next CC&GF Board meeting in January 2024.
9.6	Provide local providence/ low carbon hospitality for meetings/ events.	Establish a supplier list and a baseline criteria/set of standards to work from by March 2024.	Head of Administrative Services	Influence		In progress as part Scope 3 emissions calculations.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						To roll over into 2024/25.
9.7	Investigate a climate accreditation system for businesses. (Similar to a food hygiene rating).	Report on possible solutions or systems.	Head of Environment	Influence		Not started due to resources. Roll over into 2024/25.

**Theme: Communications**

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
10.1	Continue to enhance and develop the resident engagement platform (Green Rewards).	Develop a programme of monthly communications and engagement activity to increase the number of Green Rewards users.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		<p>In progress and on track for completion by end of 2023/24. However, as a fundamental action to encourage Green Reward users this will be rolled over into 2024/25.</p> <p>Social media and Environment bulletin posts throughout the month with topics covering key national (e.g. RSPB Big Garden</p>

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Watch) and local events (e.g. Broxtowe Borough Council Green Festival) throughout the year. Free Trees launch in November 2023 in conjunction with residents being a Green Reward Member or signing up.
		Increase the number of people undertaking the 'four-minute shower' action by 5% on Green Rewards.				In progress
		Increase the amount of carbon avoided to 150 tonnes (from platform launch in October 2021).				Completed. Total is 286 tonnes CO <sub>2</sub> e ( January 2024).
		Increase the number of people undertaking the 'active travel' action by 5% on Green Rewards.				In progress
		Develop and launch an incentivised challenge to				In progress however may



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		create a sense of competition and shared goal for example, double your recycling.				need to be rolled over.
10.2	Develop and deliver carbon literacy and sustainability training for all employees and Members.	Develop and deliver a sustainability segment for the corporate induction.	Head of Environment	Influence / Own Operation		Completed. One slide is currently included in the Corporate Induction.
		Become a carbon literate organisation (bronze level).				In progress. However, required rolling over.
		Develop an e-learning training package on climate change for employees.				In progress.
10.3	Identify local influencers, for example, bloggers, community groups, Facebook groups, to engage with the Council on climate change.	To broaden the Council's reach - 500 Engagements.	Communications, Cultural and Civic Services Manager	Influence		In progress.
10.4	Support successful delivery of other project strands through effective communications and engagement activity.	Improve the awareness of climate change by 5% (data will be gathered via the annual budget survey).	Communications, Cultural and Civic Services Manager	Influence		In progress however not achieved. Roll over into 2024/25.
10.5	Develop the Green Festival format so that	Undertake Green Festivals in the Borough,	Communications, Cultural and	Influence		In progress and on track to be

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	the reach and engagement levels to local residents is increased.	reaching an audience of over 1,000 residents by March 2024.	Civic Services Manager / Head of Environment			<p>completed by end of 2023/24.</p> <ul style="list-style-type: none"> <li>• Green festival 2023 largest to date.</li> <li>• Over 30 stall holders and 300 residents attended the Green Festival in September 2023.</li> <li>• Local charities, businesses and community groups all part of a stakeholder network formed from this event.</li> </ul>
10.6	Continue to build on the 'Climate Change and Green Futures' brand to raise awareness of climate change.	5% increase in awareness on previous year as part of consultation work (corporate e.g. budget, employee survey or	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		In progress, however not achieved. Roll over into 2024/25. Budget consultation numbers revealed

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		climate change specific surveys).				a decrease in awareness in Climate Change, Comms meeting in Q4 will seek to review and refresh CC comms to assist in increasing this. The results from the Budget Consultation were addressed in the action 'Support successful delivery of other project strands through effective communications and engagement activity.' The 1,500 days until carbon neutral post was published on 22 November and reached 353 people. This post will be evaluated and work to

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						produce an engaging video for the next milestone is planned. Further awareness raising campaigns will follow with January/February: Carbon Neutral by 2027 The Journey So Far and March: promotion of the new Climate Change Strategy Refresh. Videos are planned to accompany these campaigns.
10.7	Develop a new tagline and set of key messages to ensure that our communications activity around climate change is consistent and effective.	Increase in service take up	Communications, Cultural and Civic Services Manager	Influence		In progress and on track to be completed by end of March 2024.
10.8	Develop the Environment email bulletin and other methods of	1,000 new subscribers to the email me service.	Communications, Cultural and Civic Services	Influence		Complete. Performance against targets not yet available.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	communication to ensure that we are reaching and engaging with as many people as possible.		Manager / Head of Environment			1 September-31 October 2023 saw 22 new subscribers to the Environment email bulletin taking its total subscribers to 13,666. The current engagement rate is 61% compared to 66% for the Email Me service overall.
10.9	Produce video's on: <ul style="list-style-type: none"> <li>The Council's own operation carbon footprint.</li> <li>The Borough's carbon footprint</li> </ul>	500 views (organic).	Communications, Cultural and Civic Services Manager	Influence		In progress. However, will require rolling over into 2024/25 as part of continued climate change engagement.