

STAGE	ACTION	PROGRESS
Stage 1: Short-term Actions	Carbon literacy / climate change training for staff and Members	<ul style="list-style-type: none"> As of 1/11/2021, 193 members of staff have completed Climate Change e-learning module. Managers were advised to liaise with staff and now we are targeting staff directly who have not yet completed the module. Training scheduled for 18 November 2021 for report writing for officers, and training will include climate impact statement. OF and AT drafting training materials
	Climate Change Champions staff scheme	<ul style="list-style-type: none"> Presentation for Climate Change Green Champions has been added to the climate change page on the intranet. Personnel Contact details updated to Olu Fatokun on the intranet. Next Climate Change Champions meeting to be scheduled for 08/12/21 Environmental Year Calendar updated Need to further explore options to raise targeted energy awareness campaign by using the environmental year calendar.
	Measure waste produced by the Council operations	<ul style="list-style-type: none"> Work being undertaken to alter the waste streams coming out of the Civic Centre and reduce recycling contamination (changes to bins and clarifications/communications for waste streams). 95% bins in place (elections is on lock down, so I wasn't able to properly finish that area unfinished)
	End single-use plastic	<ul style="list-style-type: none"> Plastic cups are on stop with water cooler company Cleaning solutions are being bought in 5L bottles, including dish soap and hand soap. The desk sanitiser is also being bought in a 5L bottle that staff are to dilute into refillable 750ml spray bottles. A number of bottles already set up Civic with signage. Plastic cups are on stop with water cooler company

	Reduce printing and paper waste	<ul style="list-style-type: none"> • My Account (customer self-service) roll out and E-billing in place. Continued expansion of My Account planned throughout 2021. Licensing and fees information now being sent out by e-billing rather than by letters. • 14 devices in use and are looking to reduce this down to 6/7 within the next six months (by the end of March). This figure also includes the print room devices and devices located remotely, such as at Ross Depot • The current contracts end in March 2022, so this will be when the reduction in devices will happen. • As part of transformation we are looking to change the availability and access of printing easily, to reduce printing documents needlessly, such as emails.
	Expand the energy awareness campaign	<ul style="list-style-type: none"> • Regular energy and water updates going out to staff as part of Organisational Development's weekly all-staff messages. • Further ideas would be sought from Climate Change Champions
	Explore the use of EV staff pool car(s)	<ul style="list-style-type: none"> • Feasibility studies have been completed. We have now agreed the sites that will have the EVCP. • The Contract has now been signed and supplier is now working on the installation programme. • A total of 94 EVCPs will be installed in car parks across the district. • No progress on on-street EVCPs. KCC still developing a strategy • Work ongoing to ascertain viability of co wheels for corporate and commuter users
	Assess the scope for extending sustainable travel incentives for staff	<ul style="list-style-type: none"> • Cycle-to-work scheme already in place; information on cycle training is on the intranet. Climate Change Specialist is researching Stagecoach corporate discount scheme. • Need to assess whether commuting patterns justify further initiatives; levels of use of Civic Centre desk space will be kept under review through new desk-booking system. • OF sent an email to a Ross Vince –key account manager at stagecoach on 04/10/21 to find out more as initial research showed that they have various corporate discount schemes.
	Promoting reductions in water usage	<ul style="list-style-type: none"> • Included alongside a general energy awareness campaign with regular staff bulletins sent out every Friday by the council's Organisational Development team.

		<ul style="list-style-type: none"> • Still done on a weekly basis refer to comments on action 5 above
	Review the use of peat, redesign mowing regimes, etc.	<ul style="list-style-type: none"> • The review of mowing regimes is ongoing. • Use of peat-free alternatives in 2022 should hopefully resume.
	Convert street lighting to LED	<ul style="list-style-type: none"> • Report to go to Cabinet on the 24th November.
	Review carbon and waste impacts of catering for events	<ul style="list-style-type: none"> • Propose this is reviewed in October to see if events return to 'normal' or significant percentage remain online. New caterers are being used; Climate Change Specialist will investigate to see if they have a sustainability policy. Again ability to use china plates etc. depends on post-pandemic hygiene measures and Civic Centre take-up. • Ongoing
Stage 2: Medium-term Actions	Checklist of criteria to inform decision-making	<ul style="list-style-type: none"> • Report-writing guidance is now on the intranet, along with contact details for reports. Climate Change Specialist is currently providing comments for report writers. • Climate Impact Statement (CIS) was included in reports for last cabinet meeting (July 2021). Training session is scheduled for 18 November 2021 to train report authors on how to undertake their own Climate Impact Statement (CIS). • To trail CIS for 6 months, and then contact report authors and Cabinet Members to find out if it has helped and how they have incorporated suggested mitigating factors to help review. See comments on action 1 above
	Reports to cabinet to include a climate impact statement	<ul style="list-style-type: none"> • Ongoing; see update for checklist of criteria to inform decision-making above. • Climate Change Impact Statement is being added to all reports to committee and cabinet and documented accordingly. • OF and AT also check with Leadership support to make sure CIS is included on all reports as required.
	Review sub-metering installations	<ul style="list-style-type: none"> • Exploring specific bills for individual occupants - awaiting decision on usage of Civic Centre • Helen hensell team leading on this. Email sent to Helen to get update

Carry out energy audits across the whole Council non-residential property	<ul style="list-style-type: none"> • LASER have been contacted as potential provider and waiting to hear back on whether LASER will charge for this service. • No update yet from LASER
Potential for voltage optimisation.	<ul style="list-style-type: none"> • Would seem to be practical only at Civic Centre, but would need further specialist advice to look at power consumption - dependent on decision on future of Civic Centre. • We have a optimiser in civic center
Evaluate adding to the Council's own estate EV charging	<ul style="list-style-type: none"> • The funding available is for charge-points that can be accessed by local residents at all times. However, under the workplace-charging scheme, we may also qualify for 75% grant for the depot. The remaining 25% plus any electricity upgrade costs would need to be funded by the council so we need to have discussions about budget position. • No progress on this. We still need to determine sites and provide extra funding.
Expand opportunities for flexible working	<ul style="list-style-type: none"> • Staff have been introduced to the new Agile Working Framework at the staff briefing. To explore and review uptake and impact of Agile Working in July 2022.
Sustainable procurement policies	<ul style="list-style-type: none"> • Procurement staff attending KCC Climate Change Network Procurement meetings. • Procurement staff watching for training opportunities and case studies to advance our understanding of how best to implement in the public sector, especially with regard to other obligations. • Discussed with S151 officer • First meeting attending and will be attending subsequent meetings as scheduled • No further update
Council-owned land to increase biodiversity	<ul style="list-style-type: none"> • Already in progress; need to assess land owned by council; Climate Change Specialist to discuss current practice with Grounds Maintenance. Potential to integrate approach with Green Infrastructure Strategy. Map of land being managed for pollinators being produced with council's GIS specialist.

		<ul style="list-style-type: none"> Map produced and according to JG only one made needs cross checking. Also, Are we including the four sites that are managed by us on behalf of KCC; Birkdale Drive, Churchill Avenue, Cherry Garden Lane and Southern Way.
	Switch to green tariff for Council-purchased electricity	<ul style="list-style-type: none"> Initial enquiries made. Response from LASER received with potential costs - likely to be small increase in cost for electricity. Awaiting response from LASER as to whether lead-in time is necessary, (it is possible we may have to wait until next financial year) and impact on energy emissions. Update received from LASER from Neil Marshall, proposing Lot 1 of the Dynamic Purchase System (DPS). From what I understand, it's doable and would not have adverse effect on any contractual arrangements. Ongoing
	Review of Green Infrastructure Strategy	<ul style="list-style-type: none"> Work well progressed. Initial summary of potential projects produced and ideas from consultees have been received. More detailed work (e.g. mapping of specific routes/projects) is on-going. Summary of projects received and draft full report is expected this month
Stage 3: Longer-term Actions	Work with contractors to move towards Ultra-Low Emission Vehicles	<ul style="list-style-type: none"> Suppliers are either required (in the specification) or encouraged (in the specification and tender) to do this, depending on what is proportional for the tender/contract. No updates
	Reduce energy losses by retro-fit technologies	<ul style="list-style-type: none"> Housing stock condition survey being undertaken.
	Examine installation of low emission heating	<ul style="list-style-type: none"> Dependent on future decision on Civic Centre building complex and housing stock condition survey.
	Identify any suitable locations for solar photovoltaic (PV) panels	<ul style="list-style-type: none"> Survey of Civic Centre has shown the building would require strengthening in order to accommodate PV panels. Housing stock - review potential when results of stock condition survey published. Engineers have identified potential for other sites (e.g. grounds maintenance depots) but would need assessment of individual sites. 1 major site with potential

Examine the business case for Vehicle-to-Grid EV	<ul style="list-style-type: none"> Action to be looked at when fleet starts to switch to EV.
Install water-saving technology within all commercial buildings within the Council portfolio.	<ul style="list-style-type: none"> Operations Lead Specialist has identified possible potential - would need specialist in to assess whether projects could go forward. Need resource to deliver feasibility- Email sent to explore how we can progress on the feasibility.
Explore the potential for rain water harvesting systems and treatment.	<ul style="list-style-type: none"> As above. Need resource to deliver feasibility – Email sent to explore how we can progress on the feasibility.
Seek to incorporate carbon reduction requirements into new tender contracts	<ul style="list-style-type: none"> To be incorporated into review of procurement process.
Where possible contracted out service proposals include and deliver high levels of sustainability	<ul style="list-style-type: none"> To be incorporated into review of procurement process.
Develop appropriate flood mitigation measures and tree planting schemes	<ul style="list-style-type: none"> Policy Senior Specialist is currently finalising the tender for consultants to update the council's 2015 Strategic Flood Risk Assessment (SFRA). KCC working on Spatial Risk Assessment for Water for Kent (see presentation to Working Group, 9 September 2021) which can feed into the council's SFRA update. Flood Risk is due to go out to tender shortly
Ensure that the Local Plan sets developments and land use standards that reduce carbon and increase sustainability (subject to proposed Government reforms of the planning system)	<ul style="list-style-type: none"> Awaiting details of proposed changes to the planning system. Tom Henderson from KCC also working on this through work being done on adaptation. To explore including recommendations for tree planting. Council is assessing whether to apply to become a pilot under the Government's Stage 2 – Design Codes Pilot which could explore how standards can be incorporated into the new planning system. Application was submitted for the design code by the deadline
Explore phased upgrade of the council fleet to hybrid (HEV) or full battery electric vehicles (BEV)	<ul style="list-style-type: none"> Prioritise vehicles in fleet around Folkestone and Hythe. Also consider ensuring vehicles are multi-purpose and can be used across different services. Implementation is dependent on introduction of charging points and assessment of costs. Exploring

		<p>potential for charging points at other locations apart from Civic Centre. • 23 car parks to have EV charging in, but these are for public.</p>
<p>Stage 4: Offsetting Where Emissions Cannot be Reduced</p>	<p>Offsetting remaining carbon emissions</p>	<ul style="list-style-type: none"> • To be explored dependent on results of emissions reductions actions in Stages 1-3.