

Appendix 3

Climate Change Action Plan Completed Actions

1. The following “Do It Now” actions have been completed and removed from the refreshed Climate Change Action Plan (2022), marked as “Business As Usual” or updated in the action plan table to reflect the next stage of activity.

- **Calculate carbon emissions from Council estate and operations and consider how these can be incorporated into a future carbon reduction pathway.** Emissions have been calculated for 2018-2020 so far and emissions data for 2020/21 is currently being validated.
- **Report annual carbon emissions.** Carbon emission reports for 2018/19 and 2019/20 have been produced and added to the Council website and will be published annually going forward.
- **Form a Carbon Reporting Working Group to ensure data collection and system efficiencies across departments.** The group is now established and data for 2020/21 is currently being collected and validated.
- **Engage with Local Partnerships on the development of an LGA guidance document for reporting on supply chain emissions associated with social care provision.** We have contributed towards a guidance document which has now been published: <https://www.local.gov.uk/publications/scope-3-greenhouse-gas-emissions-social-care-guidance-local-authorities>. It includes several successful case studies where Medway Council has influenced a reduction in carbon emissions, for example by encouraging providers to better plan staff rounds that make the most of their staffs’ locations and availability, resulting in an increase in walking and bike rounds. The case studies also feature on our Medway Care Portal (insert link <https://www.careportal.medway.gov.uk/> currently broken) which is now regularly updated with information and guidance on taking climate action.
- **Consider mapping the actions within the Climate Change Action plan against the United Nations Sustainable Development Goals.** During Summer 2021, we hosted an intern from the University of Kent for the second year running. They were keen to take this on as a project and produced an in-depth report at the end of the 12 weeks. The audit of the plan was extended to include a review of the Friends of the Earth and Climate Emergency UK checklists for local authorities. The results of the audit have helped to identify gaps and shape new actions within the plan (see item 4.7).
- **Continue to maintain minimum levels of waste to landfill.** Veolia have made huge strides in diverting waste away from landfill this year and we are predicting the actual diversion rate to be 98%* for 2021/22, 16% more than the target. This represents an additional 10K tonnes diverted away from landfill (up 3% from 95% diversion rate achieved in 2020/21). This action is considered Business As Usual.
- **Consider the feasibility of applying a scoring mechanism within our tender documents that favours emission reduction.** We are working hard to develop a Social Value Policy as part of our Contract Procedural Rules refresh. We are currently trialling a draft version of the policy within

active tenders including the contract for Dry Mixed Recycling Services (contracts due to commence October 2022). The trial template includes a request for evidence of tonnes of CO2e saved through the contract. In addition, services have the option to choose additional environmental impacts such as reduction in single use plastic. We are also working with Kent County Council and other Kent districts, via the Climate Change Network Procurement sub-group, on the development of a Market Position Statement for issue to suppliers. We said that as contracts come up for renewal, we will positively weight contracts that prioritise a low carbon footprint. This action has been updated within the plan to “embed” a scoring mechanism and is supported by the inclusion of new actions; “develop new corporate contract management guidance and roll out training”.

- **Suppliers to provide a sustainability statement with all tenders.** See above.
- **Provide work placement and internship opportunities to support the development and delivery of the climate change action plan.** The Climate Response team hosted two 12-week internships via the University of Kent’s Employability Points scheme in Summer 2021. They assisted with projects to support the delivery of the action plan. One of the interns applied, and was successfully appointed, to the role of Communications and Engagement Officer.
- **Submit resourcing proposal for consideration ahead of budget setting for 2022/23.** This will be reviewed annually as part of Business as Usual.
- **Establish a robust financial strategy for delivering climate change work.** We continue to ensure that the climate change action plan is embedded within the Council’s overall financial strategy and that the resources to deliver it are identified within the Capital Strategy and Revenue Budget.
- **All schemes which are promoted by the council will be reviewed for legitimacy by the Trading Standards department before proceeding.** This has taken place and is now considered Business As Usual.
- **Submit bid to OZEV for installation of Electric Vehicle charge points at strategic locations across Medway for installation in the Summer of 2021.** Residents are now able to use 34 newly installed electric vehicle charging points in three council-owned car parks across Medway, further to a successful funding award of £85,240 from the Office for Zero Emissions Vehicles (OZEV).
- **Reduce the number of Multifunctional Devices (MFDs) at Gun Wharf.** Further to a reduction in office-based staff due to home working, we saw a reduction of 6million prints per year. If these A4 sheets were laid out end-to-end they would reach from Gun Wharf, through France and Spain, to Gibraltar (1,782km). The number of MFDs has subsequently been reduced and large print jobs are being diverted to the Print Room.
- **Implement a paperless solution for fostering panels and for Quality Assurance and Safeguarding Statutory meetings.** Extensive work has been undertaken to develop and test secure document sharing functionality. This paperless approach has improved security and reduced copying, collation time and waste.

- **Ensure Medway Norse are contracted to report on both Waste Fleet and Driver Performance Indicators and to implement a year-on-year reduction in the carbon dioxide emissions per tonne of waste collected and household visited.** This data is reported twice a year to Cabinet via the Norse board reports is now Business As Usual.
- **Initiate a pilot project to provide a pool of Electric Vehicles for Social Workers in Medway.** A trial of 6 electric pool vehicles commenced in November 2020 and was renegotiated part way through following a review of usage to allow other teams to trial them.
- **Ensure Council ICT systems are set up for home use and distance learning.** An Other Ways of Working (OWOW) policy has been developed to support staff and managers. ICT solutions have been developed to support the 3 main ways of working - Office Based, Home Based and Hybrid. Efforts are now in place to ensure that new hardware purchased meets specific energy ratings and standards.
- **Promote the EV option which is available through the provider of the council's private car lease scheme for staff.** Webinars have been made available to advise staff about the electric vehicle options available via Tusker (the staff salary sacrifice scheme) and answer some key questions that arise when choosing an electric vehicle. Options for travelling more sustainably are now prominently included on the MedSpace Staff Support and Benefits pages including the Tusker green car scheme, bus and rail season ticket loans and the cycle interest free loan.
- **Continue telephone/video assessments and meetings where appropriate, visiting clients when a face-to-face assessment is required (for example with complex cases, safeguarding and Occupational Therapy).** This has continued and is now considered Business As Usual.
- **Introduce smart parking solutions to reduce usage of paper tickets and remove the requirement for cash collection and parking enforcement.** Medway Park became the Councils first completely cashless car park in June 2021 and a ticketless Automatic Number Plate Recognition solution was introduced at Rochester Multi-Storey car park. Following the success of this pilot, plans are underway to extend the technology to other car parks within Rochester to gather more intelligence about parking and payment habits in Medway. This is now considered Business as Usual.
- **Deliver a low-cost solar panel group buying programme for residents in Medway through Solar Together Kent.** 21 homeowners had a total of 206 solar panels installed in the first round (2020/21), resulting in a Co2 reduction of 16,837Kg. An average saving of 16,975kg was made by each participating district across Kent.
- **Undertake a feasibility study for a Heat Mapping and Masterplanning study for a Heat District Network (HDN) within the areas of Hoo and Strood.** The study was completed during 2021 and a bid has now been submitted to the Department for Business, Energy and Industrial Strategy (BEIS) for a Techno-economic feasibility study (the next stage in the process for developing a viable HDN). We await the outcome of the bid.

- **Undertake a Techno Economic Feasibility study for a River Source Heat Network in Chatham.** This has been completed and the next stage is to undertake a Detailed Planning and Development study in partnership with BEIS. A new action is included in the refreshed plan.
- **Explore options to switch to a Green Energy Tariff.** The Council's electricity supply is backed by the Renewable Energy Guarantees of Origin (REGO) scheme. The scheme is backed by Ofgem, who issue one REGO certificate for every 1000 units of renewable energy generated by the provider. The certificate is considered proof that a percentage of the electricity is generated from renewable energy sources.
- **Investigate the viability of producing Woodland Carbon Units (WCU) for others as well as meeting the Council's own needs through tree planting, or whether the Council should purchase WCU from others.** Medway do not own any woodland managed to certified forestry standards which is the main criteria of the scheme. We may consider buying credits in the long term future but only after we have actively got our own footprint down to the smallest we can before we consider offsetting.
- **Secure planning permission for Cockham Community Parkland.** Planning permission was granted in July 2021 and work on site is anticipated to start in Autumn 2022.
- **Secure a new garden/allotment space from which to deliver the ASPIRE "Grow Your Own" project.** A space has been secured at Fort Amherst and volunteers helped to improve the plot in preparation for use. Families and groups have started to engage with the space although classes are currently on hold due to the tutor leaving. Other gardening projects are underway in collaboration with Dementia Friends Group at Eastgate House.
- **Review of current allotment holding process to make better use of existing allotments.** This has been updated and will be regularly reviewed as part of Business As Usual.
- **Continue with the annual bulb and tree planting programme.** This year has seen bulbs planted at over 50 locations on main roads into Medway. Final tree numbers are being validated and will be included here before Cabinet.
- **Engage volunteers to carry out 5-yearly tree canopy coverage survey.** A successful survey was completed in summer 2020 and the decision made to undertake future surveys every 5 years. This is now considered Business As Usual.
- **Link to Medway Adult Education Remake project.** The project launched at the end of September 2021. Currently, four learners are enrolled on the course at Strood Community Shop, creating embroidery and collage pieces using items that the shop cannot sell and saving them from landfill. Further promotion of the project will take place in 2022.
- **The Council will support KCC and other Kent districts to develop and deliver a joint communications, engagement and behaviour change strategy and action plan.** A Climate Response Communications and Engagement Strategy, aligned to the Kent Communications Strategy, was published in August 2021 with clear actions up to end of June 2022.

- **Develop and promote engagement activities with KCC and other districts to support COP26.** We supported several events during the two weeks of COP26 to raise awareness and engage local communities including Climate Café events and a Carbon Literacy Training taster sessions.
- **Design and deliver the "Small Changes" public information campaign focusing on how individuals can reduce their carbon footprint.**
 - **Promote national days and how the community can support these**
 - **Continue to support 'Plastic Free Medway'**
 - **Promote campaigns to reduce resident's environmental impact (Kent Green Action)**

This work has been undertaken in line with the Communications and Engagement Strategy and is now considered Business As Usual.

- **Social media accounts to be updated to have a specific eco/climate change following.** New social media accounts have been set up:
 - **Facebook account received** 173 new likes between 1 June 2021 and 31 January 2022 – total 2k likes, with an increased reach of 3.64%
 - **Instagram received** 216 new followers between 1 June 2021 and 31 January 2022 – total of 582 new followers, with an increased reach of 4.7k%
- **Develop climate change hub on the Council web pages.** The webpages have been redesigned to include tailored information for residents, businesses, community organisations, landlords, schools, universities and visitors, explaining what they can do to help lower their carbon footprint and the support that is available to help them.
- **Issue content via new Climate Change e-newsletter.** Content is issued on a regular basis and we have seen a 46% increase in sign-ups between June and December 2021, with a total of 937 subscribers.
- **Good presence on climate change action in every edition of Medway Matters (quarterly).** This is now well established and is considered Business As Usual.
- **Continue to support the KM Green School Awards and promote the successes of the participating schools to share best practice and drive positive behaviour change.** This was supported by a number of Council departments in 2021 and ten schools in Medway were recognised for their green achievements. This is now considered Business As Usual.
- **Consider engagement via the Medway's Citizen's Panel.** Climate change questions were included in the most recent Citizen's Panel and the responses are being used to inform future engagement. This is now considered Business As Usual and will continue.
- **Continue delivery of communication campaign to encourage more recycling and decrease the amount of household waste collected through promotion of waste hierarchy – Refuse, Reduce, Reuse, Repurpose, Recycle. Reduce levels of contamination in recycling waste streams by providing clearer information and guidance.** The "Sort It Right" Campaign has been promoted at various roadshows, school/college talks and with other community groups. A recycling campaign offered residents the opportunity to bring along small electrical items for recycling and reuse. The scheme was successful, and a

comparative campaign will be run during 2022/23. This action is now considered Business As Usual.

- **Support annual litter picks and measures to reduce the amount of litter across Medway.** Our Litter Champions have collected 2500 bags of litter since March 2021 and our engagement team has spoken to over 530 people at events. The litter campaign will continue into 2022 as Business As Usual.
- **Increased gully cleansing in areas with known flood and drainage problems.** Areas for additional gully cleansing have been identified for 2021/22 and include annual cleaning regime of the A&B network, the Resilient Network and known flood sites. These sites are reviewed and amended annually, at the beginning of the new financial year. The action has been removed from the plan as it is considered Business As Usual.

2. The following Short, Medium and Long Term actions have been completed ahead of schedule:

- **As part of the COVID-19 recovery process, review underutilised built assets and consider opportunities for property rationalisation to make energy efficiency savings (Short Term).** This action is now complete in respect of the Covid-19 recovery process. The Gun Wharf footprint reduction project is complete and the review of leased properties is ongoing as part of Business as Usual. The impact of property rationalisation efforts on carbon savings will be unknown until carbon emissions reports for 2022/23 are completed (scheduled to be published in early 2024).
- **Complete a feasibility/demand study for EV charging points in Medway and publish a ULEV strategy and delivery plan (Short Term).** The Transport and Parking and Business Change teams have focused considerable attention and efforts into progressing the EV agenda in preparation for the 2030 ban on the sale of new petrol and diesel vehicles. This has resulted in the development of an Electric Vehicle Strategy, which is due to go to Cabinet later this year. The action has been updated to read “progress the delivery of the EV strategy” to reflect the current status and ongoing commitment as well as the previously mentioned install of 34 EV charging points within Council owned car parks. Actions to “review strategically located council owned sites for potential installation of rapid charging points” and “review current parking standards policies to ensure consideration is given to successful management of EV parking bays” were marked as Long term and Medium term but have both been updated to “Do It Now” to further reflect the commitment to the delivery of the EV Strategy.
- **Explore the feasibility and benefits to the council of having a dedicated Energy Team (Short Term).** This has been completed and is addressed in item 3.5 of the main report.
- **Sustain existing healthy tree stock (street trees, open spaces, and woodlands), to support resilience to climate change and disease.** See notes against tree planting programme above. This action is considered Business As Usual.
- **Continue to support community volunteer groups (including Medway Urban Greenspaces forum) with maintenance and conservation of**

existing and new greenspaces and continue to monitor the improvements to biodiversity. Achieve volunteer hours of 14000 hours per annum (Short Term). A total of 14,429 volunteer hours were achieved during 2021/22.

- **Incorporate climate change criteria into the Kent and Medway Healthy Workplace award programme (Short Term).** Pledges which support progress towards the Carbon Trust standards and Environmental Management Scheme Accreditation have now been embedded in the Kent and Medway Healthy Workplace Award programme. Case studies of organisations which undertake pledges, to support carbon reduction and combat climate change in practice, are being collated and shared with other businesses via our Climate Change webpages and social media platforms to inspire wider adoption.
 - **Incorporate climate change into Medway's Public Health Schools Programme including the Better Medway Schools Award (Medium Term).** Thirteen pledges to help schools address climate change have been added to the Better Medway School Awards, in preparation for the programme relaunch in 2022.
- Work collaboratively with our public and private sector partners to identify key locations where charging points can be installed to facilitate the usage of EVs (Long Term).** Officers have worked with Kent County Council and other Kent districts on feasibility studies for the development of a Kent wide charge point network. The project will bring EV charge points to approximately 30 public car park locations within Medway and around 150 countywide. Feasibility studies have been completed and Cabinet approval is now in place. This action has been updated to “Do It Now” and is in addition to the 34 charge points installed during Summer 2021.

Delays to Delivery

The following actions have experienced delays to delivery, and therefore timescales have been adjusted accordingly.

- **Explore opportunities to join the Green Creative programme to ensure that we act to support climate change and environmental sustainability across our culture, libraries, venues and events programmes (Do It Now).** Due to the level of funding required to participate in the Green Creative Programme, the timescale for delivery is not achievable and has been changed to Short Term. The business case for the revamp of the Brook Theatre will include strong sustainability elements and could be a potential template for other Medway creative venues.
- **Work in partnership to develop a common carbon metric for calculating the carbon offset value of nature-based offsetting (Do It Now).** Officers have opened discussions with other local authorities on their experiences of Natural Capital and Offsetting pilot projects. Based on the experiences of others it is anticipated that a comprehensive ecological assessment would need to be completed in the growing season to identify species and habitats at an estimated cost of circa £25-30k and is subject to

identifying suitable funding. This timescale has been updated to Short Term.

- **Produce a timetable to refresh the Local Transport Plan (Short).** This work will commence in 22/23 following the publication of Department for Transport (DfT) DfT guidance on refreshing Local Transport Plans. The timescale has been updated to Short/Medium.
- **Review transport provision policies with private transport sector, including school transport providers to incentivise and switch to Ultra Low Emission Vehicles (Short).** An increase in the numbers of pupils requiring transport and a decrease in the number of drivers and vehicles available has added pressure to the transport delivery process. Adding additional requirements at present will potentially further impede delivery. This requires a gradual approach as the change to ultra low emission vehicles will be costly for providers to undertake, particularly where they are under pressure simply to deliver the transport. Some initial informal conversations have taken place with providers to gauge views. A target has been set to look at all policies relating to school transport to ensure they reflect the climate change agenda in the most appropriate and achievable way. The timescale has been updated to Medium.
- **Undertake a joint working project to repair historic flood defences of existing salt marsh islands (Short Term).** This has been updated from Short to Medium to reflect the current lack of funding. The majority of islands are not owned by the Council and would therefore require funding to be secured by partners (Peel Ports, Environment Agency and RSPB). Repairs are likely to run into millions of pounds.

Removed Actions

The following action has been removed from the Action Plan:

- **Create a "Back to Better" Plan.** The actions supporting the key themes of the Back to Better Plan were listed as separate actions within the Climate Change Action Plan i.e. Remote and Agile Working, Cashless and therefore this was considered duplication and removed.