
Environment Strategy Delivery Plan

Committee considering report:	Executive
Date of Committee:	15 th July 2021
Portfolio Member:	Councillor Steve Ardagh-Walter
Date Portfolio Member agreed report:	28 th June 2021
Report Author:	Environment Delivery Team
Forward Plan Ref:	EX4053

1 Purpose of the Report

The purpose of this report is twofold:

- (a) to present the Environment Strategy Delivery Plan for approval and
- (b) to seek agreement of the process for monitoring, updating and reporting progress in relation to the Delivery Plan.

2 Recommendations

2.1 It is recommended that the Executive:

- (a) Approve the Environment Strategy Delivery Plan as included in Appendix C as a first version of the Plan.
- (b) Agree the proposed process for monitoring, updating and reporting on the progress of the plan as detailed in section 5 of this report.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The Delivery Plan is made up of many projects and actions. Most will require funding of some description (capital, revenue, grant, staff resource etc.). Funding is already in place in existing budgets for a number of the work streams.</p> <p>The Council's Project Management Methodology (PMM) process will be used for relevant projects and forward planning will seek the required additional funding through the budget setting process. The Environment Board provides the</p>

Environment Strategy Delivery Plan

	<p>governance for this area of work and will have an overview of any financial implications as delivery progresses.</p> <p>There are a number of opportunities to bid for funding from external sources. These will be maximised wherever possible and the correct approval sought from the Section 151 Officer where required.</p>
<p>Human Resource:</p>	<p>There are no direct HR implications as a result of this report.</p> <p>The Environment Delivery Team has had additional resource approved in order to help deliver the projects within the Environment Strategy Delivery Plan.</p> <p>Individual projects may identify HR implications, all of which will be dealt with through the PMM process with governance through Environment Board.</p>
<p>Legal:</p>	<p>There are no direct Legal implications as a result of this report.</p> <p>The Delivery Plan includes projects which may have legal implications. These will be dealt with on a project by project basis through the PMM process. Governance will be provided through Environment Board.</p>
<p>Risk Management:</p>	<p>Where relevant each project included in the Delivery Plan will assess and manage its own risk.</p> <p>A commitment has been made to consider the risks associated with achieving what is set out in the Environment Strategy.</p> <p>A high-level risk register has therefore been developed and is included as an appendix to this report (Appendix E). It will be kept up to date to coincide with reporting to the Environment Board.</p>
<p>Property:</p>	<p>There are no direct property implications as a result of this report.</p> <p>The Delivery Plan includes projects, some of which will have property implications. These will be dealt with through the PMM process with governance through Environment Board.</p>
<p>Policy:</p>	<p>The Delivery Plan includes actions to ensure that the Environment Strategy informs and shapes relevant Council</p>

Environment Strategy Delivery Plan

	policies and plans across the organisation. This is already happening and with relevant training of staff and Members this influence and understanding will become more effective.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		This will need to be dealt with on a project by project basis through the PMM process to ensure delivery does not have a negative impact on equalities.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		This will need to be dealt with on a project by project basis through the PMM process to ensure delivery does not have a negative impact on equalities.
Environmental Impact:	X			The purpose of the Delivery Plan is to have a positive impact on the environment in numerous ways. It seeks to deliver the Environment Strategy which has a primary target of achieving carbon neutrality by 2030 and has a vision which can be found in section 4 of the Environment Strategy . As the projects within the Delivery Plan are implemented there will be consideration in the detailed planning stages as to whether there are unintended negative environmental impacts that require mitigation.

Environment Strategy Delivery Plan

Health Impact:	X			The projects and activities within the Delivery Plan that are focused on carbon reduction will have health benefits from a reduction in air pollution. The actions within the plan are not purely focused on outcomes that reduce carbon and many seek to improve health and wellbeing as a key benefit.
ICT Impact:		X		There is not a significant ICT impact from the Environment Strategy and its Delivery Plan. If certain projects have a significant ICT requirement this will be highlighted to the relevant Boards and managed through the PMM process.
Digital Services Impact:		X		There is not a significant impact on Digital Services from the Environment Strategy and its Delivery Plan. If certain projects have a requirement that involves Digital Services this will be highlighted to the relevant Boards and managed through the PMM process.

<p>Council Strategy Priorities:</p>	<p>X</p>			<p>The main Council Priority to which the projects and actions within the Delivery Plan contribute is maintain a green district. They will do this in so many ways but will have a key focus on reducing carbon.</p> <p>Other priorities from the Council Strategy that the work helps to deliver are:</p> <p>Support businesses to start, develop and thrive in West Berkshire. The plan seeks to support businesses to be more efficient (especially impacting on energy and waste) and to develop in a green and sustainable way.</p> <p>Develop local infrastructure, including housing, to support and grow the local economy. The plan includes delivering active travel infrastructure, green and blue infrastructure and influencing the environmental standards of other infrastructure, including housing.</p>
<p>Core Business:</p>	<p>X</p>			<p>Through projects set out in the Delivery Plan, the Council will see some of its core business processes improved as the Environment Strategy starts to have an impact.</p> <p>For example, the development of a Social Value Policy that includes environmental factors will impact positively on our procurement outcomes and how they can align with the Environment Strategy and bring environmental benefits.</p>
<p>Data Impact:</p>		<p>X</p>		<p>At this stage it is not envisaged that there will be any data impact by approving the Environment Strategy Delivery Plan. Some projects within the plan may do, but this will be governed through PMM and the monitoring arrangements put in place and described in this report.</p>

Consultation and Engagement:	<p>The Environment Advisory Group have been involved in the development of the Delivery Plan.</p> <p>A period of engagement around the plan took place as described in section 5 of this report. The public and various groups have therefore had the opportunity to comment on the draft delivery plan.</p> <p>Various teams have been consulted within the Council and discussions held at some Senior Management Team meetings. A presentation was given to Service Directors / Heads of Service.</p> <p>All Members have had the opportunity to attend a development session focused around the Environment Strategy and its draft Delivery Plan.</p> <p>Comments on this report specifically have been sought from:</p> <p>Cllr Steve Ardagh-Walter, Cllr Richard Somner, Jon Winstanley, Sue Halliwell,</p> <p>Officers of the Environment Delivery Project Board have also received the report.</p>
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4 Executive Summary

- 4.1 The purpose of this report is to present the Environment Strategy Delivery Plan which incorporates proposed changes in response to feedback recently received. It also sets out the way in which the Delivery Plan will be monitored, updated and reported so our progress in delivering projects and the 2030 target of Carbon Neutrality can be tracked.
- 4.2 Whilst this work to put the right structures in place has been developing, action on delivery against the strategy's objectives has been progressing. Highlights of projects and actions are included in the report in Section 5 and Figure 2.
- 4.3 As a key part of our wider engagement process on the Delivery Plan, people were encouraged to take part in a survey over a 6 week period. The survey included a range of questions on the content and layout of the Delivery Plan (113 respondents completed the survey in full). Feedback was also sought from key service areas internally, and general responses were received from relevant local organisations and political groups.
- 4.4 96% percent of respondents to the online survey agreed that it was important that West Berkshire Council (WBC) is acting to reduce negative environmental impacts across West Berkshire and they recognised the urgency and rationale behind it. This is really encouraging and shows that there is local support for this work.
- 4.5 The feedback was analysed and the following additional actions have been proposed for inclusion in the Delivery Plan:

Environment Strategy Delivery Plan

- Further develop strategic partnerships and affiliations with stakeholders and organisations including (for example) the Countryside Climate Network and BBOWT;
- Work in conjunction with Thames Water and The Environment Agency to protect the quality of our blue spaces and their banks;
- Work to reduce litter around West Berkshire and promote education and communication on the harmful impacts of dropping litter;
- Work in conjunction with Public Health and Emergency Planning to use new opportunities to publicise information around Heatwaves;
- Develop mandatory WBC staff training on carbon reduction and climate change, as well as specific training where needs are identified (for example, for planners and local developers on how to ensure new developments are resilient to climate change);

4.6 Comments and responses to further suggestions from the feedback are included in the table in section 5.27 of this report.

4.7 The proposed revised version of the Delivery Plan is included in Appendix C. New or amended actions are highlighted in yellow. It will remain a 'live' document with progress monitored through a newly formed Environment Delivery Project Board and reported to the Environment Advisory Group, Environment Board and annually to the Executive.

5 Supporting Information

Introduction

5.1 The purpose of this report is to highlight how the Environment Strategy Delivery Plan has been developed, the feedback that has been received and to present the Plan for approval. The report also seeks agreement of the process for monitoring, updating and reporting progress in relation to the Delivery Plan.

Background

5.2 Figure 1 below summarises the journey so far from the declaration of the Climate Emergency in July 2019 through to the proposal of the Delivery Plan to the Executive via this report.

5.3 The Council unanimously declared a Climate Emergency on 2nd July 2019. As a fundamental part of the response, the Council set a target to achieve Carbon Neutrality for its own operations and for the District as a whole by 2030. This highlighted the fact that the Council, its partners and local communities all need to co-operate to achieve this ambitious and vital target.

5.4 The Local Government Association reports that around 230 Councils have now declared climate emergencies and are working through local partnerships to tackle the impacts of climate change on their local areas. A range of dates have been set across the country for achieving carbon neutrality generally between 2030 and 2050 which is also the national target.

Figure 1: The journey from Declaration to Delivery Plan



5.5 Following the declaration, work to develop an Environment Strategy took place. This was overseen by the Environment Board and influenced by the Environment Advisory Group (EAG). After an extensive period of consultation, the Environment Strategy was finalised and approved by the Executive on 16th July 2020. The Environment Strategy describes the vision for West Berkshire’s environment and specifically how the District needs to respond to climate change. To assist in this response a dedicated Environment Delivery Team was established within the Environment Department to help support the work of the Council in achieving the 2030 target and delivering the objectives of the strategy.

Highlights of delivery to date

5.6 Figure 1 and the commentary so far focuses on putting the structures in place to support delivery. It highlights the strategy development and the work to produce the Delivery Plan as well as the establishment of a new team. It is important to acknowledge that delivery of projects and actions against the strategic objectives of the Environment Strategy has been ongoing during this period. There has been significant activity and momentum is growing all the time in this important area of work.

5.7 Figure 2 lists some highlights of this activity. A full report detailing the progress with delivering the Environment Strategy will be brought to the Executive in the autumn. This will be the first strategy progress report and update on the Council’s carbon footprint. This reporting will then happen on an annual basis.

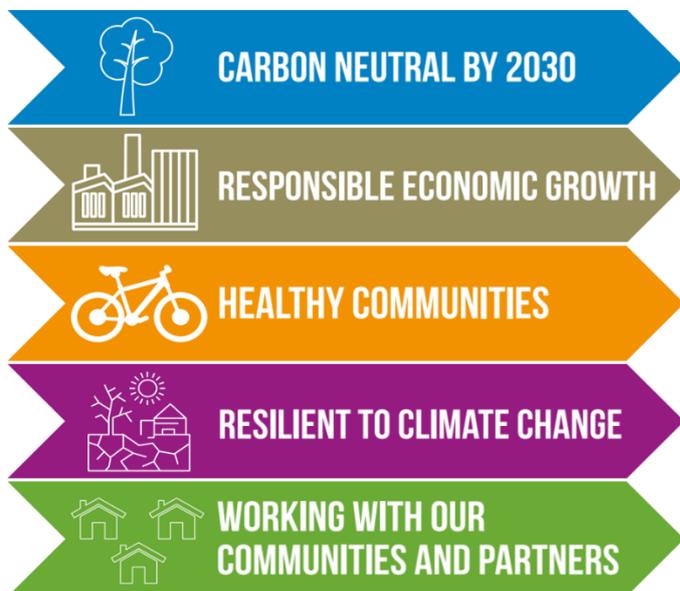
Figure 2: Highlights of delivery to date



Development of the Environment Strategy Delivery Plan

- 5.8 A comprehensive Environment Strategy Delivery Plan has been developed to facilitate the aspirations set out in the Environment Strategy. It provides a framework which includes broad timescales, responsibilities and indicative levels of carbon savings (where relevant) for each action.
- 5.9 In order to reflect the Environment Strategy, the actions are divided into the Strategic Objectives contained in the Strategy. These 5 objectives are shown in Figure 3.

Figure 3: Strategic Objectives of the Environment Strategy



5.10 It's important to note that Appendix C is an Environment Strategy Delivery Plan, as opposed to a Carbon Reduction Delivery Plan, and although there is an overarching target to achieve carbon neutrality for West Berkshire by 2030, there are also other actions which won't necessarily result in a carbon reduction. These are important for other reasons such as improving health and wellbeing or increasing people's understanding and appreciation of nature which, in turn, will be a vital part of encouraging people to take action.

5.11 The Environment Delivery Team completed a cross referencing exercise to ensure that all the commitments and 'we will' statements within the Environment Strategy were captured and linked to an action or project in the Delivery Plan.

5.12 The development of the Delivery Plan has involved lots of cross – team working in order to ensure that the actions and projects included are an accurate representation of the work taking place and planned across the Council. This will remain evolving work as the Council's journey continues and new opportunities are taken by various teams to contribute to improving our environment.

Engagement

5.13 In addition to seeking input from teams across the organisation, engagement included holding a development session open to all Elected Members. This was held on 22nd March and covered an extensive range of subjects relevant to the Environment Strategy and its delivery.

5.14 The ways in which we have sought to engage with the public in relation to the Delivery Plan are as described below:

- Publishing the draft Delivery Plan in 2 different formats, along with a summary version, on the Council's website (a full PDF version and an excel version with a tab

per theme) so people could read the detail as well as decide which version they found most user- friendly.

- Publicising the Draft Environment Strategy Delivery plan in the Environment Newsletter.
- Hosting a 'Facebook live' event where residents could interact with the Executive Member for the Environment and the Service Director for the Environment Department to ask questions and voice their views. The questions asked and answers provided are available to view on the on the [Environment Strategy Delivery Plan page](#) on the Council's website.
- The Environment Delivery Team were invited to attend a meeting hosted by WBGE (West Berkshire Green Exchange), where the Draft Delivery Plan was discussed and participants had the chance to voice their views and ask questions.
- Hosting a 6-week online survey (paper copies were also made available) which ran from 15/03/2021 to 26/04/2021. The survey included a range of questions on the content and layout of the Delivery Plan and provided the public with ample opportunity to state their views on the actions they found most effective and/ or important as well as a platform to suggest new ideas.

5.15 Further details regarding the responses to the survey questions can be found in Appendix D. Overall there were 189 responses to the survey and, during the data cleansing process 13 were removed because respondents had only answered the first 'who are you' question. There were also 63 respondents who abandoned the survey after question 2. Therefore there were 113 respondents who completed all questions in the survey. The percentages given in Appendix D are based on the answers from these 113 respondents.

5.16 Various additional responses to the survey were received separately via email from individuals, environmental groups and political parties. These have been looked at separately and appropriate responses to comments and suggestions considered.

5.17 Further follow-up meetings with key internal staff were held to discuss some of the feedback and the inaugural Environment Delivery Project Board Meeting was held where further feedback was received.

5.18 The feedback has been collated and officers have read through all the responses and recommendations received. Common themes have been identified, and appropriate and viable changes have been taken into account.

Key Findings from the feedback

5.19 The vast majority of respondents categorised themselves as 'individual residents' and although we captured some residents who were part of existing community groups, we would like to conduct some other surveys specifically aimed at the local school and business communities so that we have a full complement of views. This additional engagement can take place as the delivery of the plan progresses through planned wider interaction with these specific communities.

5.20 96% percent of respondents to the online survey agreed that it was important that the Council is acting to reduce negative environmental impacts across West Berkshire and they recognised the urgency and rationale behind it.

Environment Strategy Delivery Plan

- 5.21 The survey asked residents to select their 'top 5' actions that they believed would be most effective, '*CN010 - Investigate a joined up approach to natural regeneration including comprehensive mapping of the District to identify opportunities for rewilding, tree planting, carbon capture and habitat conservation and creation across West Berkshire*' was selected most frequently as the first choice.
- 5.22 Although not all respondents selected specific actions from the Delivery Plan the most important themes were clear. Biodiversity and Tree Planting was selected as the most effective (in particular, action CN010), this was followed by Renewable Energy and Waste Reduction and Recycling.
- 5.23 It's also worth noting that although it didn't make it into the most frequently chosen, action, '*REG008 - Lobby for high environmental standards to be reflected in national Building Control standards and engage with consultations*' and similar themes were selected a significant number of times.
- 5.24 Respondents were asked for suggestions on additional actions to include in the Delivery Plan, the top 5 most frequent answers were as follows:
- Quantify the carbon reduction targets;
 - Improve recycling and access to recycling banks/bins;
 - Provide specific communications with residents and set up a resident committee;
 - Increase the numbers of Electric Vehicle charge points;
 - Commitment to only build on brown-field sites.
- 5.25 A question was also asked in relation to how the layout/ presentation of the Delivery Plan could be improved. The top 5 most frequent answers to this were as follows:
- Better quantification of the carbon savings
 - Cost estimates of the action
 - Hyperlinks to relevant information
 - Simpler language/more commitment to the actions through wording e.g ('we will build a solar farm' as opposed to 'we will investigate building a solar farm')
 - More accurate timescales.
- 5.26 It is also worth noting that 42% of respondents claimed they never used the website to search for environmental information and, of those that do, the most frequently searched topic is recycling and waste collection.
- 5.27 The survey asked how we could best support residents to be more sustainable. The top 5 most frequent answers to this were as follows:
- Supporting and encouraging residents to recycle more, provide more sites for recycling that don't require driving to access;
 - Improve communications and make them more often:
 - make use of council tax bills to communicate key messages/schemes/resident action;
 - weekly column in the Newbury Weekly News/radio about climate action
 - Invest in local sustainable transport and EV infrastructure;

Environment Strategy Delivery Plan

- Address litter problem – increase fines for it, teach about it in schools, more frequent bin collections to reduce need to litter;
- Communicate grants and schemes that residents can take advantage of, e.g. insulation.

5.28 In terms of capturing the environmental work that is already taking place within the communities of West Berkshire, the use of social media as well as suggestions for a weekly column in the Newbury Weekly News featured heavily.

5.29 It is clear from the answers received that a lot of residents are already participating in a wide range of actions to reduce their own carbon footprint and there is a real appetite for further action on climate change.

Next steps informed by feedback

5.30 The engagement undertaken has proved to be really valuable, not only in providing some new ideas but also reinforcing the importance of several actions we have already committed to, such as the quantification of carbon savings for the relevant actions in the Delivery Plan.

5.31 Table 1 below summarises some of the ideas that occurred most often, as well as new ideas that are viable for inclusion within the plan. These results incorporate the feedback received via the survey as well as the additional feedback received separately from community groups, political parties and individuals. Please note, this table is not an exhaustive list and some suggestions require further investigation – this reflects the fact that the Delivery Plan will remain a ‘live’ document and be updated regularly. The process for review and updating is described in the next section ‘Monitoring, Review and Progress Reporting’.

Table 1: Key themes to be taken forward within the Delivery Plan	
Themes/suggestions from the various forms of engagement	Response / proposed action
Energy efficient buildings – high standards for new builds	The Local Plan Review process is where the Council can set policies around having high standards for new development in terms of energy efficiency, incorporating renewable energy, etc. Feedback on a proposed policy is being listened to and a revised version will be included in the Regulation 19 consultation.
WBC’s Environment Delivery Team with the Planners to incorporate climate change into the design of buildings, e.g. taking advantage of	An action on mandatory staff training on climate change and carbon reduction has been included in the latest version of the Delivery Plan. This includes general

Environment Strategy Delivery Plan

<p>natural light/ using ventilation/ placement of buildings etc and add this as an action</p>	<p>training for staff, as well as more specific training where a need or opportunity is identified such as looking with planners at building design and engineers at the impact of carbon in infrastructure planning and delivery</p>
<p>Commitment to only build on brown-field sites</p>	<p>The Local Plan review process works through options for locations of new development. A significant proportion of the new development is guided by the numbers of new homes required to be provided in West Berkshire. Given the scale of the task, whilst previously developed land (brownfield sites) is preferred, there is not the scope to limit sites to brownfield only. Extending existing urban areas is necessary to plan for the right level of housing provision. In doing this, connection to and enhancement of the existing infrastructure and facilities is sought.</p>
<p>Increase the number of electric vehicle charging points</p>	<p>This will be happening as set out in the ULEV strategy and advertised in the Environment Newsletter. We will work with Parish and Town Councils to identify possible locations for future charging points following a pilot phase. We will consider the best ways of communicating the presence of these charging points and how to use them. A dedicated email address has been set up for all queries relating to EVs and charging infrastructure EV@westberks.gov.uk</p>
<p>Under RC008 the target to reuse, recycle and compost at least 60% of waste was referred to as 'unambitious'.</p>	<p>This target is in line with Government targets and given the high level of waste generated in West Berkshire this does represent an ambitious aim. Further consideration will be given to how best to communicate the rationale of this target to residents.</p>
<p>Improvement of kerbside recycling (i.e. increased variety of items accepted, particularly plastics) and provide greater access to recycling banks.</p>	<p>The specific comments will be considered by the Waste Management Team. Comments relating to the recent plastic recycling trial will be considered as part of the review of that trial. (These comments</p>

Environment Strategy Delivery Plan

<p>Supporting residents to recycle more, encourage it, provide more sites to recycle at that don't require driving.</p> <p>Address litter problem – increase fines for it, teach about it in schools, more frequent bin collections to reduce need to litter</p>	<p>were that it was not sustainable to drive long distances in order to recycle specific plastics and the trial would be affected by some locations being at the HWRCs that require booking slots in advance.)</p> <p>This is something we can investigate and the Eco Schools Programme includes a litter topic.</p>
<p>Communicate relevant grants and schemes that residents can take advantage of, e.g. insulation</p>	<p>This already occurs but we can investigate how we can be more proactive in our approach and use our website more fully to provide relevant information. This could be linked to the increased social media / weekly column requests.</p>
<p>Add in an action about Heat Wave Planning.</p>	<p>An action on Heat Wave Planning has been drafted and included in the latest version of the Delivery Plan.</p>
<p>Less frequent mowing of hedgerows</p>	<p>This has already happened in some locations and is linked with the increase in development of wildflower verges through the Council's project being delivered by BBOWT. Further opportunities to reduce mowing regimes for appropriate locations to improve biodiversity can be considered.</p>
<p>Investigate the possibility of introducing new species as a result of the change in temperature due to climate change</p>	<p>An action on investigating the introduction of new species has been considered for inclusion in the Delivery Plan. However, the introduction of new species is complex and is a process governed by Natural England. It is understood that it would take a lot of time to work through the process. It is not considered worthwhile if a specific or significant need or benefit has not been identified for West Berkshire. This has therefore not been included as an action in the Delivery Plan.</p>
<p>Relevant actions should have an estimated carbon saving associated with them. There was also reference to breaking CO₂ down per resident</p>	<p>The Environment Delivery Team are engaging with consultants to assist in calculating carbon savings for each relevant action for inclusion in the Delivery</p>

Environment Strategy Delivery Plan

<p>(quoting the 5.8 tonnes pp per annum figure from the Environment Strategy).</p>	<p>Plan. The figures quoted in the strategy are likely to be referred to in this work.</p>
<p>Actions should have estimated costs associated with them.</p>	<p>It is recognised that the cost of the actions and projects is something that is of interest and it is an important element of the planning for delivery. As specific projects become more developed there will be links included in the Delivery Plan to further information pages on the Council's website. Costs of projects will be included in this further information. In the meantime in order to further enhance the information provided in the Delivery Plan indicative levels of investment represented by one, two or three '£' symbols will be included against actions. This will be included as one of the first monthly plan updates.</p>
<p>Actions should have more definitive timescales associated with them</p>	<p>It is recognised that this is desirable detail to include. As above, for those projects where there are links to further information pages, the timescales will be provided in more detail. However, at this stage, this is not feasible for all entries due to the high number and complexity of the individual projects that make up the Delivery Plan.</p>
<p>Archaeology should be added as a consultee on relevant actions in the Delivery Plan</p>	<p>The Environment Delivery Team will ensure that Archaeology are consulted where relevant.</p>
<p>Improving water quality and enforcement around water quality was suggested as an action.</p>	<p>As this is the remit of Thames Water and The Environment Agency, the Delivery Plan has been reworded to encompass them as partners and a separate action has been proposed.</p>
<p>Specific communications with residents & resident committee</p>	<p>We have a comprehensive communications plan and there is already a resident forum. A recent initiative as a result of a request to the Council has been to set up a Climate forum for Parish and Town Councils. Residents are therefore encouraged to engage with their local Parish or Town Council over environmental matters and any questions or suggestions can be raised at this forum.</p>

Environment Strategy Delivery Plan

Weekly column in the 'Newbury Weekly News'	Positive discussions have started as a result of this suggestion as we explore media partnerships to support our environmental objectives
Use simpler 'jargon- free language'	We will provide a glossary on our webpage to help provide a better understanding of some of the more technical terms.
Provide hyperlinks to relevant information	Where relevant, hyperlinks will be provided in the Delivery Plan, to link to further information for each activity/ project. Starting with a link to the 'School Streets' Initiative.
There is currently no means of allowing Councillors or members of the public to examine the metrics by which WBC classifies the Actions as "In Progress" or "on track". We would like this addressed and made more transparent."	Due to the high number and complex nature of the individual projects, it would be too time consuming and complex to devise a 'one size fits all' methodology to update on progress. We chose language that we thought would be self- explanatory in terms of updating on progress. Also, the hyperlinks to information will give a more detailed view should residents require that.

Monitoring, Review and Progress Reporting

- 5.32 In order to monitor progress against the Delivery Plan and provide the opportunity for regular review, an Environment Delivery Project Board (EDPB) has been established comprising relevant Officers. The Board meets on a monthly basis and progress is recorded via a monitoring spreadsheet.
- 5.33 Any significant changes, such as additions, deletions or significant changes to actions will be referred from the EDPB to the Environment Board for approval.
- 5.34 A log of changes will be regularly updated by the Environment Delivery Team to keep a record of what has been changed and the rationale behind it. This log can be included as part of the annual reporting process.
- 5.35 The Delivery Plan on the website will be updated on a monthly basis, according to the information received via the monitoring spreadsheet and EDPB meetings. The date will be noted on the website of the last update to ensure transparency.
- 5.36 An annual progress report will be compiled and reported to the Executive each year. The first of these progress reports will be published this autumn. This will include progress towards the Council becoming carbon neutral and also actions and activities across the wider West Berkshire community.

- 5.37 We have a comprehensive communications plan and will be engaging with residents, community groups, schools, local businesses and the farming community going forward. This will provide the opportunity for ongoing liaison regarding the Delivery Plan and help with reporting progress. The communications plan covers how we will provide information to the various communities identified and what will be put in place or is already in place to improve engagement rather than just one-way information sharing. Examples of new initiatives started as a result of the communications plan and engagement work are the monthly Environment newsletter and the establishment of the West Berkshire Parish Climate Forum which meets every 5-6 weeks.
- 5.38 The Environment Delivery Team will regularly liaise with and update The Environment Board on progress made, as well as the Environment Advisory Group. Formal updates will be provided to these groups twice a year in addition to more regular specific project updates as and when appropriate.

6 Other options considered

- 6.1 It's acknowledged that there were different methods that could have been used to gather feedback and update the Draft Delivery Plan but these were considered to be the most practical and effective methods, given the resource and time scales available.
- 6.2 The desire to have carbon savings set out clearly for each action (where relevant) and to provide a 'route map' showing how these actions collectively contribute to the achievement of the overall 2030 net zero target comes through clearly in the feedback received. Achievement of this is complex and would have added unacceptable delay to the communication of the Delivery Plan. It is therefore not an option that was chosen to deliver at this stage. It is work that has been started and will be communicated as the Delivery Plan progresses and is updated. It is helpful that feedback has highlighted the importance of this work. Alongside this it is planned to develop a simple, visual way of demonstrating progress in delivering the plan and moving towards our 2030 target.

7 Conclusion

- 7.1 It's clear that residents recognise that action needs to be taken to reduce West Berkshire's carbon emissions, and the majority of residents who completed the survey are keen to offer ideas and get involved, which is really positive.
- 7.2 This report includes the proposed actions to be taken and updates to be made as a result of the feedback received. It also includes the rationale behind suggestions which cannot be taken forward for practical reasons, as well as details on the actions that are already being progressed.
- 7.3 In addition to the extensive engagement that took place when the Environment Strategy was developed, there has been further engagement on this Delivery Plan. This engagement is wholly appropriate given the importance of this work and the need for the whole West Berkshire Community to work together to achieve the goal of carbon neutrality. The helpful range of feedback received has highlighted gaps in the plan, endorsed areas that had already been identified as work still to do, and raised some further suggestions for consideration. New or amended entries in the Delivery Plan as a result of feedback are highlighted in yellow in Appendix C.

Environment Strategy Delivery Plan

- 7.4 It is recognised that this Delivery Plan will be subject to change, as and when required, in order to keep up to date with the various projects included within it. Further carbon reduction activities and projects which will arise in the future and will be added to the Plan making it a 'live' document which requires regular monitoring. This monitoring process has been described and the EDPB will be a key group in ensuring the plan remains up to date and issues and highlights with progress are reported to the relevant groups.
- 7.5 The approval that is sought through the recommendation in section 2 is the agreement of a 'first version' of the plan (Appendix C), recognising that it will remain 'live' and the agreement of the monitoring, updating and reporting processes. Executive approval of these matters will then enable the publishing of this first version on the [website](#) and progress will continue with the various actions and projects.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Environment Strategy Delivery Plan
- 8.4 Appendix D - Environment Strategy Draft Delivery Plan Survey Results Summary
- 8.5 Appendix E – Environment Strategy Delivery Plan Risk Register

Background Papers:

The Environment Strategy was approved by the Executive in July 2020 – the papers relating to that decision can be found [here](#) and the [published strategy](#) is on the website.

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only
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Wards affected: The Environment Strategy Delivery Plan will have impacts across the District

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Document Control

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Owning Service	Environment Department		

Change History

Version	Date	Description	Change ID
1	07.06.2021	Version for circulation for comments	
2	09.06.2021	Version for Corporate Board incorporating senior officer feedback	HR / JG
3	21.06.2021	CB comments taken on board and changes made	HR / JG
4	24.06.2021	Further changes reflecting CB and senior officer feedback	JG

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To approve the Environment Strategy Delivery Plan and the process for keeping it up to date.
Summary of relevant legislation:	N/A
Does the proposed decision conflict with any of the Council’s priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of Budget Holder:	There are a number of budget holders relating to various actions and projects within the Delivery Plan.
Name of Service/Directorate:	Environment Department, Place Directorate
Name of assessor:	Jenny Graham
Date of assessment:	08/06 2021
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To approve a first version of the Environment Strategy Delivery Plan
Objectives:	The overall objective is to have a framework of actions for delivery that will contribute to achieving net zero carbon across the District.
Outcomes:	Carbon reduction is linked into the Council strategy framework and influences plans, policies and decisions across the organisation. Local communities, businesses, schools and other organisations across West Berkshire are engaged in climate action and contributing to the district target of carbon neutrality by 2030.
Benefits:	Reduced carbon emissions and the associated environmental and public health benefits.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?		
Group Affected	What might be the effect?	Information to support this
Age	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Disability	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Gender Reassignment	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.

Environment Strategy Delivery Plan

Marriage and Civil Partnership	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Pregnancy and Maternity	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Race	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Religion or Belief	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sex	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sexual Orientation	None	The Environment Strategy Delivery Plan for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Further Comments:		
The Delivery Plan contains a wide range of projects and actions. It is considered appropriate that a review of equalities takes place as part of the project development		

and project management stages of relevant actions and projects. This will ensure that, at a more detailed level, individual actions are in line with equalities legislation.

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>As projects included in the Delivery Plan evolve there will need to be careful assessment on where investment goes to ensure that actions benefit as many people in the district as possible e.g. rural/urban compromise on infrastructure, sustainable transport solutions, environmental enhancements etc. This can be picked up through the Project Management Methodology associated with these projects individually and oversight through the Environment Board will be key.</p>	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>In general the answer is no but this is difficult to predict. As above there will need to be careful consideration about the projects that are progressed to deliver the Environment Strategy. There are views expressed in the original consultation on the strategy that would suggest some solutions to climate change are unpopular and may cause some adverse impact. This will need to be evaluated against the gains the majority may experience e.g. infrastructure will be desirable to some but not all, reducing car travel is difficult for some rural communities, businesses may not want to see green initiatives push up the cost of trading etc.</p>	

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not for the Delivery Plan generally but need to be mindful of impacts of individual projects as they are progressed.
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Jenny Graham

Date: 08.06.2021

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Environment Department
Team:	Environment Delivery Team
Lead Officer:	Jenny Graham
Title of Project/System:	Environment Strategy Delivery Plan
Date of Assessment:	08.06.2021

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environment Strategy Delivery Plan

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small>		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.