

STAGE	ACTION	PROGRESS
Stage 1: Short-term Actions	Carbon literacy / climate change training for staff and Members	<ul style="list-style-type: none"> • 43 members of staff have completed the Climate Change e-learning module and monthly emails reminders are sent out by Organisational Development. Deadline set for completion by all staff by end of October 2021. Approximately 30 people managers and members attended the climate emergency sessions. • Training scheduled for 18 November 2021 for report writing for officers, and training will include climate impact statement.
	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. • Conservation day took place on the 14th of July 2021 and another one is planned for September at Romney Warren. • Next meeting for Green Champions is scheduled for Wednesday 22nd of September 2021 and invitations have been sent out. Another call-out for volunteers should go out with the weekly news update being sent out by Organisational Development. • Forward plan of environmental days for the next year being drawn up by Climate Change Specialist for distributing to Green Champions. Currently exploring potential to publicise this more widely.
	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). Waste bins have been ordered and publicity being arranged with Print Room.
	End single-use plastic	<ul style="list-style-type: none"> • Procurement Specialist is speaking to watercooler supplier about putting a stop on plastic cups. • Awaiting feedback from a health and safety perspective on proposals regarding replacement of other plastic and non-recyclable with re-usable options.

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. • Numbers of photocopiers in Civic Centre has been reduced.
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 to be sought at next Climate Change Champions Meeting.
Explore the use of EV staff pool car(s)	<ul style="list-style-type: none"> • Surveys are currently underway in all of our car parks including the Civic Centre visitor spaces. The surveys will establish whether a car park can accommodate the EV charge-points. We hope to get the results of the surveys in the next few weeks. • Climate Change Specialist is exploring potential for use of Co-Wheels (or similar) electric car-sharing scheme for staff and public 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.
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.
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"> • Transportation Specialist will be providing an update to the Working Group on 9 September 2021. Report will go to Cabinet in October 2021.
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.

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.
	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.
	Review sub-metering installations	<ul style="list-style-type: none"> • Exploring specific bills for individual occupants - awaiting decision on usage of Civic Centre.
	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.
	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.
	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.
	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.

	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.
	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.
	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.
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.
	Reduce energy losses by retro-fit technologies	<ul style="list-style-type: none"> • Housing stock condition survey being undertaken; result of this will determine potential for reducing energy losses.
	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.
	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.
	Explore the potential for rain water harvesting systems and treatment.	<ul style="list-style-type: none"> • As above.

	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.
	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.
	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 potential for charging points at other locations apart from Civic Centre.
Stage 4: Offsetting Where Emissions Cannot be Reduced	Offsetting remaining carbon emissions	<ul style="list-style-type: none"> To be explored dependent on results of emissions reductions actions in Stages 1-3.