

**Please ask for Democratic Services**

Phone (01283) 595722/ 595848

Typetalk 18001

DX 23912 Swadlincote

Democratic.services@southderbyshire.gov.uk

Our Ref

Your Ref

Date: 3 August 2022

Dear Councillor,

**Environmental and Development Services Committee**

A Meeting of the **Environmental and Development Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 11 August 2022** at **18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**

Councillor Taylor (Chair), Councillor Pegg (Vice-Chair) and  
Councillors Heath, Singh, Southerd and Tilley

**Conservative Group**

Councillors Brown, Dawson, Fitpatrick, Haines, Lemmon and Redfern

**Non-Grouped**

Councillor Wheelton

## **AGENDA**

### **Open to Public and Press**

- |           |   |                  |
|-----------|---|------------------|
| <b>1</b>  | Apologies and to note any Substitutes appointed for the Meeting.                              |                  |
| <b>2</b>  | To note any declarations of interest arising from any items on the Agenda                     |                  |
| <b>3</b>  | To receive any questions by members of the public pursuant to Council Procedure Rule No.10.   |                  |
| <b>4</b>  | To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11. |                  |
| <b>5</b>  | CORPORATE PLAN 2020-24 PERFORMANCE REPORT   | <b>4 - 41</b>    |
| <b>6</b>  | ANNUAL REVIEW OF THE COUNCIL'S CLIMATE AND ENVIRONMENT ACTION PLAN (2021-30)                  | <b>42 - 102</b>  |
| <b>7</b>  | ANNUAL ENFORCEMENT AND COMPLIANCE REPORT 2021-22  | <b>103 - 113</b> |
| <b>8</b>  | ARCHAEOLOGICAL CONSULTANCY SERVICES   | <b>114 - 121</b> |
| <b>9</b>  | BIODIVERSITY CONSULTANCY SERVICES   | <b>122 - 131</b> |
| <b>10</b> | AMENDMENTS TO THE PLANNING APPLICATION VALIDATION PROCESS                                     | <b>132 - 135</b> |
| <b>11</b> | CENTRAL BUILDING CONTROL PARTNERSHIP PERFORMANCE REPORT                                       | <b>136 - 140</b> |
| <b>12</b> | COMMITTEE WORK PROGRAMME  | <b>141 - 144</b> |

### **Exclusion of the Public and Press:**

- 13** The Chairman may therefore move:-  
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the

business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

- 14** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.

Details

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 5
DATE OF MEETING:	11 AUGUST 2022	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	FRANK MCARDLE (EXT. 5700) ALLISON THOMAS (EXT. 5775)	
SUBJECT:	CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2022- 2023 QUARTER 1 – 1 APRIL TO 30 JUNE)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

## 1.0 Recommendations

- 1.1 That the Committee approves progress against performance targets set out in the Corporate Plan 2020 - 2024.
- 1.2 That the Risk Register for the Committee's services are reviewed.

## 2.0 Purpose of the Report

- 2.1 To report progress against the Corporate Plan under the priorities of Our Environment, Our People and Our Future.

## 3.0 Executive summary

- 3.1 The Corporate Plan 2020 – 2024 was approved following extensive consultation into South Derbyshire's needs, categorising them under three key priorities: Our Environment, Our People and Our Future. The Corporate Plan is central to the Council's work – it sets out its values and vision for South Derbyshire and defines its priorities for delivering high-quality services.
- 3.2 This Committee is responsible for overseeing the delivery of the key priorities and the following key aims:

### **Our Environment**

- *Improve the environment of the District*
- *Tackle climate change*
- *Enhance the attractiveness of South Derbyshire*



## Our People

- *Supporting and safeguarding the most vulnerable*

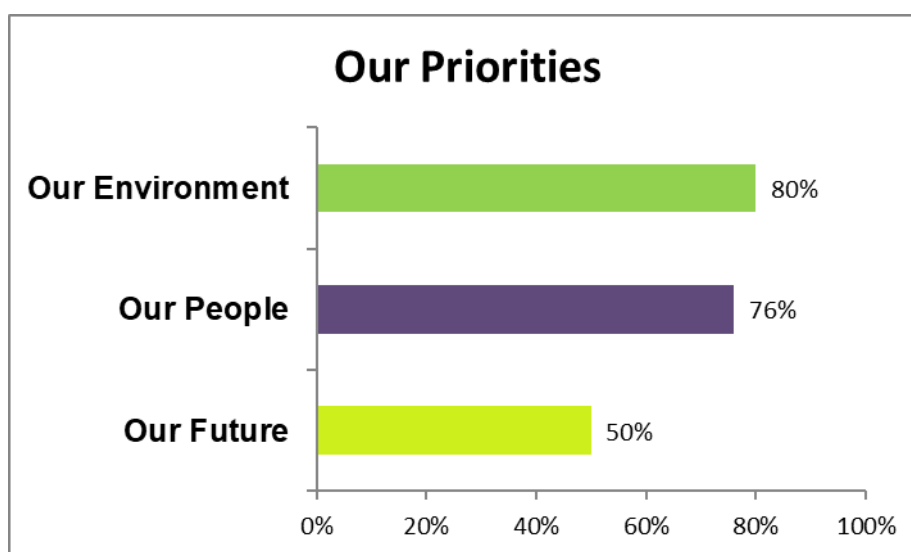
## Our Future

- *Develop skills and career*
- *Support economic growth and infrastructure*

### 4.0 Performance Detail

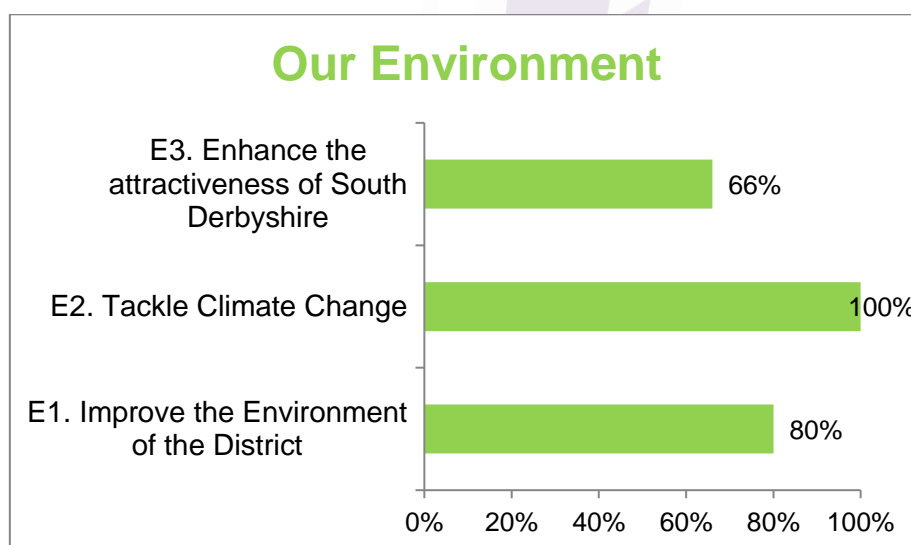
#### 4.1 Overall Council performance against the priorities – Quarter one 2022-2023.

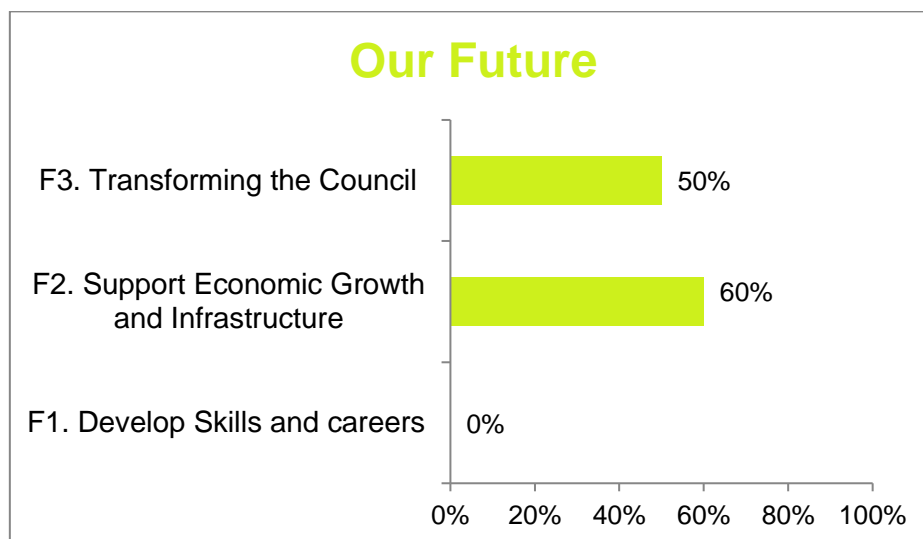
The below chart provides an overview for the percentage of measures that are on track to achieve the overall annual target.



#### 4.2 Overall Council performance against key aims – Quarter one 2022-2023.

The below charts provide an overview for the percentage of measures that are on track to achieve the annual target within each key aim of the Corporate Plan.





- 4.3 Of the 35 measures which support the progress of the Corporate Plan 20-24, 20 are green, two are amber, 10 are red and three are grey.

Overall, 71% of the key aims within the Corporate Plan are on track to achieve the four-year target. As at quarter one, 80% of indicators are on track for Our Environment, 76% are on track for Our People and 50% are on track for Our Future.

- 4.4 This Committee is responsible for overseeing the delivery of 17 Corporate measures.

Below outlines the 12 (71%) measures for this Committee that are on track (green, amber or grey) for the quarter:

- Household waste collected per head of population
- % of collected waste recycled and composted
- Number of fly tipping incidents



- Improve the quality of the District through the Local Environmental Quality Survey
- Reduce South Derbyshire District Council carbon emissions
- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day
- Increase Swadlincote Town Centre visitor satisfaction
- Continue to undertake interventions per year to keep families out of fuel poverty
- Deliver the objectives identified in the Supporting Aspirations Plan
- Total Rateable Value of businesses in the District
- % of planning applications determined within the statutory period
- Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions

4.5 Below outlines the five (29%) measures for this Committee that is not on track (red) for the quarter:

- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.
- Proportion of good quality housing development schemes
- Increase the number of employee jobs in South Derbyshire
- Annual net growth in new commercial floorspace (sqm)
- Speed of decision on discharging conditions for housing applications.

For more detailed information please refer to **Appendix B**, Performance Measure Report Index.

4.6 An overview of performance can be found in the Performance Dashboard in **Appendix A**. A detailed update on the quarterly outturn of each performance measure including actions to sustain or improve performance is included in the detailed Performance Measure Report Index in **Appendix B**.

4.7 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report Index in **Appendix B**

## 5.0 **Financial and Implications**

None directly.

## 6.0 **Corporate Implications**

### 6.1 **Employment Implications**

None directly.



## 6.2 Legal Implications

None directly.

## 6.3 Corporate Plan Implications

This report updates the Committee on the progress against the key measures agreed in the Corporate Plan and demonstrates how the Council's key aims under the priorities, Our Environment, Our People and Our Future contribute to that aspiration.

## 6.4 Risk Impact

The Risk Registers for the Committee's services are detailed in **Appendix C - Service Delivery Risk Register** and **Appendix D - Chief Executive Risk Register**. In relation to the Chief Executive Risk Register this Committee is responsible for overseeing the risks relating to licensing, land charges and economic development. This includes the registers, risk mitigation plans and any further actions required for the relevant departmental risks. Each risk has been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Registers detail a risk matrix to summarise how each identified risk has been rated.

There have been no changes during quarter one to the existing risks on the Service Delivery Risk Register.

The following risks have been added to the Service Delivery Risk Register for quarter one.

- SD18 – Fluctuations in recycle prices. Failure to monitor and report fluctuations in recycle prices.
- SD19 - Animal welfare costs. Significant increase in dog ownership, illegal dog breeding and poor animal welfare.

There have been no changes during this quarter to the Chief Executive Risk Register

## 7.0 Community Impact

### 7.1 Consultation

None required.

### 7.2 Equality and Diversity Impact

Not applicable in the context of the report.





### 7.3 Social Value Impact

Not applicable in the context of the report.

### 7.4 Environmental Sustainability

Not applicable in the context of the report.

### 8.0 Appendices

Appendix A – Performance Dashboard 2020-2024  
Appendix B – Performance Measure Report Index  
Appendix C – Service Delivery Risk Register  
Appendix D – Chief Executive Risk Register



Priority	Key Aim	Outcome	Ref	How success will be measured	Q4 2020-2021: Apr - Mar	Q4 2021-2022: Apr - Mar	Q1 2022-2023: Apr-Jun	Annual Target 22-23	Plan Target 2020 2024	Head of Service	Strategic Lead	Committee
Our Environment	Keeping a clean, green District for future generations	E1. Improve the environment of the District	E1.1A	Household waste collected per head of population	460kgs	416kgs	111kgs	Downward Trend	Sustain during Y1 and Y2. See a downward trend in Yrs. 3 and 4	Gary Charlton, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
				% of collected waste recycled and composted	47%	46%	48%	Upward Trend	Sustain during Y1 and Y2. See an upward trend in Yrs. 3 and 4	Gary Charlton, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.2A	Number of fly tipping incidents	1003	604	139	Downward trend as a four 4-year mean	Downward trend over four years	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.2B	Improve the quality of the District through the Local Environmental Quality Survey	Report in Q1 21/22	93.79% of streets meet grade B or higher	93.79% of streets meet grade B or higher	>95% (Grade B or above)	>95% (Grade B or above)	Gary Charlton, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.3A	% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	66.7%	66.7%	0	85%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E2. Tackle climate change	E2.1A	Reduce South Derbyshire District Council carbon emissions	Achieved	Achieved	Achieved	Downward Trend in Carbon Emissions	Reduce C02 emissions through the achievement of actions in the South Derbyshire Climate and Environment Action	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E2.2A	% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day	100%	75.6%	64%	85%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E3. Enhance the attractiveness of South Derbyshire	E3.1A	Increase Swadlincote Town Centre visitor satisfaction	55%	60% (new report in Q3)	60% (new report in Q3)	Upward Trend ( Close gap to National small towns average)	National small towns average 72%. Target to be above the National average by 2023/24	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	E&DS
			E3.2A	The number of Green Flag Awards for South Derbyshire parks	Achieved	Achieved 3 Green Flag Awards in 2021/22	3 parks currently hold the Green Flag Award	Four Green Flags	Increase from two green flag park awards to four by 2024	Sean McBurney, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
			E3.2B	Proportion of good quality housing development schemes	Out turn unavailable	Out turn unavailable	Out turn unavailable. - Reported Annually in Q4 22/23)	90%	% of schemes which score high	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
The needs of the District	P1. Engage with our communities	P1.1	P1.1A	Number of new and existing Community Groups supported	153	160	33	Upward trend on the average over two years >157	Year 1 -2(Proxy)- collate baseline data. Year 3-4 we will show an increase on the average over two years	Sean McBurney, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
		P1.2	P1.2A	Number of ASB interventions by type	Minimal	Moderate	Moderate	'Moderate' or 'High'	Proxy Measure to show service activity	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
	Supporting and safeguarding the most vulnerable	P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.	P2.1A	Number of households prevented from Homelessness	265 cases	261 cases	52 cases	Proxy	Proxy Measure to show service activity	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P2.1B	Continue to undertake interventions per year to keep families out of fuel poverty	276	210	48	> 160 interventions	300 interventions (2020-21) Target to be reviewed thereafter.	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
		P2.2 Promote health and wellbeing across the District	P2.2A	Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group	Ongoing delivery of plan	Delivery of Health and Wellbeing Action Plan over 2021-22	Action plan developed and adopted	100% of actions delivered	100% of actions identified delivered	Sean McBurney, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
		P2.3 Improve the condition of housing stock and public buildings.	P2.3A	Deliver the Planned Maintenance Housing programme over four years	114.10% (£ 2,377,625	89.1% (£2,116,365.65)	18.38% (£1,927,550)	100% against the annual budget 2022-23	100% spend against the planned maintenance budget	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P2.3B	Develop and deliver the Public Buildings programme over four years	Carry out further surveys on 12 more of the Public	30% (44 surveys)	26% (10 surveys)	25% (38 surveys undertaken)	100% of surveys undertaken	Steve Baker, Head of Corporate Property	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P2.3C	Average time taken to re-let Council homes	200 days average	156 days	183 days	Median Quartile Performance (Benchmark via Housemark)	Median Quartile Performance (Benchmark via Housemark)	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS

Our People	Working with communities and meeting the future											
	P2.	P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.	P2.4A	Deliver the objectives identified in the Supporting Aspirations Plan	Research and data analysis	Supporting Aspirations Action Plan adopted.	Achieved	Deliver the objectives identified in the Supporting Aspirations Plan	Deliver the objectives identified in the Supporting Aspirations Plan	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	E&DS
	P3. Deliver Excellent Services	P3.1 Ensuring consistency in the way the Council deal with service users	P3.1A	Increase the number of customers who interact digitally as a first choice	Total: 22,242	Total: 24,405	Total: 6,021	Upward trend	Upward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
		P3.2 Have in place methods of communication that enables customers to provide and receive information.	P3.2A	Reduce face-to-face contact to allow more time to support those customers who need additional support	0	744 self serve and 115 face to face	2470	Downward Trend	Downward trend in Face to Face interactions	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
		P3.3 Ensuring technology enables us to effectively connect with our communities.	P3.3A	Number of customer telephone calls answered by Customer Service	Total: 98,099	Total: 99,165	Total: 22,872	Downward Trend	Downward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.3B	Increase digital engagement (Twitter, Instagram, Facebook)	43,850	49,181	51,990	Upward Trend	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
		P3.4 Investing in our workforce	P3.4A	Increase the level of staff engagement	Survey postponed until 21-22	Target not achieved	Achieved	proxy - establish baseline data	Annual increase in the number of staff who have engaged with the Council	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.4B	Number of apprenticeships	5 (1.5% of head count)	6 (1.84% of head count)	6 (1.84% of head count)	>2.3% of head count	>2.3% of head count	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.4C	Average number of staff days lost due to sickness	12.93	10.28	2.47	Downward Trend	Downward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.4D	% of employees that consider that the Council has a positive health and safety culture	Postponed until early 22/23	Postponed until early 22-23	27 employees trained	proxy - establish baseline data	Upward Trend in Health and Safety mandatory training and upto date health and safety policy	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
	F1. Develop skills and careers	F1.1 Attract and retain skilled jobs in the District	F1.1A	Increase the number of employee jobs in South Derbyshire	32,000 Impacted by Covid-19	31,000 Impacted by Covid-19	31,000 Impacted by Covid-19. (Reported annually in Q4 22/23)	Upward Trend	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	E&DS
		F1.2 Support unemployed residents back into work	F1.2A									
		F2.1 Encourage and support business development and new investment in the District	F2.1A	Annual net growth in new commercial floorspace (sqm)	4,140 sqm	1,665 sqm	1,665 sqm (Reported annually in Q4 22/23)	Upward Trend	net annual growth in commercial floorspace of 12,269.5 sqm	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	E&DS
			F2.1B	Total Rateable Value of businesses in the District	£67,341,926	£67,234,722	£67,279,062	Upward trend (on 21/22 Q4 as baseline)	Upward trend (on 21/22 Q4 as baseline)	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	E&DS
		F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets	F2.2A	Speed of decision on discharging conditions on housing applications	100%	60.9%	50%	90% within 8-13 weeks or as agreed with the applicant	90% within 8-13 weeks or as agreed with the applicant	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
			F2.2B	% of planning applications determined within the statutory period	98%	90.50%	88%	>90%	>90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
		F2.3 Influence the improvement of infrastructure to meet the demands of growth.	F2.3A	Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions	94%	100%	100% (annual return in Q4 22/23)	90%	90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
	F3. Transforming the Council	F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.	F3.1A	Deliver against the Transformation Action Plan	On target	85%	On target		Deliver 100% against action plan	Anthony Baxter, Head of Business Change and ICT	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
		F3.2 Source appropriate commercial investment opportunities for the Council	F3.2A	Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from	On target	No change from last quarter	No change from last quarter		Y1 – Form a working group & Action Plan Y2 – deliver against action plan and sustain an upward trend in revenue	Gary Charlton, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	F&M

# Corporate Plan 2020-2024

## Performance Measure Report

### Environmental and Development Services Committee

**Team: Organisational Development and Performance**  
**Date: August 2022**



# Performance Measure Report Index

## Corporate Plan 2020-2024

### Summary

The Corporate Plan 2020-2024 has 35 Corporate Measures which underpin the Council's three priorities Our Environment, Our People, Our Future.

The following Committees are responsible for overseeing the delivery of the following key aims and outcomes:

**Environmental and Development Services Committee (E&DS) are responsible for 17 Corporate measures under the key aims:**

- E1. Improve the environment of the District
- E2. Tackle climate change
- E3. Enhance the attractiveness of South Derbyshire
- P2. Supporting and safeguarding the most vulnerable
- F1. Develop skills and careers
- F2. Support economic growth and infrastructure

**Housing and Community Services Committee (H&CS) are responsible for seven Corporate measures under the key aims:**

- E3. Enhance the attractiveness of South Derbyshire
- P1. Engage with our communities
- P2. Supporting and safeguarding the most vulnerable

**Finance and Management Committee (F&M) are responsible for 11 corporate measures under the key aims:**

- P2. Supporting and safeguarding the most vulnerable
- P3. Deliver Excellent Services
- F3. Transforming the Council



# Environmental and Development Services Committee (E&DS) is responsible for the following 17 Corporate measures

## Our Environment

### Measure

- Household waste collected per head of population
- % of collected waste recycled and composted
- Number of fly tipping incidents
- Improve the quality of the District through the Local Environmental Quality Survey
- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.
- Reduce South Derbyshire District Council carbon emissions
- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day
- Proportion of good quality housing development schemes
- Increase Swadlincote Town Centre visitor satisfaction

## Our People

### Measure

- Continue to undertake interventions per year to keep families out of fuel poverty
- Deliver the objectives identified in the South Derbyshire Partnership Social Mobility Action Plan

## Our Future

### Measure

- Speed of decision on discharging conditions on housing applications
- % of planning applications determined within the statutory period
- Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions
- Increase the number of employee jobs in South Derbyshire
- Annual net growth in new commercial floorspace (sqm)
- Total Rateable Value of businesses in the District



## Priority: Our Environment

### E1.1 Reduce waste and increase composting and recycling

**Measure and Reference** **E1.1A Household waste collected per head of population** **Committee E&DS**

**Definition** This indicator is the number of kilograms of household waste collected per head of population.  
'Household waste' means those types of waste which are to be treated as household waste as defined by the Environmental Protection Act 1990.

**Why this is Important** To measure the change in household waste disposal levels as a result of householders' waste reduction and recycling activities

**What Good Looks Like** Top performing authorities outturn <400kgs per year

**History of this Indicator** The Council employs 40 staff and utilises 15 vehicles and a number of external contractors to deliver waste collection services.

**2019/20 Baseline Data** The estimated figure reported in Q4 was 407 kgs. This figure has now been validated and the confirmed out turn for Q4 is 404 kgs.

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Sustain during Yr1 (404kgs)	126kgs	250kgs	355kgs	460kgs
2021/22	Sustain Current levels	123kgs	245kgs	324kgs	416kgs
2022/23	Downward trend	111kgs			

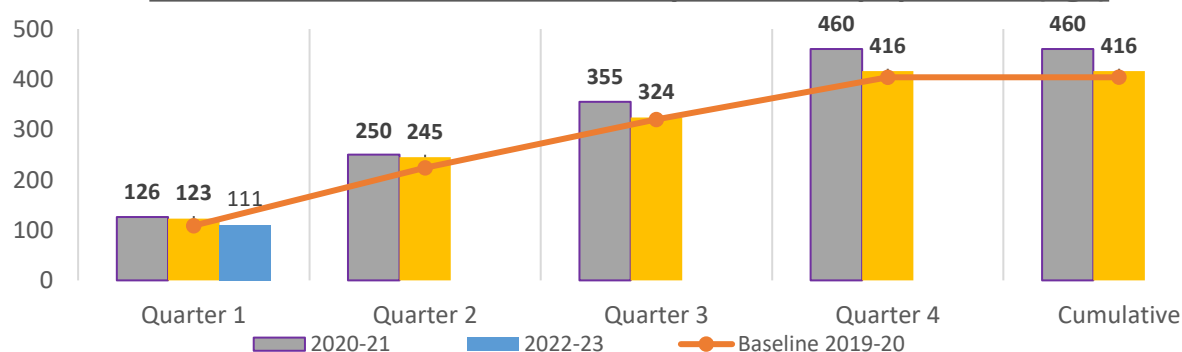
#### Performance Overview - Quarterly Update

Downward trend on Q1 21/22 from 123kgs to 111kgs. The actual outturn figure for 2021/22 has been confirmed as 416kgs (Q4 Jan - Mar - 91kgs)

#### Actions to sustain or improve performance

Performance is currently on target.

#### E1.1A Household waste collected per head of population (kgs)



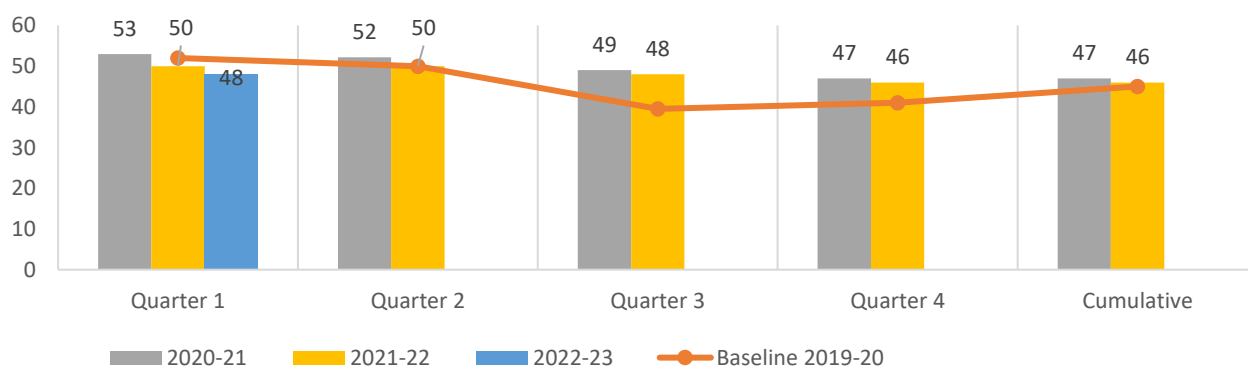


## Priority: Our Environment

### E1.1 Reduce waste and increase composting and recycling

Measure and Reference		E1.1B % of collected waste recycled and composted		Committee	E&DS
Definition		Kerbside collected household waste is waste presented for collection by households in the black, green and brown bins and the normal alternate week collections. Recycled or composted is waste presented in the green and brown bins.		Why this is Important	To establish the success of the Council's recycling scheme and to ensure the compost scheme continues to perform
What Good Looks Like		The top performing authorities achieve >60%, the top 25% achieve >50%			
History of this Indicator		Currently on a downward trend, the tonnages collected have remained stable, however increasing residual waste is pushing the percentage down.			
2019/20 Baseline Data		The estimated figure reported in Q4 was 46%. This figure has now been validated and the confirmed out turn for Q4 is 45%.			
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Sustain during Yr1 (45% or>)	53%	52%	49%	47%
2021/22	>45%	50%	50%	48%	46%
2022/23	Upward trend	48%			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
The new Head of Service commences his role on 15 August. The actual out turn figure for 2021/22 has been confirmed as 46% (41% Jan - March)			The performance is on target.		

#### E1.1B % of collected waste recycled and composted





Priority: Our Environment					
E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate					
Measure and Reference	E1.2A Number of fly tipping incidents		Committee		E&DS
Definition	A reduction in fly-tipping incidents is defined as a numerical reduction in the sum of the number of fly tipping incidents reported to the Council, plus the number of fly tips proactively collected by Council staff while performing their duties, compared to the reference period.		Why this is Important		Prevent an increase in fly-tipping incidents through education, engagement and enforcement action where appropriate
What Good Looks Like	The purpose of this Indicator is to see a downward trend in fly tipping incidents as a rolling average over the four-year period of the Corporate Plan.				
History of this Indicator	There have been long term reductions in fly tipping incidents both nationally and locally since 2000, however this trend has reversed in very recent years. Between 2016 and 2019 fly tipping incidents nationally have increased.				
2019/20 Baseline Data	714 (total figure for 2019/20)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Downward trend	260	528	732	1003
2021/22	Downward trend as a 4-year mean <764	211	366	484	604
2022/23	Downward trend as a four-year mean <764	139			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Continued emphasis on rapid removal of fly tipped material and taking robust enforcement measures where potential offenders are identified			No new measures taken in Q1		



## Priority: Our Environment

### E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate

Measure and Reference	E1.2B Improve the quality of the District through the Local Environmental Quality Survey		Committee	E&DS	
Definition	Percentage of inspected grade B or above for cleanliness as defined in the government code of Practice for Litter and refuse.		Why this is Important	Gives assurance that the cleansing regimes and resources deployed are delivering the Council's service standards.	
What Good Looks Like	<p>&gt;95% Grade B or above</p> <p>This information below provides an overview of the grading:</p> <p>Grade A No issues present Grade B+ No formal description Grade B Predominantly free with some minor instances of the issue Grade B- No formal description Grade C Widespread with some accumulations of the issue Grade C- No formal description Grade D Heavily affected by the issue</p> <p>In order to present a fair picture plus and minus grades are used where a location is better than the lower grade but not sufficiently to attain the higher grade.</p>				
History of this Indicator	New indicator				
2019/20 Baseline Data	89.67% above grade C				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	95% at grade C or above	Report in Q4	Report in Q4	Report in Q1 21/22	Reported in Q1 21/22
2021/22	>95% (Grade C or above)	94.74% (Grade C or above)	94.74% (Grade C or above)	94.74% above grade C+	93.69% (Grade B or above)
2022/23	>95% (Grade B or above)	93.69% (Grade B or above)			
Performance Overview - Quarterly Update Survey took place in February 2022.			Actions to sustain or improve performance The team is reviewing the results of the survey that was conducted earlier in the year to pick up on any key issues in anticipation of the next survey which is due in the Autumn. The Autumn survey will give the Council an overall picture of the cleanliness of the District over a full year.		

Page 18 of 144



Priority: Our Environment					
E1.3 Enhance biodiversity across the District					
Measure and Reference	E1.3A % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.		Committee	E&DS	
Definition	Policy BNE3 of the Local Plan and Chapter 15 of the National Planning Policy Framework seeks to ensure that the impacts of development on biodiversity are minimised and preferably provide net gains. This would be negotiated during the application process		Why this is Important	It is likely that soon this will be a statutory requirement. It demonstrates that the Council is being proactive in delivering an aspiration of the Local Plan.	
What Good Looks Like	The purpose of the PI is to see the pursuit of net biodiversity gains on all eligible sites otherwise suffering a net loss.				
History of this Indicator	Notwithstanding the Council's 'encouragement' of biodiversity gains in the Local Plan, this will be a new government initiative that would make it a statutory requirement.				
2019/20 Baseline Data	Insufficient baseline data available				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	85%	First Report due December 2020. No qualifying decisions in Q1.	66.7%	66.7%	66.7%
2021/22	85% (4-year target)	66.7%	66.7%	66.7%	66.7%
2022/23	85%	0			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
In quarter one there has been a very low level of qualifying applications/ no data available. Legislation to require a 10% net gain in biodiversity is not active until Summer '23. Whilst Local Plan policy seeks to secure net gains there is not a requirement to secure 10%. Officers continue to work with Derbyshire Wildlife Trust (DWT) and the Council's Biodiversity Officer to secure net gains across all developments, but it is not considered that this can be enforced or achieved on all developments at this point in time.			Continue to work to achieve net gain and assist colleagues in Planning Policy in revising local policies to reflect this shift towards a 10% gain through the Local Plan review.		



Priority: Our Environment					
E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030					
Measure and Reference	E2.1A Reduce South Derbyshire District Council carbon emissions		Committee	E&DS	
Definition	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)		Why this is Important	To enable emissions from all relevant identified Council sources to be controlled over the Corporate Plan timeframe	
What Good Looks Like	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)				
History of this Indicator	No previous targets to achieve carbon neutrality have been set				
2019/20 Baseline Data	2,500 tonnes of carbon dioxide equivalent in 2018/19				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24.	Achieved	Achieved	Achieved	Achieved
2021/22	Produce and implement a Head of Service Q4 Climate and Environment report that tracks performance against quantified targets and outturns	Achieved	Achieved	Achieved	Achieved
2022/23	Downward Trend in Carbon Emissions	Achieved			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
A draft carbon emissions calculation and report for 2021/22 has been produced. The report is programmed to be brought to EDS in August 2022.			The Council's carbon reduction activities have been the subject of three external audits since November 2021. The outcomes of these audits have been used to inform a revision of the Climate and Environment Action Plan which is programmed to be brought to EDS in August 2022.		



Priority: Our Environment						
E2.2 Work with residents, businesses and partners to reduce their carbon footprint						
Measure and Reference	E2.2A % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day			Committee	E&DS	
Definition	Part G of the Building Regulations sets out an optional standard for potable water conservation which is reiterated in Policy SD3 of the Local Pan. A planning condition will be attached to all new permissions to pursue adherence to this standard (where relevant).			Why this is Important	Local infrastructure and environmental constraints require the need for the Council to contribute to the suppression of water demand and hence waste water discharges across the District.	
What Good Looks Like	This is designed to ensure that going forward all new developments comply with the optional Part G standard					
History of this Indicator	No History					
2019/20 Baseline Data	Baseline figure of 50% based on 18 qualifying decisions in Q4.					
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
2020/21		78%	89%	100%	100%	
2021/22	85%	70.5%	79.3%	86%	75.6%	
2022/23	85%	64%				
Performance Overview - Quarterly Update			Actions to sustain or improve performance			
Planning Services continue to deal with the backlog of cases received. There have been a number of new case officers/agency staff with high turnarounds due to nature of employing agency staff. The Head of Service will ensure that they are fully briefed from start of contract on the need to attach this condition to relevant applications.			Reinforce with officers the need to attach this condition to relevant permissions. Signing officers to also check this is attached. This has now been implemented and the recent cases have all included this condition which will be clearly visible in Quarter 2.			



Priority: Our Environment					
E3.1 Enhance the appeal of Swadlincote town centre as a place to visit					
Measure and Reference	E3.1A Increase Swadlincote Town Centre visitor satisfaction		Committee	E&DS	
Definition	Benchmarking for Swadlincote Town Centre includes a Town Centre User Survey (questionnaire) completed at the same time each year by an independent consultant.		Why this is Important	There is a need to limit the impact of national changes in shopping habits on the vitality of the town centre, at a time when High Streets are under extreme pressure.	
What Good Looks Like	The aim is to steadily close the gap to the National Small Towns average over the four-year period of the Corporate Plan.				
History of this Indicator	Comparable Benchmarking data was first collected in 2019. This found that 49% of respondents would recommend a visit to Swadlincote Town Centre, whilst the comparable National Small Towns Average was 72%.				
2019/20 Baseline Data	49% of respondents would recommend Swadlincote Town Centre - May 2019				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Upward trend	Reported Annually in Q3	Reported Annually in Q3	55%	55%
2021/22	58%	Reported Annually in Q3	Reported Annually in Q3	60%	60% (new report in Q3 22/23)
2022/23	Upward Trend (Close the gap on the National Small Towns average)	60% (new report in Q3)			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Marketing and events activity during the quarter including the following: New shopping guides for Swadlincote and Melbourne have been distributed to households and businesses; A social media campaign to promote Swadlincote Market was launched, include 'myth busting' to raise awareness of services such as home deliveries, click and collect and contactless payment offered by traders; A video and accompanying blog was produced to promote Melbourne town centre in collaboration with Derbyshire blogger Molly Scott, who is known for promoting independent businesses; A Jubilee virtual reality trail was hosted around Swadlincote town centre; and, A number of local events were supported including Antiques in the Street, Jubilee Market Day, and Swadlincote Festival of Transport.			n/a		



## Priority: Our Environment

### E3.2 Improve public spaces to create an environment for people to enjoy

Measure and Reference	E3.2B Proportion of good quality housing development schemes		Committee	E&DS	
Definition	The % of new residential developments that score well against the Council’s quality criteria based on latest Building for Life standards and the National Design Guide, which measure several aspects of the quality of a development (including the provision and quality of public spaces).		Why this is Important	This PI directly measures how good the quality of developments are and therefore whether it is more likely to result in an improvement to the quality of open and other spaces.	
What Good Looks Like	The purpose of this PI is to see an upward trend in higher quality developments and their immediate environment.				
History of this Indicator	This PI will differ from the similar PI which only looked at an earlier Building for Life standard. In previous years, the 90% target was often met and where not, only marginally missed.				
2019/20 Baseline Data	Annual score of 92% based on old methodology – to be reported annually in Q4				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90%	Reported Annually in Q4.	Reported Annually in Q4.	Reported Annually in Q4.	Out turn unavailable.
2021/22	90%	Reported Annually in Q4.	Reported Annually in Q4.	Reported Annually in Q4.	Out turn unavailable.
2022/23	90%	Out turn unavailable. - Reported annually in Q4 22/23)			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Due to the number of applications and continuing staffing shortages in Planning Services the Design Officer remains focused on a caseload of planning applications rather than providing as much additional support as the role requires to the team as well as other workstreams which this role is envisaged to lead on to ensure that work can be undertaken for this corporate indicator.			Attempt to recruit to permanently vacant posts in combination with securing agency staff in the short term to help make application levels for permanent members of staff more manageable and sustainable. New starters are due to be in post over the late summer/ Autumn.		





## Priority: Our Future

### F1.1 Attract and retain skilled jobs in the District

Measure and Reference	F1.1A Increase the number of employee jobs in South Derbyshire			Committee	E&DS
Definition	Working in partnership, to successfully implement a programme of actions as set out within a new Economic Development Strategy for South Derbyshire.			Why this is Important	The District's economy has performed strongly in recent years - with a rapidly growing population it will be important to sustain this and provide a range of local employment opportunities.
What Good Looks Like	The aim is to increase the number of Employee Jobs in South Derbyshire over the four-year period of the Corporate Plan.				
History of this Indicator	In 2018, there were 32,000 Employee Jobs in South Derbyshire, having grown from 30,000 in 2015. Data for employment is taken from the Office of National Statistics (ONS) Business Register and Employment Survey				
2019/20 Baseline Data	In 2015 there were 30,000 employee jobs which increased to 32,000 in 2018				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>25% (implementation of the actions contained within the plan)	Reported in Q4	Reported in Q4	Reported in Q4	32,000 Impacted by Covid 19
2021/22	>25% (implementation of the actions contained within the plan)	Reported in Q4	Reported in Q4	Reported in Q4	31,000 Impacted by Covid-19
2022/23	Upward trend	31,000 Impacted by Covid-19. (Reported annually in Q4 22/23)			
Performance Overview - Quarterly Update				Actions to sustain or improve performance	
Claimant Count Unemployment in South Derbyshire is at 2.1% (1,475 people). This compares with 3.9% nationally and 3.4% a year ago (May 2022). Swadlincote Innovation Centre has been launched and will offer budding entrepreneurs and small businesses affordable premises, with access to facilities and support in the early stages of their business journey.				n/a	
The District Council has distributed over £30 million pounds in Covid business support grants to smaller businesses in South Derbyshire over the last 18 months. These grants schemes came to a conclusion in March 2022. The Government has now provided the District Council with just under £2million of COVID-19 Additional Relief funding to distribute to eligible					





businesses in the District. The funding will be distributed in the form of a reduction on businesses' rates bill for 2021/2022. The assistance is targeted at businesses that were not eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount, the Airport and Ground Operations Support Scheme, Small Business Rates Relief (resulting in a £0 bill), or any other relief (resulting in a £0 bill).	
--	--



Priority: Our Future					
F2.1 Encourage and support business development and new investment in the District					
Measure and Reference	F2.1A Annual net growth in new commercial floorspace (sqm)		Committee	E&DS	
Definition	Data collected for the Council's annual Authority Monitoring Report, includes the monitoring of commercial floorspace within South Derbyshire.		Why this is Important	There is very little vacant commercial floorspace in South Derbyshire, consequently the provision of additional commercial floorspace is closely related to the availability of additional employment opportunities.	
What Good Looks Like	The aim is to increase the total commercial floorspace over the four-year period of the Corporate Plan.				
History of this Indicator	The Local Plan forecasts a net annual growth in commercial floorspace of 12,269.5 sqm per annum between 2008 and 2028. To date (2008-2021), the actual annual net rate of growth has been 6,095 sqm.				
2019/20 Baseline Data	2885 sqm				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	12,269.5 sqm	Reported in Q4	Reported in Q4	Reported in Q4	4,140 sqm
2021/22	Upward trend	Reported in Q4	Reported in Q4	Reported in Q4	1,665 sqm
2022/23	Upward trend	1,665 sqm (Reported annually in Q4 22/23)			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Sites currently under construction are anticipated to deliver a significant growth in floorspace - these include: Redevelopment of the former Bison Concrete Works at Tetron Point; Medium-sized industrial units at Swadlincote Gateway adjacent to the golf course; and, two large units at Dove Valley Park, Foston.			n/a		



Priority: Our Future					
F2.1 Encourage and support business development and new investment in the District					
Measure and Reference	F2.1B Total Rateable Value of businesses in the District		Committee	E&DS	
Definition	Total rateable value of businesses in the district.		Why this is Important	The total rateable value of businesses in the District is a good indication of the economic health of the district. An increase in floor space can indicate a growth in business numbers and employment opportunities.	
What Good Looks Like	A growth in rateable value, including a growth in sectors such as commercial (e.g., offices, shops, warehouses, restaurants) where there is a higher intensity of jobs per business.				
History of this Indicator	The total rateable value of businesses across the District has been increasing year on year, particularly in the commercial sector with an overall increase of almost £345k since April 2017. In order to allow for changes in Government regulations relating				
2019/20 Baseline Data	Q4 - £67,486,786.				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>£67,486,786	£67,528,690	£67,316,577	£67,379,221	£67,341,926
2021/22	>£67,486,786	£67,150,426	£67,133,764	£67,199,282.	£67,234,722
2022/23	Upward Trend (on baseline as at Q4 21/22)	£67,279,062			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
This is an increase from start of the year, in the main due to a number of small assessments being brought into the Rating List and reassessments of merged properties or properties that have been split.			Rateable Values (RV) are determined by the Valuation Office Agency (VOA) and not South Derbyshire District Council. As such the Council has no control and Rateable Values can go down if a business owner appeals/challenges to the VOA that their RV is too high. Whilst the RV for some businesses can increase depending on reviews such as quarries, in general the increase will come from our dedicated inspector who checks for any newly built businesses in order to issue a completion notice and bring them into the Rating List quickly, or notices changes to existing business properties which could increase their Rateable Value, such as an extension to the work premises whilst other types of inspection works are being undertaken.		



Priority: Our Future					
F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets					
Measure and Reference	F2.2A Speed of decision on discharging conditions on housing applications		Committee	E&DS	
Definition	The purpose of the performance indicator is to measure the percentage of planning condition applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants.		Why this is Important	Unnecessary delays in the determination of applications holds up the delivery of development and therefore a potential disincentive to inward investment	
What Good Looks Like	All applications determined as soon as possible without compromising quality.				
History of this Indicator	New indicator				
2019/20 Baseline Data	80% based on Q4 (up to 85% if including first 27 days of 2020/21 Q1, following new procedure with team)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90% within 8-13 weeks or as agreed with the applicant	100%	100%	100%	100%
2021/22	90% within 8-13 weeks or as agreed with the applicant	93.7%	71.8%	47.9%	60.9%
2022/23	90% within 8-13 weeks or as agreed with the applicant	50%			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
As in previous quarters there is a very small sample size. Only two relevant applications were determined during this period, one within the statutory timeframe or with an Extension of Time (EOT) and one outside of this which has resulted in lower than expected figures. Planning Services is still dealing with a substantial backlog of applications due to both staffing shortages and a significant uplift in applications. However, members of the team continue to work with applicants to agree timeframes for determining applications positively.			Continue to reinforce the need to secure EOT with officers and work towards dealing with the backlog of applications. More applications have been determined in this quarter than last quarter and this will assist in making caseloads more manageable.		



## Priority: Our Future

### F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets

Measure and Reference	F2.2B % of planning applications determined within the statutory period		Committee	E&DS	
Definition	The purpose of the performance indicator is to measure the percentage of planning applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants.		Why this is Important	Unnecessary delays in the determination of planning applications holds up the delivery of development and therefore a potential disincentive to inward investment	
What Good Looks Like	All applications determined as soon as possible without compromising quality.				
History of this Indicator	Generally, the Council has performed well for most recent years against a notional target of 90%				
2019/20 Baseline Data	93%				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>90%	94%	99%	98%	98%
2021/22	>90%	91%	93.1%	93%	90.5%
2022/23	>90%	88%			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
There has been a slight dip in the number of cases dealt with within statutory timeframes as the team works its way through the backlog. Whilst Officers try to secure Extensions of Time (EOT), given the length of time some applicants have waited for decisions due to staffing vacancies and volumes of cases they are not always agreeable to this. The Team has dealt with more applications this quarter than last and this shows that they are making in-roads into the backlog which will ultimately improve speed of decision making and customer service.			Continue to try to recruit to vacant positions. Ask Officers to seek EOT for decisions where possible.		



Priority: Our Future					
F2.3 Influence the improvement of infrastructure to meet the demands of growth.					
Measure and Reference	F2.3A Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions		Committee	E&DS	
Definition	Statute allows the Council to seek financial and other contributions from developments to mitigate the impact of the development on public infrastructure subject to viability of individual developments.		Why this is Important	Without some contribution towards mitigating the impact of new developments, infrastructure would have to accommodate the extra load without direct funding to bear the burden	
What Good Looks Like	Securing all proven necessary mitigation to accommodate new developments				
History of this Indicator	New indicator				
2019/20 Baseline Data	New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90%	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	94%
2021/22	90%	Reported annually in Q4	Reported annually in Q4	N/A - reported annually in Quarter 4.	100%
2022/23	90%	100% (annual return in Q4 22/23)			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
n/a			n/a		



Priority: Our People					
P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.					
Measure and Reference	P2.1B Continue to undertake interventions per year to keep families out of fuel poverty		Committee	E&DS	
Definition	Number of interventions made by the Council (and partners over whom the Council has influence) to improve fuel efficiency in residential properties.		Why this is Important	Fuel poverty is a public health observatory key performance indicator and reflects both the thermal efficiency of housing stock and the affluence of the population	
What Good Looks Like	Increasing the numbers of fuel efficiency interventions to directly contribute to reductions in the numbers of families in fuel poverty.				
History of this Indicator	The Council has never previously collated data on the different measures taken to take families out of fuel poverty.				
2019/20 Baseline Data	7.9% (3,393 households) estimated to be in fuel poverty. In 2019/20 an estimated 90 interventions were made to help residents reduce fuel poverty				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	300 interventions	111	216	247	276
2021/22	210 interventions	30	102	172	241
2022/23	>160 Interventions	48			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Not included in this data is the £4.1m worth of £150 Energy Rebate Payments made to 27,888 homes across South Derbyshire. It is estimated that eventually 39,600 homes will be eligible for the main scheme payment. The Council also distributed £198,564 in Household Support Fund Payments (either in the form of cash, rent payments, council tax account payments or vouchers) to 372 households across the District.			The Council recently completed recruiting a Low Carbon Homes Team to manage the delivery of our Green Homes Grants until the current funding runs out in March 2023		



Priority: Our People					
P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.					
Measure and Reference	P2.4A Deliver the objectives identified in the Supporting Aspirations Plan	Committee	E&DS		
Definition	Delivery against the key themes identified in the Supporting Aspirations Action Plan.	Why this is Important	Social Mobility aims to ensure that everyone has the opportunity to build a good life for themselves regardless of geography or family background.		
What Good Looks Like	Deliver against the Supporting Aspirations Action Plan to help improve Social Mobility for disadvantaged young people in South Derbyshire.				
History of this Indicator	South Derbyshire has performed poorly on a number of indicators of Social Mobility for disadvantaged young people in recent years.				
2019/20 Baseline Data	The Social Mobility Commission's Social Mobility Index ranked South Derbyshire 311/324 local authority in 2017				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Ranked >311 on the Social Mobility Index	Reported in Q4	Reported in Q4	Reported in Q4	Research and data analysis
2021/22	Develop the Social Mobility Action Plan	Reported in Q4	Research and Data analysis	Preparation of Action Plan	Supporting Aspirations Action Plan adopted.
2022/23	Deliver the objectives identified in the Supporting Aspirations Action Plan	Achieved			
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Activities contributing to the Supporting Aspirations Action Plan in Quarter 1, included: Delivery of a young enterprise programme as part of the national Love Your Local Market initiative, involving pupils from the William Allitt School; Promotion of the annual 'meet the employer' mock interview programme with local companies and secondary schools; and Support for the Way to Work job fair programme, offering job vacancies, training opportunities and access to support agencies.			n/a		





## Quarter 1, 2022-2023 Service Delivery Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) Right to buy properties (rent loss)	Loss of income into the (HRA)	Financial	4	2	8	<ul style="list-style-type: none"> <li>A revised Income Management Policy has been approved by Housing and Community Services Committee and new operational/ IT procedures implemented.</li> <li>New dwellings mitigate revenue lost through Right to Buy (RTB). New Builds can still be purchased under (RTB) after three years for Secure Tenancies.</li> <li>Daily monitoring of UC, and income management.</li> <li>The Housing Service has made operational changes to deal with this increase which have been subject to a successful audit review.</li> <li>Programme in place to reduce the void rent loss.</li> <li>Council House Development Group is in place</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Increased focus on collection of rent and other housing debt.</li> <li>Monitoring and review of arrears, evictions and rent loss due to voids</li> <li>Council House development group to develop a pipeline of development schemes.</li> </ul>	No change in Q1.	Head of Housing Services
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.	Risk to property and life	Compliance	2	4	8	<p>Housing Safety policies are now in place for:</p> <ul style="list-style-type: none"> <li>➤ Fire</li> <li>➤ Lift</li> <li>➤ Electrical</li> <li>➤ Gas</li> <li>➤ Asbestos</li> <li>➤ Legionella</li> </ul> <ul style="list-style-type: none"> <li>A recent Internal Audit of Housing Safety has confirmed that the systems in place provide "reasonable assurance" in this area.</li> <li>Contracts are in place to deliver property improvements for all aspects of property safety.</li> <li>Recruited an Asset and compliance Post</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Monitoring and carrying out safety checks as per the Housing Safety Policies.</li> <li>Reconfiguring software (lifespan) to manage this</li> </ul>	No change in Q1.	Head of Housing Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.	There is likely to be additional funding needed to replace income lost through Covid-19.	Financial	3	3	9	<ul style="list-style-type: none"> <li>Forward budget planning over several years, to cover the medium-term- up to and including 2023/24. Approvals received for reserve spend to secure staffing initially for Active Communities.</li> <li>The Council receives an annual Community Safety funding allocation from the Police and Crime Commissioner (PCC) of £25,000. In December 2021, the new PCC confirmed that this level of funding will continue for a further three years.</li> <li>The Council receives an annual Basic Command Unit funding allocation of £35,000 from the Chief Superintendent. This annual allocation, currently with no long-term commitment.</li> <li>A new three-year sponsorship of the Environmental Education Project with Rolls Royce has been confirmed.</li> <li>Government Funding via the National leisure Recovery Fund (NLRf) for the Leisure Centres has been received.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Maintain current funding contribution that the Council makes towards the Active Communities service</li> <li>Continue to seek and secure relevant external funding opportunities to continued support service delivery.</li> <li>Monthly assessment of income and expenditure.</li> </ul>	No change in Q1	Head of Cultural and Community Services
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade infrastructure at Rosliston Forestry Centre	Unable to deliver services at Rosliston.	Strategic	2	3	6	<ul style="list-style-type: none"> <li>Condition survey updated as part of future procurement exercise for new contractor, informed by a wider strategic review.</li> <li>Focus on implementing infrastructure requirements identified in external consultant's report.</li> <li>Capital Programme bid successful with most projects supported.</li> <li>Engage tenants and keep Senior Leadership Team informed</li> <li>Covid-19 pandemic has enabled an opportunity to do some minor health and safety works whilst the site was closed to the public.</li> <li>Vision for site to be reviewed considering the pandemic, informed by the wider climate emergency debate</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Work commenced on the delivery of capital projects.</li> <li>Collaboration with Head of Corporate Property on improvements to the Planned Preventative Maintenance (PPM).</li> <li>Regular meetings held at operational and strategic levels with Forestry England.</li> </ul>	No change in Q1	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.	A loss of control of new developments and reduced likelihood of achieving the necessary section 106 contributions and the potential for developments to the approved in unsustainable locations	Strategic	4	3	12	<ul style="list-style-type: none"> <li>Local Plan is in place which sets out the five-year supply. In August E&amp;DS Committee approved that the local plan should have a review undertaken which will identify sufficient sites to provide an up-to-date five-year housing land supply.</li> <li>Active pursuit of schemes and opportunities. Increased focus on facilitating prompt commencement of development.</li> <li>Current five-year housing land supply rate at 6.15 years- most sites started are building at a rate above that originally anticipated such that 1029 were completed in 2020/21. Despite a small reduction on the previous year the council has maintained its five-year housing land supply and a strong bounce back from COVID is already occurring.</li> <li>Support government proposals to offer flexibility in supply and delivery requirements in light of COVID-19 effects.</li> <li>Local Plan issues and options consultation to be reported to the Local Plan working group and EDS committee over the summer to identify additional sites.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Develop action plan(s) where necessary.</li> <li>Monitoring/review of performance ongoing.</li> </ul>	No change in Q1	Head of Planning and Strategic Housing
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with external funders.	MSP negatively affected by Covid-19 with no income generation for several months. Some external grants success to support this impact but not all.	Financial	2	3	6	<ul style="list-style-type: none"> <li>Scheme to deliver additional car parking on site completed.</li> <li>Drainage scheme on MSP site and adjacent landowners complete. Improved rugby pitches playability should increase income generation from bar and catering.</li> <li>Work on three new tennis courts completed. Improvements to third rugby pitch and training area underway. These projects will aid future viability.</li> <li>Development sub-committee to be re-established to look at future works/developments at the site. Council representative on the Sub-Committee.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Regular Artificial Grass Pitch (AGP) Steering Group meetings.</li> <li>Matter under regular review at MSP Board meetings. Key funder in attendance at AGP steering group meetings.</li> <li>MSP Board meeting business plan income targets, however close monitoring is required.</li> </ul>	No change in Q1.	Head of Cultural and Community Services
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.	Breach of tree policy and/or accident/incident involving trees.	Strategic	4	3	12	<ul style="list-style-type: none"> <li>Review of approved Tree Management Policy completed.</li> <li>Zurich Municipal has provided support to assess the Council's risk on its Tree Policy and Strategy.</li> <li>A new tree policy and management plan has been agreed by committee on 17 March 2022</li> <li>Unable to recruit an assistant tree officer so have gained approval to revise the structure of the Parks and Green Spaces to facilitate the flexible retirement of the current post holder and</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>The new Policy requires implementing and backlog of work procured and prioritised. A budget has been agreed.</li> </ul>	No change in Q1.	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								the creation of an additional tree officer (at a more senior level) to enable the sharing of knowledge and experience.				<ul style="list-style-type: none"> <li>External support for tree inspections is being procured.</li> </ul>		
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.	Unable to deliver services at Greenbank Leisure Centre	Strategic	3	3	9	<ul style="list-style-type: none"> <li>Building condition survey is being updated and a planned preventative maintenance (PPM) programme put in place by Head of Corporate Property.</li> <li>Complete the necessary works identified in external consultant's report, informed by a wider strategic review (SOPM)</li> <li>Improvements made to pool pipework and roof.</li> <li>Ensure that there is sufficient capital funding to complete the necessary works and revenue funding for on-going PPM.</li> <li>Facility Planning Model (FPM) being undertaken to assess strategic need of leisure stock through to 2038.</li> <li>The FPM work above is now complete and will inform the Local Plan. Further work is being undertaken on the SOPM.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Review of the operational management and deliverability of PPM</li> <li>Options presented by FPM to be assessed and presented to Members in the future</li> </ul>	No change in Q1	Head of Cultural and Community Services
SD15	Leisure Centres	Due to the National Lockdowns and control of coronavirus measures.	The Council's Leisure Contractor can no longer sustain its business	Strategic Financial	2	3	6	<ul style="list-style-type: none"> <li>Application to Government for National Leisure Recovery Fund (NLRF) successful and distribution being arranged.</li> <li>Increase risk to leisure providers viability nationally due to rising utility costs. Pre-planning within the budget setting process and close working relationship with leisure contractor.</li> <li>Monthly contract meetings are taking place to track contractor financial and operational performance.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Monthly assessment of Leisure Contractor finances and assessment of Council support through monthly contract meetings.</li> <li>Contingency plans are also being developed should the contractor not be able to deliver the contract at short notice.</li> <li>Final settlement of financial negotiations during Covid closure is complete.</li> <li>End of year accounts have been received from contractor. It is clear that the trading conditions have been challenging but</li> </ul>	Update to further actions: Monthly contract meetings taking place to track financial and operational performance.	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
												participation is now increasing. <ul style="list-style-type: none"> <li>Continual monitoring is essential.</li> </ul>		
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council.	Evidence that this is occurring with CVS and Citizens Advice having core funding reduced in recent years	Strategic Financial	2	3	6	<ul style="list-style-type: none"> <li>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk.</li> <li>The Council's current grant funding has been increased in 2022/23.</li> <li>The Council employs a dedicated Community Partnership Officer to support the voluntary sector and local organisations.</li> <li>Capacity in the sector is starting to recover in light of Covid-19 and the Council is working to support the relevant organisations.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>The Council continues to work with the Voluntary and Community sector to ensure its funding delivers the Council's Corporate Plan objectives.</li> </ul>	No change in Q1	Head of Community and Cultural Services
SD17	Sustainable Urban Drainage features (Suds)	Failure to manage the Suds in line with national guidance	Serious accident at a Suds feature, and / or failure of feature to prevent flooding	Operational Strategic Financial	3	4	12	<ul style="list-style-type: none"> <li>A recent report by Alliance Consulting has highlighted risks associated with SUDs features that the Council has adopted / is due to adopt.</li> <li>There are potentially nine sites.</li> <li>The Council has a capital budget to implement the findings of the Alliance report on Council-owned sites.</li> <li>The Council no longer adopts SUDs as part of new developments. These are transferred to Severn Trent Water subject to them meeting appropriate standards.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>The Council has reviewed the independent SUDs report and is undertaking all reasonable and practicable actions to mitigate any risks.</li> </ul>	No change to rating in Q1	Head of Community and Cultural Services
SD18	Fluctuations in recycle prices	Failure to monitor and report fluctuations in recycle prices	An escalation in the cost of delivering the recycling service.	Operational Financial	2	3	6	<ul style="list-style-type: none"> <li>At the time of awarding new recycling contracts in July 2021, an assessment of material prices over the last 30 months was undertaken. This showed that prices fluctuate from month to month. In assessing the bids, using the lowest material prices from the last 30 months was considered the most prudent way to budget for the service through the Medium-Term Financial Plan (MTFP), with a reserve established to bank any income over that budgeted to cover any periods where income falls below that budgeted.</li> <li>A quarterly update within the Revenue Monitoring Report is presented by the Head of Finance to Finance and Management Committee to allow Members to keep this under review. This position should be fully reviewed following the initial two-year period.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Continue to report quarterly on recycle income</li> </ul>	New Risk 2022/23 Q1.	Head of Operational Services



REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD19	Animal welfare costs	Significant increase in dog ownership, illegal dog breeding and poor animal welfare	Substantial costs from animals taken into possession which have been found to be suffering. The Council currently has possession of 120 animals following recent operations	Financial, Compliance, Partnership	4	3	12	<ul style="list-style-type: none"><li>Review of powers under s20 of the Animal Welfare Act.</li><li>Discussions about mutual support with RSPCA</li><li>Exploring opportunities to appoint a Financial Investigator</li></ul>	2	3	6	<ul style="list-style-type: none"><li>Further may be necessary review depending on the impacts of the three identified mitigations</li></ul>	New Risk 2022/23 Q1	Head of Environmental Services

Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

1.1

Impact	Very High (4)	High (3)	Medium (2)	Low (1)					Significant Risk Medium Risk Low Risk
	4	3	2	1	4	8	12	16	
	3	2	1		6	4	9	12	
	2	1			6	3	6	8	
	1				2	3	4		
	Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)	Likelihood				

Impact	Thresholds and Description
1 – Low	Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention

Service

2 – Medium	Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000k, adverse local media attention, breaches of local procedures
3 – High	Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.
4 – Very high	Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000 adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation
<b>Likelihood</b>	<b>Thresholds and Description</b>
1 – Remote	May occur only in exceptional circumstances (e.g. once in 10 years)
2 – Possible	Unlikely to occur but could at some time (e.g. once in three years)
3 – Probable (in two years)	Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)
4 – Highly probable (in 12 months)	Will probably occur at some time or in most circumstances (e.g. once in 12 months)

Delivery Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

Impact	Very High (4)		SD3, SD9		
	High (3)		SD6, SD7, SD15, SD16, SD17, SD18, SD19	SD5, SD12	SD11
	Medium (2)				
	Low (1)			SD1	
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
		Likelihood			

SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) and right to buy properties (rent loss)
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.

SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade Infrastructure at Rosliston Forestry Centre
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.
SD15	Leisure Centres	Due to the National Lockdowns and control of coronavirus measures.
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council
SD 17	Sustainable Urban Drainage features (Suds)	Failure to manage the Suds in line with national guidance
SD18	Monitor fluctuations in recycle prices	Failure to monitor and report fluctuations in recycle prices
SD19	Animal Welfare Costs	Significant increase in dog ownership, illegal dog breeding and poor animal welfare



## Quarter 1, 2022-2023 Chief Executive Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CE1	Economic development partnerships	Failure of economic development partnerships	Leading to an adverse impact on businesses and local economy	Partnership	2	2	4	<ul style="list-style-type: none"> <li>Proactive engagement in partnerships and with individual partners.</li> <li>Commitment of officer time and resources to partnership activities.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Monitoring of projects and performance.</li> </ul>	No change in Q1.	Economic Development and Growth
CE2	South Derbyshire Partnership working	Failure of the South Derbyshire Partnership	Leading to non-delivery of the community's vision and priorities set out in the Community Strategy	Partnership / Strategic	2	3	6	<ul style="list-style-type: none"> <li>Proactive support for partnership.</li> <li>Commitment of officer time and resources to partnership facilitation.</li> <li>Engagement of partners in policy making and project design and delivery.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Monitoring of projects and performance by Strategic Co-ordinating Group.</li> </ul>	No change in Q1.	Economic Development and Growth
CE3	Transfer of responsibility for visitor information provision from Sharpe's Pottery Heritage and Arts Trust to the Council	Interruption of service delivery whilst transferring services to the Council	Leading to associated risk of service disruption	Operational	2	2	4	<ul style="list-style-type: none"> <li>Commitment of officer time and resources.</li> <li>Transformation Project is underway.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Monitoring of progress through Transformation Project Team arrangements.</li> </ul>	No change in Q1.	Economic Development and Growth
CE4	Effectively manage the election process and canvassing.	Failure of joined up Council approach	Leading to a failed election process	Strategic	2	2	4	<ul style="list-style-type: none"> <li>Elections Project Team in place and meets as necessary with representatives from all services involved.</li> <li>Arrangements in place for an Election to be called at short notice.</li> <li>Arrangements in place for Referenda/By-Elections to be called.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Monitoring of service delivery under review consistently</li> </ul>	No change in Q1.	Legal and Democratic Services

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS, STRATEGIC DIRECTOR – SERVICE DELIVERY</b>	<b>OPEN</b>
<b>MEMBERS’ CONTACT POINT:</b>	<b>JOHN KINDERMAN, CLIMATE AND ENVIRONMENT OFFICER</b> <a href="mailto:john.kinderman@southderbyshire.gov.uk">john.kinderman@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>ANNUAL REVIEW OF THE COUNCIL’S CLIMATE AND ENVIRONMENT ACTION PLAN (2021-30)</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS01</b>

## 1 Recommendations

- 1.1 That the Committee notes the current progress made in reducing carbon emissions as described in the 2021/22 Annual Carbon Reduction Progress Report (attached as Appendix 1).
- 1.2 That the Committee approves the recommendations set out in the Annual Review of the Climate and Environment Action Plan 2021-30 (attached as Appendix 2).
- 1.3 That the Committee approves the proposed amendments to the Climate and Environment Action Plan attached as Appendix 3.
- 1.4 That the Committee welcomes the innovative approach that the Council is taking in reviewing its Climate and Environment Action Plan 2021-30 (hereafter referred to as ‘C&E Action Plan’) to ensure continuous improvements are made, new priorities are set and achievements are recognised in the Council’s journey to reach its carbon neutral commitments.
- 1.5 That the Committee acknowledges that there are co-benefits of reducing carbon emissions, the most significant being the reduction in energy consumption. This co-benefit needs to be recognised at this current time of high energy costs for supporting energy efficiency and the reduction in energy costs.
- 1.6 That the Committee recognises that the carbon reductions achieved to date are encouraging, but that the reductions necessary to achieve the net zero commitment in the Climate Emergency will require difficult future decisions and significant investment and expenditure.

## **2 Purpose of the Report**

- 2.1 To inform Committee of the carbon emissions caused by Council activities during 2021/22 and the reduction in carbon emissions compared to a 2018/19 baseline.
- 2.2 To provide the Committee with a structured annual review of the progress of the C&E Action Plan and its 55 actions as approved by the Committee in July 2021.
- 2.3 To inform the Committee on the progress and successes made in the delivery of the C&E Action Plan by the Council in 2021/22 and to inform Committee of the significant challenges ahead to enable the Council to achieve its Climate Emergency declaration.
- 2.4 To obtain Committee approval to revise the existing C&E Action Plan.

## **3 Background detail to this Annual Review**

- 3.1 As part of the Council's commitment to its carbon neutral targets, the Climate and Environment Action Plan 2021-30 details 55 actions required to reduce the Council's carbon footprint of its in-house services and to support the reduction of the District-wide carbon emissions. These 55 actions are categorised as:
  - Transformation actions (eight) that will reduce the carbon emissions from the largest Council emission sources (e.g. Public Buildings and Fleet)
  - In-house actions (29) for individual Council Services that will reduce carbon emissions of those emission sources aligned to services (e.g. transitioning grounds maintenance equipment from petrol to battery powered)
  - District-wide actions (18) for individual Council services that will reduce emissions across the whole of South Derbyshire (e.g. embedding carbon emission reduction in the new SDDC Local Plan).
- 3.2 The successful delivery of these 55 actions will achieve the reduction of carbon emissions in line with the Council commitments of becoming a carbon neutral Council by 2030 and supporting South Derbyshire to become carbon neutral by 2050.
- 3.3 The action to review the Council's C&E Action Plan on an annual basis was agreed by this Committee in July 2021. The review is based on three sources of evidence:
  - The results and findings from three external audits of the C&E Action Plan completed in 2021/22.
  - The results and feedback from quarterly meetings with Heads of Service from across the Council that details the progress of the individual Service actions throughout 2021/22.
  - The results, analysis and comparisons of both in-house and District-wide carbon emissions as reported in the Annual Carbon Reduction Progress Report 2021/22.
- 3.4 The outcomes and recommendations of these three evidence sources are summarised below.

## **4 External Audits – outcomes and recommendations**

- 4.1 The three external audits each verified the credibility of the C&E Action Plan 2021-30, scoring it highly compared to other local authorities. Overall, the audits

commended the C&E Action Plan on the level of governance, content and organisational buy-in that was demonstrated.

4.2 In addition to the commendations, there are three main recommendations for improvement suggested by the auditors which are:

- The co-benefits of reducing carbon emissions should be detailed more effectively and prominently to help stakeholders understand the actions links to reducing energy consumption and operational costs.
- The impact of climate change on the different stakeholders, community groups and the more vulnerable people in society should be understood and detailed by commissioning a full equality, diversity and inclusion impact assessment.
- To support and improve the Council's awareness and decision making around climate change and the required actions, it is recommended that representative Councillors are invited to attend climate and environment training sessions relevant to their roles and responsibilities.

## **5 Quarterly Heads of Service meetings – Outcomes and recommendations**

5.1 As part of the governance of the C&E Action Plan, quarterly Heads of Service progress meetings are held to review all actions aligned to individual service plans. At these meetings the progress of all 55 individual actions can be measured. The 2021/22 progress that has been made is:

- Nine out of the 55 actions have been completed in 2021/22.
- 25 actions are in progress – the delivery stage has started.
- Although the delivery of 21 actions have not started – the planning work has commenced with these actions with a view to delivery. no action has been taken.
- 15 out of the 34 actions either completed or are in progress have been identified as showcasing significant and innovative progress by individual services.
- Six of the 21 actions not started are Transformation actions. These are the actions that tackle the largest carbon emission sources, the biggest energy consumption locations and result in 91% of the Council's in-house emissions. Early work has commenced with these actions with a view to the delivery stage being closer to the 2030 target.

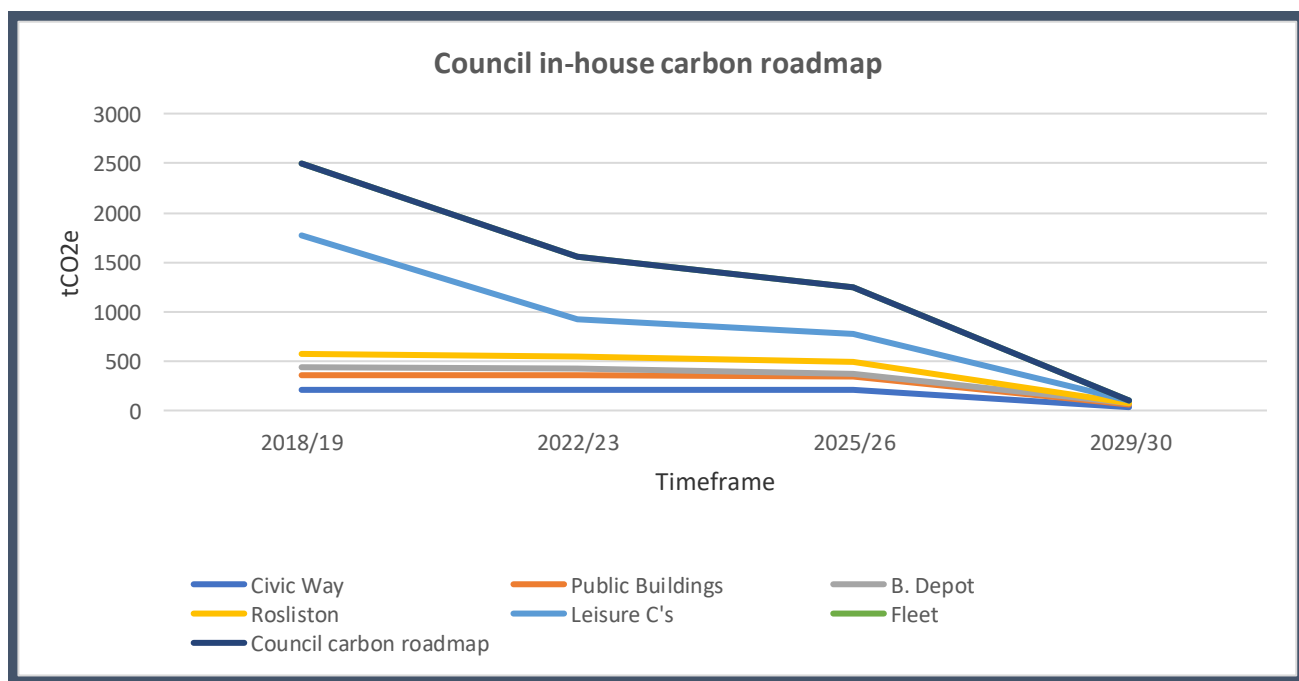
5.2 As a result of these quarterly Heads of Service progress meetings, it is recommended that the revised version of the C&E Action Plan 2021–30 should include the following:

- The nine completed actions should be recorded as completed and included in the appendix to the Climate and Environment Action Plan to demonstrate the progress of SDDC has made over the 2021/22 period.
- The 15 actions that are good examples of how the Council has made excellent progress on reducing their carbon emissions should be showcased and profiled to demonstrate the exemplary work the Council's Services are delivering around the climate and environment agenda
- The 21 actions where preliminary plans have started, but the delivery stage has not commenced will be prioritised for progression in 2022/23.

- The six Transformation Actions out of the 21 that have not started should be highly prioritised to ensure the Council is starting to tackle their high carbon emission sources and locations within a timescale of the 2030 carbon neutral commitments.
- There are eight new actions that have been discussed at the quarterly Heads of Service progress meetings that would enhance the C&E Action Plan and the reduction of carbon emissions.

## 6 Carbon Emission Report 2021/22 outcomes and recommendations

- 6.1 The Council has published its first annual Carbon Reduction Progress Report 2021/22 which is at Appendix 1 of this Report. This measures and analyses all Council in-house and District-wide carbon emissions for 2021/22, comparing them with previous years and the 2018/19 baseline. This analysis and comparisons are a result of the success or otherwise of the C&E Action Plan 2021-30 and give an understanding on whether the carbon emissions are reducing as a result of the actions being taken.
- 6.2 The initial analysis shows that the 2021/22 carbon emissions are reducing and that the Council is on track. The Council in-house carbon roadmap below shows the actual results from 2018 to 2022 and the forecasts to carbon neutral by 2030.
- 6.3 Whilst these early carbon reduction achievements are heartening and important, it is of upmost importance to acknowledge that in-house carbon neutral will only be achieved by the completion of all Transformation actions detailed in the C&E Action Plan.



- 6.4 The Carbon Reduction Progress Report illustrates the achievements that have been made by the Council actions in 2021/22 that have reduced in-house carbon emission and have supported the reduction of the district-wide carbon footprint.
- 6.5 A summary of the 2021/22 carbon emission reduction achievements is shown below:

Achievement	Summary
Council tracking carbon emissions	Annual in-house Scope 1, 2 and 3 emissions tracked, and 2018/19 emission benchmark established
Council Annual Carbon Report published	Annual in-house and District-wide reported emissions and analysed against emissions benchmark
Overall in-house carbon emissions	Page 45 of 149 Against 2018/19 benchmark, the 2021/22 in-house

have reduced year-on year	carbon emissions have reduced by 21.5%
Most of the in-house Scope 1 and 2 emissions are reducing year-on-year	Emissions from heat/gas, refrigerants and electricity have all reduced significantly from the 2018/19 baseline. Only fleet vehicle emissions have increased.
Most in-house Scope 3 emissions are reducing year-on year	Emissions from waste, water, employee commuting and grey fleet are showing significant reductions.
District-wide emissions are reducing year-on year	District-wide emissions have reduced by 4% since the 2017/18 benchmark
SDDC have started to track their Scope 3 Supply Chain emissions	Scope 3 Supply Chain carbon emissions are over three times the size of SDDC in-house emissions
District-wide emissions per head of population are reducing	Emissions per head of population have reduced by 9% from the 2017/18 benchmark
Compared to other Districts in Derbyshire	Although the total emissions of South Derbyshire are the third highest in Derbyshire, the reduction in emissions per head of population is the third highest.

- 6.6 Although the achievements and roadmap above illustrate that in-house carbon emission are on track, some of the reductions over the last two years are a consequence of Covid19. The closure of the Council's two Leisure Centres and other Public Buildings significantly reduced energy consumption which led to carbon emission reductions.
- 6.7 As Public Buildings are now opening again it is likely that energy consumption will increase leading to increased carbon emissions.
- 6.8 The Carbon Reduction Progress Report highlights the significant tasks that lie ahead, especially around the six Transformation Actions where work is commencing. The Report indicates that carbon emissions from the Public Buildings, especially the Leisure Centres, Civic Offices and Rosliston Forestry Centre are a huge proportion of the overall in-house carbon emissions and will require significant action to meet the Council's carbon reduction commitments.
- 6.9 The Carbon Reduction Progress Report also highlights the Fleet carbon emissions increase in 2021/22 which was caused because of the requirement to bring in-house the household kerbside recycling service. Although innovative plans and feasibility work is in place to transition small parts of the fleet to low carbon vehicles, and the hydrogen trial for the Refuse Collection Vehicles is due to commence this year, most of the fleet vehicles are still diesel powered and action is needed to transition to low or zero carbon vehicles.
- 6.10 Following on from the measurements, analysis and comparisons of the Council's carbon emission, the Report makes the following recommendations. These where possible have been included in the amended version of the C&E Action Plan 2021-30.

Recommendations	Next Steps
Highlight the co-benefit of reducing carbon emissions – the reduction of energy consumption and subsequent operational costs	Review and prioritise all energy reduction actions considering high energy prices
Highlight highest carbon emission sources: <ul style="list-style-type: none"> <li>Vehicle Fleet</li> <li>Heat/Gas consumption</li> </ul>	Ensure all decarbonisation actions for these sources are effective and prioritised
Highlight the highest carbon emission SDDC locations: <ul style="list-style-type: none"> <li>Greenbank Leisure Centre</li> <li>Etwall Leisure Centre</li> <li>Rosliston Centre</li> <li>Civic Offices</li> </ul>	Ensure decarbonisation is embedded in specific action plans for these locations and decision are being scheduled and prioritised to reduce energy consumption and associated carbon emissions.
Highlight the highest carbon emission sources	Prioritise actions that are specifically focused

<ul style="list-style-type: none"> <li>• Heat/Gas</li> <li>• Diesel fuel</li> </ul>	on these two emission sources
Highlight the scale of Scope 3 Supply Chain carbon emissions	Establish next steps for tackling Supply Chain emissions
Highlight the largest District-wide carbon emission categories	Create league table of District-wide carbon emission sectors for South Derbyshire and establish how the Council can support reductions in partnership with other stakeholders.



## 7 Financial Implications

- 7.1 The financial implications of the existing commitments in the C&E Action Plan remain significant.
- 7.2 The total cost of all Transformation Actions (excluding SDDC housing stock) is estimated to be in the range **£10 – 15 million over the course of the next seven years**.
- 7.3 However, the maintenance and improvement of all these assets, irrespective of achieving carbon neutrality, carry embedded costs and therefore an estimate of the additional costs of decarbonisation for each option has been sought.
- 7.4 The total additional cost of including decarbonisation of all the Transformation Actions is estimated to be in the range **£5.6 to 6.8million**. This figure is included in the £10 - £15 million estimate above. These estimates relate to capital costs alone and do not factor in the anticipated long-term reduction in revenue costs associated with reduced fuel use, etc.
- 7.5 Currently limited direct budgets have been allocated to the Transformation Actions, with the exception of the commencement of a review of Leisure Services however, the Plan sets the ambition and framework for the Council to take full advantage of the opportunities that may arise to bid for external funding and provides the data and insight to inform future corporate decisions and spending priorities.
- 7.6 There are some existing capital expenditure commitments from reserves which relate to the Transformation Emission sources.
- 7.7 Officers involved in the implementation of the C&EAP and those involved in the implementation of existing capital expenditure commitments will collaborate to ensure that the delivery of the existing commitments can be aligned as closely as possible with the carbon neutral aspirations.
- 7.8 The estimated total cost of the Service Plan actions in the existing C&E Action Plan to make SDDC carbon neutral is £743k, with an estimated requirement of 4,730 employee hours.
- 7.9 Currently £315k and 3,350 employee hours to deliver these actions are uncommitted. This estimate does not include the cost of replacing existing fluorinated gases in air conditioning and heat pump plant for which an accurate figure is not yet available. Fluorinated gases are powerful greenhouse gases, with a global warming effect much greater than carbon dioxide.
- 7.10 The estimated cost of the Service Plan actions to start to decarbonise South Derbyshire as a District is £1,346,000, along with an estimated requirement of 6,000 employee hours.
- 7.11 Currently £43k and 2,000 employee hours to deliver these actions are uncommitted.
- 7.12 The additional actions proposed to be included if this report is approved will cost an estimated £100,000 and 5,500 employee hours.
- 7.13 All of the proposed new actions included in the revised C&E Action Plan have been agreed with the respective Heads of Service and appropriate funding has been secured and resources have been allocated.
- 7.14 The co-benefit of the large investment required to deliver these Transformation actions is that they all result in significant reductions in energy consumption and consequential reductions in operating costs.

## 8 Corporate Implications

None

## **Legal Implications**

None

## **Corporate Plan Implications**

The C&E Action Plan 2021-30 and the recommendations of this Committee Report meet the Corporate Plan key aims of:

- Striving to make South Derbyshire District Council carbon neutral by 2050
- Working with residents, business, and partners to reduce their carbon footprint.
- Encourage and support business development and new investment in the District.

## **Risk Impact**

The recommendations will have a beneficial mitigating action against the corporate risk of 'Managing the environmental impact of incidents across the District'

## **9 Community Impact**

### **Consultation**

None

### **Equality and Diversity Impact**

As one of the recommendations a full Equality, Diversity and Inclusion Impact study should be completed in 2022/23 to understand and act on the impact of climate and environment change.

### **Social Value Impact**

Beneficial

## **10 Conclusions**

As the Council's current Climate Change strategy, aspirations and commitments are aligned to reducing emissions from the Councils own activity to carbon neutral by 2030 and supporting partners to reduce the districts carbon emission to carbon neutral by 2050, it is recommended that the council endorses the changes to the C&E Action Plan 2021-30 for the 2022/23 period.

## **11 Background Papers**

Appendix 1 – Annual Carbon Reduction Progress report (2021/22)

Appendix 2 – Climate and Environment Action Plan Review 2022

Appendix 3 – Proposed revision to the Climate and Environmental Action Plan 2021-30



# **SDDC Annual Carbon Reduction Progress Report 2021/22**

**Project:** Climate and Environment Action Plan 2021-30

**Team:** Environmental Services

**Date:** July 2022

## Contents

Version Control .....	2
Approvals.....	2
Associated Documentation .....	2
Executive Summary.....	3
1. Context .....	4
2. Introduction .....	4
3. SDDC In-house Carbon Emission Reporting (Scope 1, 2 and 3).....	6
3.1 Total SDDC In-house carbon emissions (Scope 1 and 2) .....	6
3.2 Individual in-house carbon emission sources (Scope 1 and 2).....	6
3.3 Public Building carbon emissions by location (Scope 1 and 2).....	8
3.4 Scope 3 In-house carbon emission sources .....	9
4. South Derbyshire District-wide carbon emission estimates.....	12
5. Achievement Summary .....	14
6. Recommendations .....	16

## Version Control

Version	Description of version	Effective Date
0.1	DRAFT	

## Approvals

Approved by	Date
Matt Holford, Head of Environmental Services	1 July 2022

## Associated Documentation

Description of Documentation	
Climate and Environment Strategy	2019
Climate and Environment Action Plan 2021-30	2021 -2030
UK local authority and regional CO2 emissions national statistics	2015 - 2019

## Executive Summary.

Carbon emissions are a direct result of energy consumption. So, any reduction in carbon emissions not only supports South Derbyshire District Council's (SDDC) carbon neutral commitments and resilience to climate change, but also reduces its energy consumption. In terms of the current energy price rises this could be a significant co-benefit to reducing the Council's operational running costs.

This Carbon Reduction Report is the first of its kind for SDDC. It illustrates the main carbon emission sources of both the Council and across the area of South Derbyshire and their current trends.

The aim of the report is to highlight these carbon emission trends, analyse and compare them with prior years, to use this analysis to understand the effectiveness of the SDDC Climate and Environment Action Plan (2021-30) and the progress the Council is making towards its carbon neutral targets.

The report details how carbon emissions resulting from the Council's energy consumption have reduced year on year, showing the latest 2021/22 emissions are 21.5% lower than the Council's 2018/19 carbon emission baseline set out in the Climate and Environment Action Plan.

The report illustrates the impact of Covid19 and the lockdowns over the last two years as some of the main energy consuming areas such as the leisure centres were closed. These closures, along with increased working from home resulted in reduced energy consumption and the consequent reduction in carbon emissions.

In a similar trend, this Report details that the carbon emissions across the South Derbyshire District are reducing as well, by just over 4% from the 2018/19 baseline.

Even though carbon emissions are currently reducing in line with the Council's Climate and Environment Action Plan, this report shows the scale of the challenge. It identifies the vehicle fleet and two leisure centres as highest energy consumers. Consequently, these are the most significant carbon emitters that must be tackled for the Council to deliver carbon neutrality, pointing out the co-benefit that reducing energy consumption has on the operational running costs of the Council in the current high priced energy market.

Understanding the current carbon emission trends, the report summarises recommendations for the next steps that should be included in the annual review of the Climate and Environment Action Plan to increase its effectiveness of the Council's decarbonisation actions and to support SDDC's reduction in energy consumption.

## 1. Context

South Derbyshire District Council (SDDC) has a key leadership role to play in tackling climate change by reducing carbon emissions (tCO<sub>2</sub>e) from its in-house services (those the Council controls) and by working with others to lower carbon emissions district-wide across the whole of South Derbyshire.

The Council has set out clear and transparent aspirations and commitments to tackle climate change by:

- Declaring a climate emergency and commitment to strive to reduce in-house emissions to carbon neutral by 2030 and District-wide emissions to carbon neutral by 2050.
- Publishing a Climate and Environment Strategy in 2019.
- Publishing a full Climate and Environment Action Plan (2021–30) and an associated carbon neutral pathway to 2030.
- Launching a Performance Management Programme for ensuring the delivery of the Climate and Environment Action Plan.

As part of these commitments, SDDC has been collating its in-house carbon emissions since developing its Climate and Environment Strategy in 2019. The 2018/19 annual carbon emissions form the emission baseline, upon which any emission reductions resulting from the progress of delivering the Climate and Environment Action Plan (2021-30) are based.

The South Derbyshire District-wide carbon emissions are obtained from the UK Government's National Statistics that were last published in 2021 for the 2005 to 2019 period. These are also contained in this report to illustrate the district-wide progress in carbon emission reductions as well as the scale of the future challenges to deliver carbon neutrality.

## 2. Introduction

This first SDDC Annual Carbon Reduction Progress Report (2021/22) details the Council's annual in-house carbon emissions resulting from its energy consumption. It analyses and compares these with the 2018/19 emission baseline and subsequent years and details the progress the Council is making towards its carbon neutral targets.

In line with the Department for Business, Energy and Industrial Strategy (BEIS) (2020) reporting guidance, Council in-house carbon emissions are categorised into Scope 1, Scope 2 or Scope 3 emissions, as detailed in Table 1 below:

**Table 1: Definition of Scope 1, 2 and 3 Emissions**

Category	Description	Energy consumption source
Scope 1	Direct emissions – directly controlled by Councils.	Metered heat (gas) consumed for public buildings Refrigerants used for public buildings Fuel used in SDDC vehicle fleet
Scope 2	In-direct emissions – directly controlled by Councils	Metered electricity – emissions from producing the electricity
Scope 3	In-direct emissions – only influenced by Councils	Grey mileage – employee business mileage Employee mileage commuting to work Water and wastewater usage Waste disposal Supply chain – purchased goods and services



Although the Council monitors, tracks and reports on Scope 1, 2 and 3 carbon emissions, the Council's in-house carbon neutral commitments are confined to Scope 1 and 2 only.

The South Derbyshire District-wide carbon emissions are categorised into the main carbon emission sectors of Industry, Commercial, Public Sector, Domestic Transport and Land use. This categorisation is in line with the Government's National Statistics Office.

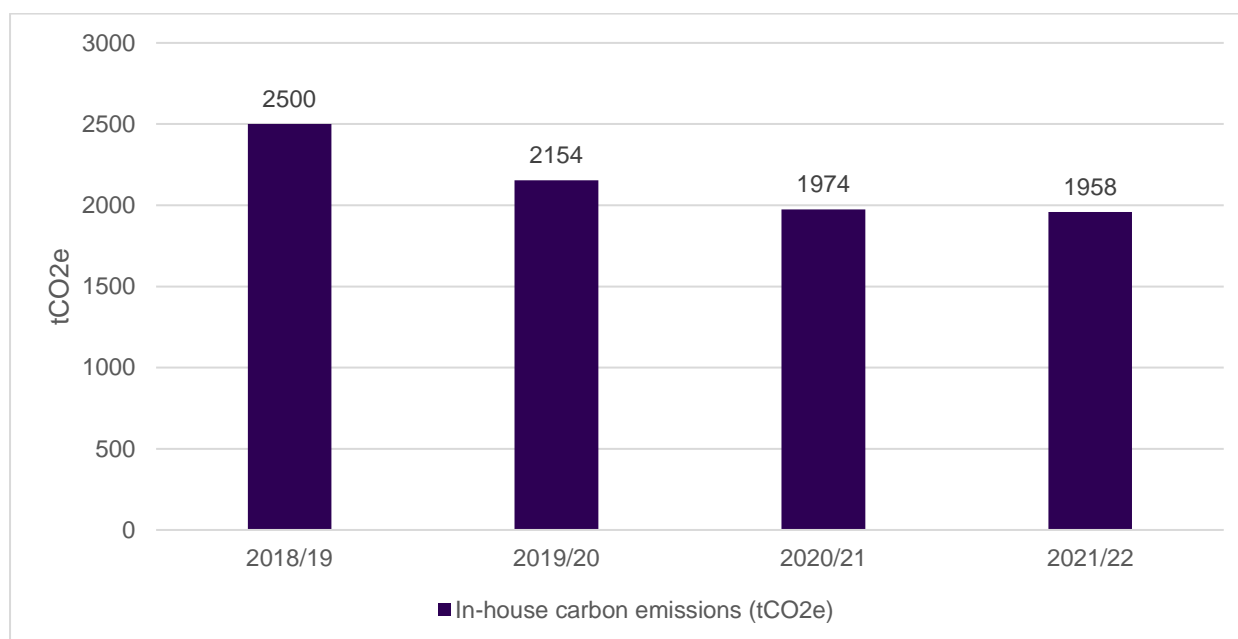
### 3. SDDC In-house Carbon Emission Reporting (Scope 1, 2 and 3)

The in-house carbon emissions detailed in this first annual report are based on the Council's energy consumption during the financial year 2021/22 and are calculated as tonnes of equivalent carbon dioxide (tCO<sub>2</sub>e).

#### 3.1 Total SDDC In-house carbon emissions (Scope 1 and 2)

This is the primary measure in understanding the progress SDDC is making on its commitment to reduce its in-house emissions (Scope 1 and 2) to carbon neutral by 2030. These in-house (Scope 1 and 2) carbon emissions result from the activities that the Council is in control of and are shown in Figure 1 below.

**Figure 1: Total Scope 1 and 2 Emissions**



#### Progress analysis:

Progress is measured relative to the 2018/19 emission baseline when the Council's energy consumption activities resulted in carbon emissions of 2,500 tCO<sub>2</sub>e. Overall SDDC are reducing its in-house carbon emissions year by year:

- 2021/22 annual carbon emissions have reduced by 542 tCO<sub>2</sub>e (22%) from 2018/19
- Current carbon emissions have reduced by 16 tCO<sub>2</sub>e (0.8%) from 2020/21

To get to carbon neutral by 2030 SDDC needs to reduce its in-house carbon emissions by a yearly average of 245 tCO<sub>2</sub>e from 2022 to 2030.

#### 3.2 Source Specific in-house carbon emission sources (Scope 1 and 2)

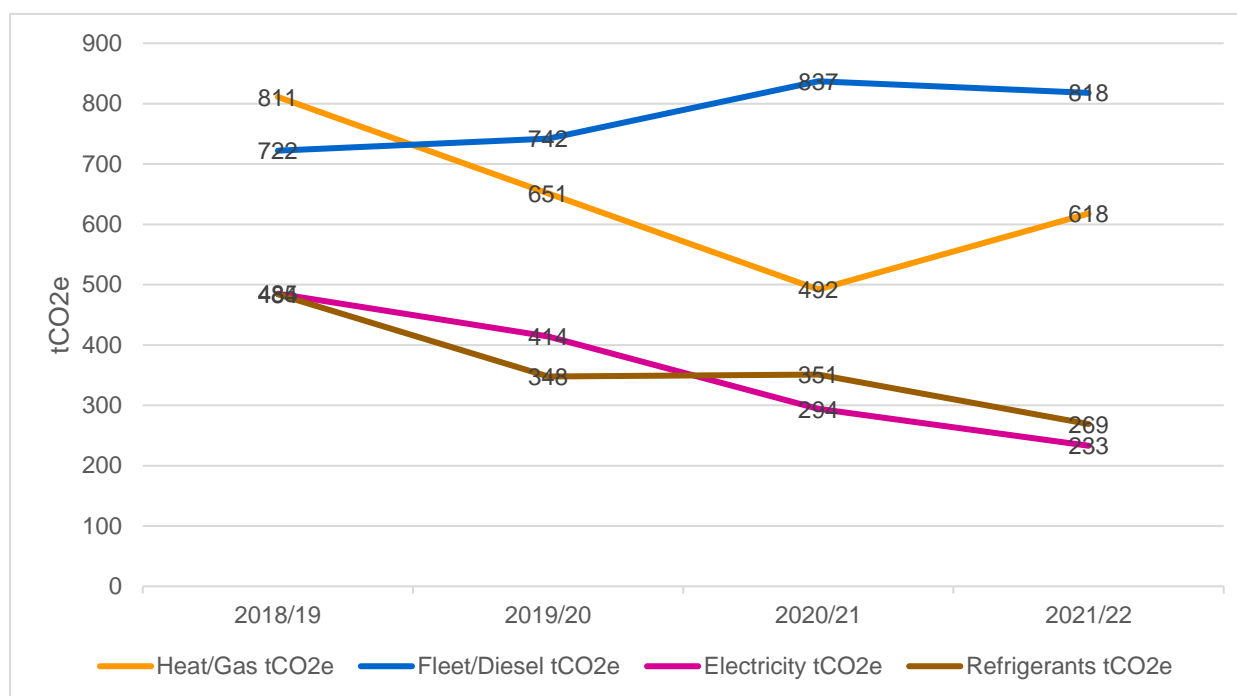
The total SDDC in-house carbon emissions (Scope 1 and 2) shown in Figure 1 are from all the Council's main operational areas of energy consumption which are under Council control, namely:

- The diesel used in its fleet vehicles (for waste collection, housing, etc)
- The heat/gas used to heat all public buildings (office buildings, swimming pools, etc)

- The electricity used in all its public buildings (lighting, power, etc)
- The refrigerants used in all its public buildings (air conditioning, water treatment, etc)

All these energy consuming sources are controlled by the Council and the carbon emissions resulting from each of these sources are illustrated in Figure 2:

**Figure 2: Source Specific Scope 1 and 2 Emissions**



### Progress analysis:

Table 2 shows the variance in carbon emissions relative to the 2018/19 baseline of the individual energy consuming sources.

**Table 2: Source Specific Scope 1 and 2 Emissions**

tCO2e source	Variance between 2018 and 2022	Prior year variance
Heat/Gas	-163 tCO2e (20% reduction)	+156 tCO2e (33% increase)
Fleet/Diesel	+126 tCO2e (17% increase)	-19 tCO2e (2% reduction)
Electricity	-252 tCO2e (52% reduction)	-61 tCO2e (21% reduction)
Refrigerant	-215 tCO2e (44% reduction)	-82 tCO2e (23% reduction)

- All carbon emission sources are reducing except for those from fleet vehicles
  - The fleet carbon emissions have increased over the last two years due to the increase of waste fleet vehicles as a result of the household waste recycling contract being brought in-house.
- Covid19 lockdowns have influenced carbon emissions by causing reductions in energy consumed by SDDC:
  - Public building carbon emissions (gas, electricity and refrigerants) have reduced over the last two years as buildings have been closed.

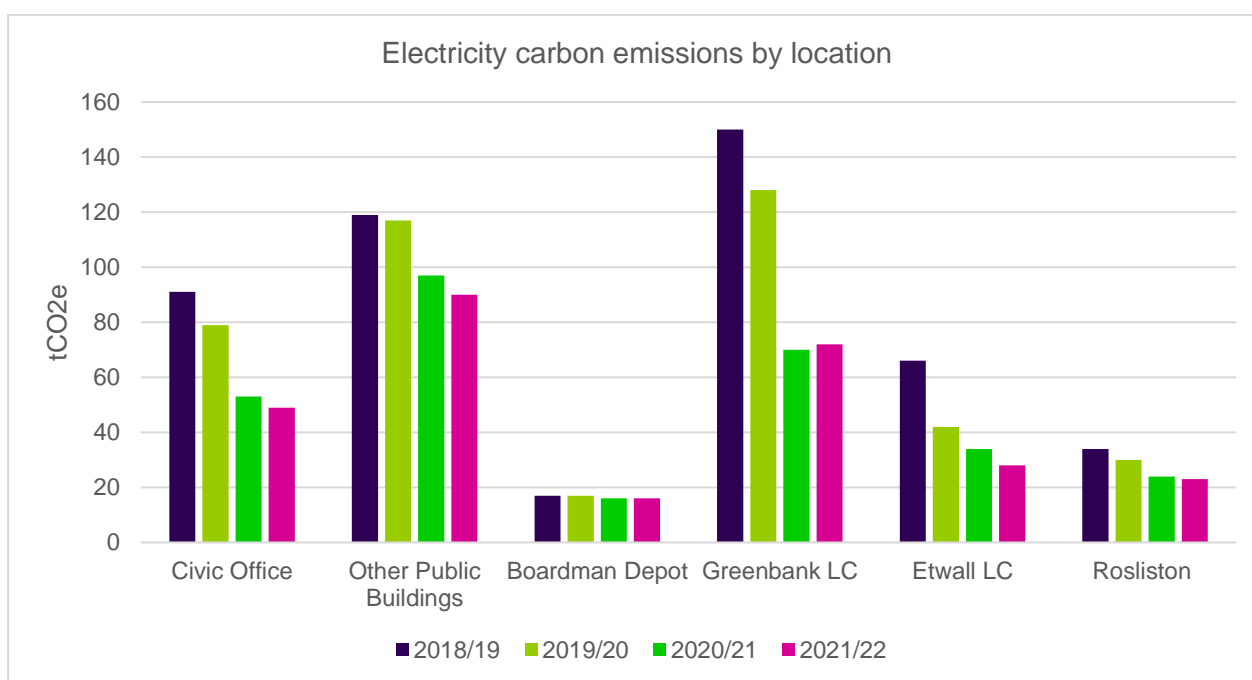
- Electricity has seen the largest reduction as less employees use light and power in the public buildings with less people using them.

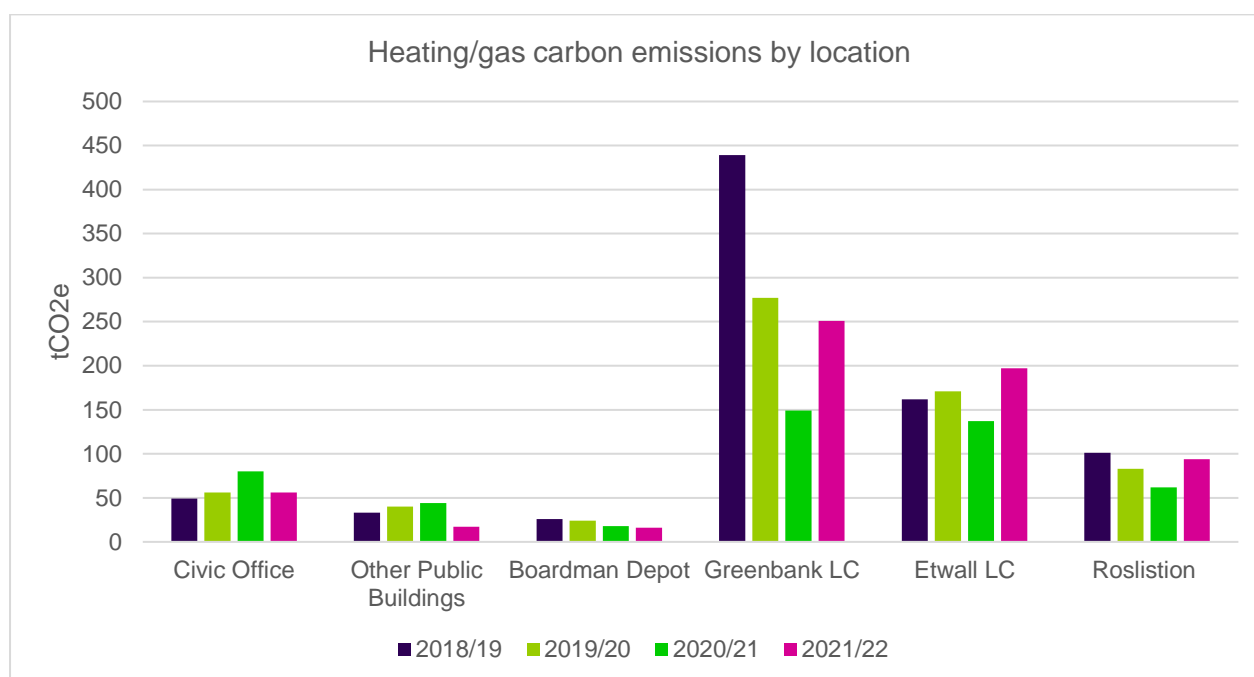
**Fleet emissions are therefore currently the greatest single source of carbon emissions from Council activities.**

### 3.3 Public Building carbon emissions by location (Scope 1 and 2)

The combined carbon emissions from the heating and powering of public buildings (gas, electric and refrigerants) contribute 60% of the Council's in-house totals. Reducing the energy consumption of public buildings has a significant impact on emission reductions as well as reducing the operating energy costs. Figures 3 and 4 below show the comparisons between the main Council public buildings:

**Figure 3: Electricity Carbon Emissions by Building**



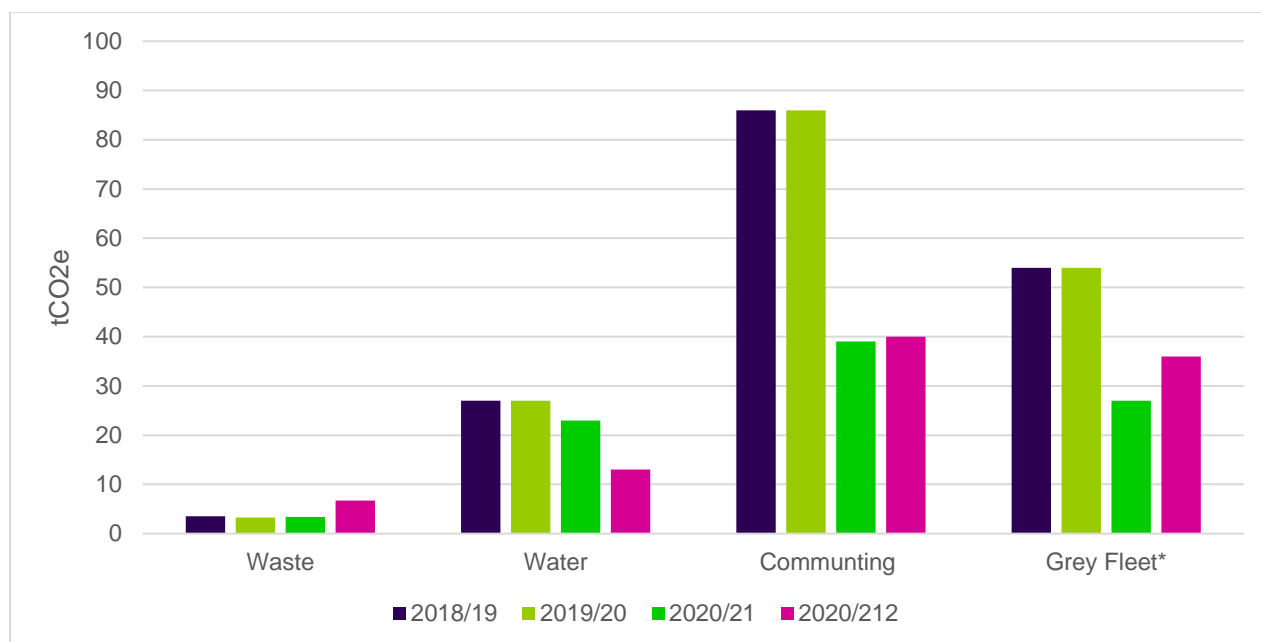
**Figure 4: Natural Gas Carbon Emissions by Building****Progress analysis:**

- Gas consumption at the six operational locations emits approximately three times the amount of carbon as that caused by electricity consumption.
- Overall heating/gas carbon emission have been showing reductions at all locations excepting the two leisure centres (LC's).
- Overall electricity carbon emissions have shown a year-on-year decline in all locations
- Greenbank and Etwall LC's are by far the highest carbon emitter locations.
  - Each LC's on average uses double the amount of electricity and triple the amount of heating/gas than the Civic Offices.
  - Carbon emissions from heating/gas in the LC's are double that of electricity emissions
  - Both LC's reduced emissions in the first year of Covid lockdown but increased significantly in the second year as they opened to the public

**Heating/gas of the two LC's are the most significant single contributors to the Council's in-house carbon emissions after those of the vehicle fleet.**

### 3.4 Scope 3 In-house carbon emission sources

The Scope 3 in-house carbon emissions (those caused by in-direct activities) can only be influenced by the Council, unlike Scope 1 and 2 emissions that can be directly controlled. The Scope 3 carbon emissions can be split into those connected to the Council's activities (waste, water, commuting and grey fleet mileage) and those Scope 3 carbon emissions resulting from the Council's procurement of goods and services from its supply chain.

**Figure 5: Scope 3 carbon emissions resulting from Council in-house activities**

Grey Fleet\* is the SDDC business mileage of employees using their own vehicles.

#### Progress analysis:

- Scope 3 in-house carbon emissions are relatively small.
- Scope 3 carbon emissions from Commuting and Grey Fleet mileage are the most significant.
- All Scope 3 carbon emissions reduced because of the Covid19 lockdown.
- Carbon emissions from employees commuting to work has reduced by over 50% for the past two years because of Covid lockdown and working from home.
- Grey mileage reduced by 50% in the first year of lockdown but has increased by almost 10% in the last financial year.
- Carbon emissions from water have reduced with increased numbers of employees working from home.

#### Scope 3 carbon emissions resulting from the Council's Supply Chain

The other element of Scope 3 carbon emissions is those resulting from the SDDC Supply Chain - those generated by other organisations as part of the process of providing goods and services to the Council. These Scope 3 Supply Chain emissions are estimated using the annual spend data of all services and goods provided to SDDC above £50k on an annual basis and the DEFRA 'Table 13' supply chain conversion factors. It must be noted that these are estimates only and the conversion factors are based on several assumptions. The table below shows the estimated carbon emissions from the Council's supply chain over the last four years.

Scope 3	2018/19	2019/20	2020/21	2021/22
Supply Chain carbon emissions	6192 tCO2e	6145 tCO2e	8131 tCO2e	8148 tCO2e

**Progress analysis:**

Scope 3 Supply Chain emissions are not included as part of the Council's commitment to carbon neutral by 2030, as the Council has no direct control over its suppliers' operations. However, they are significant and as such should be reported on:

- Supply Chain carbon emissions are estimated to be over three times larger than the SDDC In-house Scope 1 and 2 carbon emissions
- Supply Chain carbon emissions are increasing year on year
- The spiked increases in 2020/21 and 2021/22 are a result of large ticket spend items
  - 2020/21- Planning - Highways England
  - 2021/22 – Housing – Barclays Bank



#### 4. South Derbyshire District-wide carbon emission estimates

As well as the Council commitment to reducing its in-house carbon emissions to carbon neutral by 2030, it has also committed to striving to support the reduction of its District-wide carbon emissions to carbon neutral by 2050 in line with the UK Governments target legislation.

Local Authority carbon emission reporting is completed by the Office of National Statistics and gives the annual carbon emissions in ktCO<sub>2</sub> categorised into the sectors whose activities result in carbon emissions.

The District-wide carbon emissions for the South Derbyshire district are shown in Table 3 below:

**Table 3: Annual Carbon Emissions by Sector in South Derbyshire**

Sector carbon emissions (kt CO <sub>2</sub> )	2017/18	2018/19	2019/20
Industry	137	135	124 (-9%)
Agriculture	8.8	8.7	8.8 (0)
Commercial	52	49	44 (-24%)
Public Sector	13	13	12 (-8%)
Domestic	168	170	163 (-3%)
Transport	314	310	312 (-1%)
Net emissions (forestry, crops, grass)	-11.8	-12.3	-12.5 (6%)
Total	684	676	655 (-4%)
SDDC Emissions/head tCO <sub>2</sub> e	6.7	6.5	6.1

#### Progress analysis:

- District-wide carbon emissions have reduced by 4.4% since 2017/18
- Largest reduction of carbon emission source is the Commercial sector
- Highest carbon emission source in South Derbyshire is the Transport sector
- Lowest carbon emission source in South Derbyshire is Agriculture, although it is showing no decrease in emissions year-on-year.
- The carbon sequestration by natural sources is increasing year-on-year.
- Overall, the South Derbyshire emissions/population head on average is reducing year-on-year.

In terms of comparisons, the table below shows the total carbon emissions and the emissions per head comparisons with all other district councils in Derbyshire:

**Table 4: Annual Carbon Emissions by Council Area in Derby and Derbyshire**

Local Authority	Total emissions (ktCO <sub>2</sub> e)		Emissions/Head	
	2017/18	2019/20	2018	2019
South Derbyshire	684	655	6.7	6.1 (-9%)
Northeast Derbyshire	481	438	4.8	4.3 (-10%)
High Peak	704	685	7.6	7.4 (-3%)
Erewash	433	416	3.8	3.6 (-5%)
Derbyshire Dales	564	539	7.9	7.4 (-6%)
Chesterfield	432	417	4.1	4.0 (-2%)
Bolsover	401	371	5.1	4.6 (-10%)
Amber Valley	672	661	5.3	5.2 (-2%)
Derby	1,069	1,012	4.2	3.9 (-7%)

Derbyshire CC	4,371	4,182	5.5	5.2 (-5%)
---------------	-------	-------	-----	-----------

**Progress analysis:**

- Carbon emissions are reducing in all areas of Derby and Derbyshire year on year.
- Carbon emissions in South Derbyshire have reduced per head of population by 9% since 2017/18 – the third highest reduction in Derbyshire.
- South Derbyshire has the third highest carbon emissions in Derbyshire, after High Peak and Amber Valley.

## 5. Achievement Summary

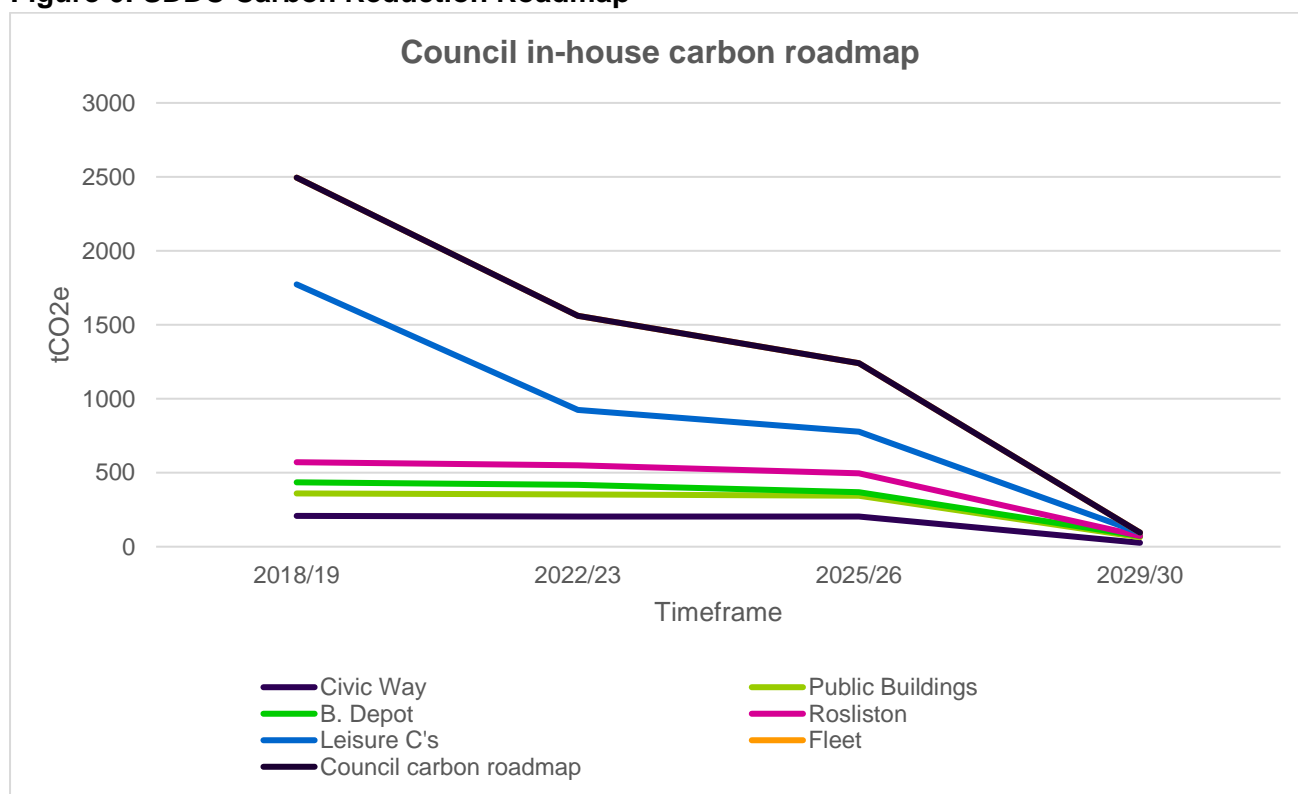
A summary of achievements that show the effectiveness of SDDC's approach is shown in Table 5:

**Table 5: Achievements**

Achievement	Summary
Council tracking carbon emissions	Annual in-house Scope 1, 2 and 3 emissions tracked, and 2018/19 emission benchmark established
Council Annual Carbon Report published	Annual in-house and District-wide reported emissions and analysed against emissions benchmark
Overall in-house carbon emissions have reduced year-on year	Against 2018/19 benchmark, the 2021/22 in-house carbon emissions have reduced by 21.5%
Most of the in-house Scope 1 and 2 emissions are reducing year-on-year	Emissions from heat/gas, refrigerants and electricity have all reduced significantly from the 2018/19 baseline. Only fleet vehicle emissions have increased.
Most in-house Scope 3 emissions are reducing year-on year	Emissions from waste, water, employee commuting and grey fleet are showing significant reductions.
District-wide emissions are reducing year-on year	District-wide emissions have reduced by 4% since the 2017/18 benchmark
SDDC has started to track Scope 3 Supply Chain emissions	Scope 3 Supply Chain carbon emissions are over three times the size of SDDC in-house emissions
District-wide emissions per head of population are reducing	Emissions per head of population have reduced by 9% from the 2017/18 benchmark
Compared to other districts in Derbyshire	Although the total emissions of South Derbyshire are the third highest in Derbyshire, the reduction in emissions per head of population is the third highest.

Covid19 has had its impact on SDDC's carbon emissions, with the temporary closures of Leisure Centres and the increase in working from home reducing the consumption of energy, the carbon emissions from these energy sources have also reduced.

Although SDDC still has a long way to go to achieve carbon neutrality, this 2021/22 Annual Carbon Report illustrates that SDDC has made a solid start to its carbon emission reduction journey. It also demonstrates that the decarbonisation actions that have been planned and implemented are starting to become effective. The overall carbon emission total of 1957 tCO<sub>2</sub>e for 2021/22 and the individual carbon emissions from the in-house source locations are in alignment with the Council's in-house carbon roadmap of achieving carbon neutral by 2030, as shown in Figure 6:

**Figure 6: SDDC Carbon Reduction Roadmap**

Both the achievements of SDDC's actions and the impact of Covid19 illustrate that decarbonisation is achievable and the co-benefit of emission reduction will be reduced energy consumption that leads to lower operational running costs for the public buildings and vehicle fleet.

## 6. Recommendations

The tracking, analysis and achievements of SDDC's in-house carbon emissions also demonstrates what else needs to be done to ensure the carbon neutral targets and commitments will be met. The table below shows the recommendations and next steps required that will support SDDC's carbon neutral journey that should be fed into the annual review of the Climate and Environment Action Plan 2021-30.

Recommendations	Next Steps
Highlight the co-benefit of reducing carbon emissions – the reduction of energy consumption and subsequent operational costs	Review and prioritise all energy reduction actions considering high energy prices
Highlight highest carbon emission sources: <ul style="list-style-type: none"> <li>Vehicle Fleet</li> <li>Heat/Gas consumption</li> </ul>	Ensure the continuation all decarbonisation actions for these sources and funding opportunities continue to be exploited to support their effectiveness.
Highlight the highest carbon emission SDDC locations: <ul style="list-style-type: none"> <li>Greenbank Leisure Centre</li> <li>Etwall Leisure Centre</li> <li>Rosliston Centre</li> <li>Civic Offices</li> </ul>	Actions have already started, and focus should be on continuing to embed in specific carbon reduction action for these locations. As these locations require high-cost action to reduce carbon emissions, then priority is to ensure all plans are ready to exploit any external funding opportunities.
Highlight the highest carbon emission sources <ul style="list-style-type: none"> <li>Heat/Gas</li> <li>Diesel fuel</li> </ul>	Prioritise actions that are specifically focused on these two emission sources
Highlight the scale of Scope 3 Supply Chain carbon emissions	Establish next steps for tackling Supply Chain emissions
Highlight the largest District-wide carbon emission categories	Create league table of District-wide carbon emission sectors for South Derbyshire
Identify how other Districts are reducing their district-wide emissions	Compare SDDC District-wide actions with all other Districts to include any specific best practice actions SDDC are missing.
Use the Annual Carbon Report in reviewing decarbonisation actions	Feed recommendations and learnings of this Report into the Climate and Environment Action Plan reviewing programme.

# Annual Review (2021/22) of the Climate and Environment Action Plan.

**Project:** Climate and Environment Action Plan

**Date:** July 2022

## Contents

Version Control .....	2
Approvals.....	2
Associated Documentation .....	2
1.0 Corporate Governance.....	<b>Error! Bookmark not defined.</b>
2.0 Project Definition .....	3
2.1 Background .....	3
2.2 Project Objectives .....	4
2.3 Desired Outcomes .....	<b>Error! Bookmark not defined.</b>
2.4 Project scope and exclusions.....	5
2.5 Assumptions .....	<b>Error! Bookmark not defined.</b>
2.6 Stakeholders and Interfaces .....	<b>Error! Bookmark not defined.</b>
3.0 Outline Business Case.....	5
4.0 Project Product Description (project components and success criteria) and outcomes?! ....	<b>Error! Bookmark not defined.</b>
5.0 Project Approach .....	6
6.0 Project Management Team Structure.....	11
7.0 Role Descriptions.....	<b>Error! Bookmark not defined.</b>
References .....	<b>Error! Bookmark not defined.</b>

## Version Control

Version	Description of version	Effective Date
0.1	DRAFT	June 2022

## Approvals

Approved by	Date
Matt Holford	
Committee	

## Associated Documentation

Description of Documentation	
Climate and Environment Action Plan 2021-30	
SDDC Carbon Report 2021/22	



## Executive Summary

This Annual Review examines the Climate and Environment Action Plan 2021-30 using the outcomes from the external audits, the Heads of Service quarterly feedback of the progress being made on all the climate actions detailed and the Council's annual carbon emission reduction report 2021/22.

The outcomes from these three sources offer a detailed examination of the effectiveness of the Climate and Environment Action Plan, the performance of the Council in delivering the actions and the capability of the actions taken to deliver the carbon neutral commitments.

Overall the Review are positive and show that:

- The external audits verify the climate mitigation and decarbonisation actions that the Council are taking, and the governance of Climate and Environment Action Plan passes external scrutiny.
- The progress that the Council Services are taking in delivering the actions is on track with 62% of the 55 actions in progress or completed.
- There are some significant successful actions that the Council is taking and should be showcased to illustrate the commitment that is being made by the Council around the Climate and Environment agenda, these are highlighted in the report.
- The results from the Council's annual carbon emission reduction report for 2021/22 illustrate that carbon emissions from both in-house and District-wide activities are reducing in-line with the carbon reduction roadmap set out in the Climate and Environment Action Plan 2021/30.

Significant progress has been made in the delivery of the Climate and Environment Action Plan in 2021/22 and this review details a series of recommendations that will improve the capability of individual actions, the overall action plan and its performance in achieving the Council's carbon neutral commitments.

## 1.0 Climate and Environment Action Plan Annual Review.

The South Derbyshire District Council (SDDC) Climate and Environment Action Plan 2021-30 (C&E Action Plan) was approved by Council in July 2021 and it was agreed that it would be reviewed on an annual basis and the outcome would be reported back to the Environmental and Development Services Committee for approval.

### 1.1 The Climate and Environment Action Plan 2021-30

The C&E Action Plan details the 55 actions South Derbyshire District Council (SDDC) has approved to reduce its in-house carbon emissions to carbon neutral by 2030 and to support the reduction of the district-wide carbon emissions to zero in line with the UK Government's 2050 target.

The C&E Action Plan consists of four key steps to achieve these commitments:

1. Understanding SDDC's annual carbon footprint

- The 2021/22 Annual Carbon Reduction Report has been completed and forms part of this review
2. Detailing the actions to reduce carbon emissions
    - The 2021/22 progress made on each of the 55 individual carbon reducing actions
  3. Plotting the roadmap to carbon neutral as these actions are delivered
    - The current roadmap with the 2021/22 carbon emission reductions is plotted
  4. Ensuring the impact of climate change and the actions taken on all communities and vulnerable groups is minimised in an equitable and inclusive way.
    - A measure of the progress made is part of this Review.

The 55 actions within the C&E Action Plan to deliver carbon neutrality are categorised in the table below and the detailed description of each of these actions is shown in Appendix 1 (Section 5)

Types of Climate and Environment Actions.	Number of actions	Number of committed actions*
<b>Transformative Actions</b> High cost, high impact actions to reduce the carbon footprint of the Councils largest emission sources. The completion of these actions will deliver in-house carbon neutrality.	8	2
<b>In-house Service Actions</b> Actions that each Service will deliver through their annual service plans to reduce the carbon emissions aligned to and resulting from their service area.	29	13
<b>District Wide Service Actions</b> Actions that each Service will deliver through their annual service plans to reduce the carbon emissions across the District that are aligned to their service area.	18	12
<b>Total Actions</b>	55	27
* Committed actions are those that have financial budgets attached to them		

The 27 actions without fully allocated budgets include six of the Transformation actions which are the high cost, high impact actions and fundamental to SDDC achieving carbon neutrality. Some of the funding for these actions (such as the Leisure Centre Review) do have a proportion of their budget allocated.

The recommendation of this review is that the opportunity to secure additional funding for these Transformation actions remains a priority over the 2022/23 period to ensure delivery.

## 1.2 Annual Review Objectives and Outcomes

The objective of the annual review of the C&E Action Plan is to ensure awareness of the progress that is being made in the delivery of SDDC's carbon neutral commitments and to highlight any changes or additions that need to be made to ensure the C&E Action Plan is fit for purpose.

The overall outcomes of this annual review are:

- To review the progress of four key steps of the C&E Action Plan
- To showcase the successes that SDDC has had in delivering the actions in 2021/22
- To detail recommendations to be incorporated into the C&E Action Plan for 2022/23

### 1.3 Annual Review Methodology

The 2021/22 annual review uses the performance management processes already structured into the governance of the C&E Action Plan 2021/22, which are the output from the following:

1. External and internal audits of the C&E Action Plan in 2021/22, these were:
  - a. ISO14001 Audit
  - b. DCC C&E Action Plan Audit
  - c. Climate Emergency UK League Table
2. The Quarterly Heads of Service (HoS) C&E Action Plan progress feedback
3. The 2021/22 SDDC Annual Carbon Emission Report

The outputs from these three performance management processes will give a clear indication of:

1. The measure of governance that SDDC has around its Climate and Emergency strategies, policies and processes
2. External verification of the climate change mitigation and adaption actions that SDDC has selected to deliver its carbon neutral commitments.
3. The annual progress of the actions that SDDC has selected to deliver carbon neutral
4. The progress SDDC are making on its carbon neutral roadmap

## 2.0 Climate and Environment Action Plan Review

Using the methodology above, the following section details the outcomes of the Audits, Quarterly HoS Progress Feedback and the Carbon Emission Report that form the basis of this review.

### 2.1 Outcomes of External Audits.

During the 2021/22 period the SDDC C&E Action Plan was part of three external independent verification processes whose outcomes are detailed below.

Audit 2021/22	Outcomes for 2022/23
ISO14001	<p>ISO14001 is the accreditation of SDDC's Environmental Management System, used as a framework to measure and improve the way SDDC use/dispose of their natural resources and reduce their greenhouse gas emissions.</p> <p>The ISO14001 Audit was passed with no Climate and Environment Action non-conformities and two areas received commendations:</p> <ol style="list-style-type: none"> <li>1. The Project Management Approach to carbon accounting and action delivery</li> <li>2. The degree of knowledge and understanding shown by all Heads of Service within the Climate and Environment Action Plan agenda.</li> </ol> <p>The outcome of the ISO14001 Audit verified the Governance and Project Management process of the Climate and Environment Action Plan which will continue without change into 2022/23.</p>
Central Midlands Audit	<p>The Central Midlands Audit team was commissioned by SDDC to conduct an audit on the Climate and Environment strategy, carbon reporting, actions taken, processes used and the overall governance of SDDC's climate and environment approach. A total of 22 controls were evaluated with 19 being deemed adequate or above.</p>

	<p>The Audit concluded that SDDC has a sound system of governance, risk management and controls existing within the C&amp;E Action Plan and its Project Management Programme. All internal controls are operating effectively and being constantly and consistently applied to support the achievement of SDDC's objectives in the Climate and Environment agenda.</p> <p>There were four controls identified as low risk, that should be included in the 2021/22 review to be acted on in 2022/23:</p> <ol style="list-style-type: none"> <li>1. Environmental Sustainability should be a standard item on Committee Reports</li> <li>2. Low uptake of Climate and Environmental Training for Councillors needs to be addressed.</li> <li>3. The Terms of reference for the Corporate Environmental Sustainability Group should be updated.</li> <li>4. The formulae in the Council's carbon and energy data spreadsheet need annual formatted checks and appropriately protected.</li> </ol>
UK Climate Emergency League	<p>Climate Emergency UK is an Non-Governmental Organisation (NGO) set up to evaluate every published local authority climate change action plan across England, evaluating them on nine specific categories (governance, actions, commitment, engagement, measurements, co-benefits, diversity and social inclusion, education and biodiversity).</p> <p>SDDC scored 70% (against an average of 43% for all districts and borough councils) in the assessment their C&amp;E Action Plan coming joint 10<sup>th</sup> district council out of 181 and the top District in the East Midlands. SDDC scored highly in 'governance, assessing funding, commitment, measurement setting, engagement and communication.'</p> <p>There were three areas where the scores were lower:</p> <ol style="list-style-type: none"> <li>1. Detailing the co-benefits of the climate actions and reducing carbon emissions</li> <li>2. Diversity and Inclusion – outlining within the C&amp;E Action Plan the parts of the population that will be most impacted by climate change and how the Council intends to focus resources to support vulnerable communities.</li> <li>3. Education, skills and training of Climate and Environment – especially around the carbon literacy training for councillors and education for the public.</li> </ol>

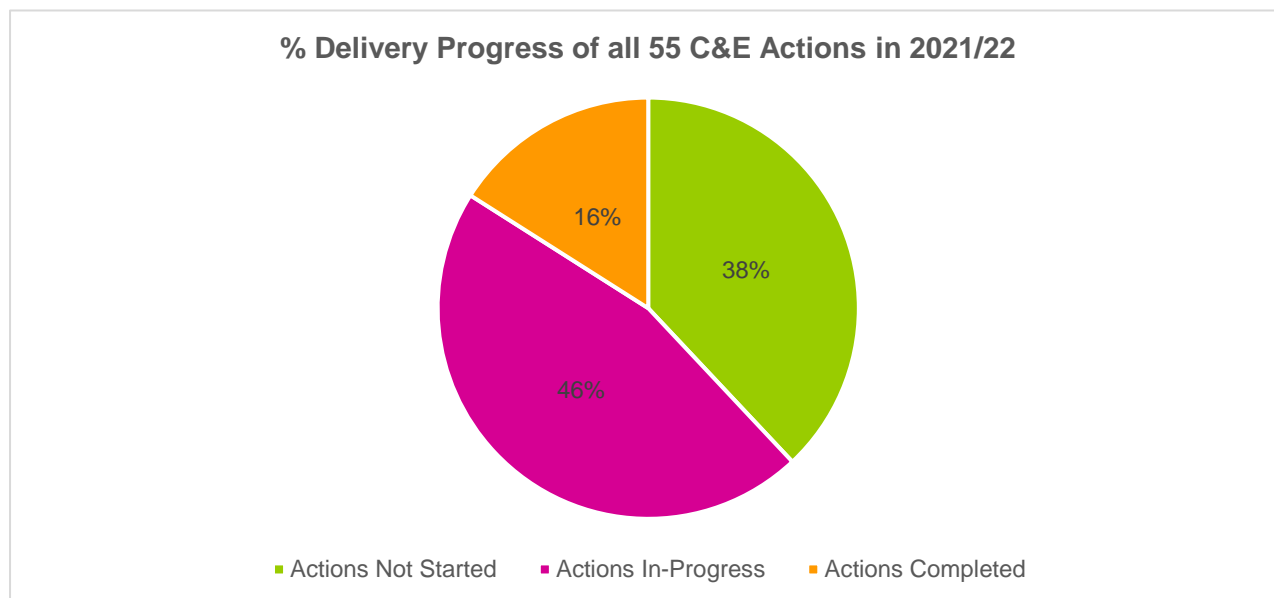
Overall the external audits have verified SDDC's Climate and Environment Strategy and Action Plan in terms of its content, the selected actions and the governance and project management of its delivery. All the outcomes of the individual external audits detailed above will be included in the review recommendations as revised actions for 2022/23.

## 2.2 Progress review of the individual C&E actions

The 55 C&E actions spread across all the SDDC's Services are aligned to the Annual Service Plans. The progress of these actions is feedback on a quarterly basis as part of the performance management programme and governance of the C&E Action Plan. The quarterly feedback for 2021/22 forms part of this Annual Review of the C&E Action Plan as detailed below.

## Progress of action delivery in 2021/22.

The Quarterly HOS progress feedback of all 55 actions are evaluated in terms of what stage they are at; completed, in-progress or not started as illustrated below:



Considering the C&E Action Plan was approved in July 2021, the above chart illustrates the good progress that SDDC Services are making in delivering the emission reducing actions. Of the 21 actions that are classed as 'not started' the recommendation of this Annual Review is that these action are prioritised to ensure they are 'in-progress' in 2022/23.

## Actions completed in 2021/22

The action delivery progress review also illustrates that 9 actions have been completed in 2021/22, the success of these is shown below:

Actions	Completed
ISP1 – Housing Stock Efficiency Impact Assessments	Completed by Nottingham City Council and used in the successful SHDF Wave 1 bid for a fabric first retrofit programme.
ISP17 – HRA to be part of the decarbonisation funding	HRA has been modelled as part of the funding for the delivery of retrofitting a fabric first programme for the Housing Stock.
DSP9 – Creation of a SDDC Action Plan for nature	An SDDC Action Plan for Nature has been developed and approved to maximise biodiversity and carbon sequestration across South Derbyshire
DSP6 – Promote rollout of broadband across South Derbyshire	SDDC has supported the promotion of broadband, in 2021/22 South Derbyshire is showing a 97.8% superfast fibre coverage which is above the UK average and second highest coverage in the Derbyshire CC area.
ISP23 – Review and quantify all SDDC Scope 3 emissions	SDDC Scope 3 emissions have been quantified and reported on in the Annual Carbon Review 2021/22
ISP6 – Commissioning of fleet mileage optimisation software	Operational fleet has the software installed

ISP13 – Implement a green lease void programme for housing stock	As part of the void process, the energy supplies are switched to Scottish Power tariffs which are 100% renewable
ISP26 – Create a hybrid/flexible employee working model post Covid	Hybrid working model has been created that aims to be relevant, effective, productive and will lead to carbon emission reductions
ISP28 – Waste collection review	Waste collection service review to increase recycling rates and reduce landfill waste disposal.

The recommendation is that these nine completed actions should continue to be included in the C&E Action Plan as an Appendix to demonstrate SDDC's success.

### Completed but ongoing actions for 2022/23

There are three actions that have been completed in 2021/22 that are ongoing and so will continue to be part of 2022/23 with the action detail slightly changed.

Actions	Completed but Ongoing
DSP3- Mine water feasibility – changed to The Promotion of appropriate renewable energy sources across South Derbyshire.	Mine water feasibility has been completed and shows that currently the development of mine water as a renewable energy source is too costly to develop. This action should be changed to promotion of renewable energy sources.
ISP4 – Delivery of current Staff Travel Plan – changed to ongoing.	Delivered a 2021/22 Travel Survey that supported the flexible working feasibility and delivered all active travel KPI's – this should be completed annually.
ISP24 – Annual carbon emission reporting – changed to ongoing.	The first SDDC Annual Carbon Report for 2021/22 has been developed that collates all Scope 1, 2 and 3 carbon emissions for the Council with recommendations - this should be completed annually

The recommendation is that these three completed actions should be reworded and remain in the C&E Action Plan as ongoing actions that are delivered on an annual basis.

### Successful Actions in 2021/22

There are a further 18 actions that although not completed have shown real progress and success in 2021/22 either by showcasing SDDC's ability to innovate or by delivering significant reduction in carbon emissions. These successful actions are shown below:

Actions	Success
<b>Transport Decarbonisation</b>	
DSP5 – Public EV Infrastructure expansion	In 2021/22 SDDC now have installed 30 EV charge points in four car parks across South Derbyshire with funding for an additional 16 charge points in two more car parks
ISP5 – Review of fleet procurement to embed low/zero carbon vehicles	In 2021/22 SDDC purchased its first fully electric utility vehicle for its Rosliston Centre and hired a fully electric car for the Covid Marshal Team.
<b>Building Decarbonisation</b>	



ISP12 – ongoing programme to improve F Gas efficiency	F Gas emissions have reduced by 44% (216 tCO <sub>2</sub> e) from the 2018/19 baseline emission level to the 2021/22 level
T8 – programme to decarbonise worst performing housing stock	SHDF Wave 1 funding has been sourced to retrofit 110 sheltered bungalow to improve their EPC ratings to C or above and reduce tenants energy bills. This programme, when complete is estimated to reduce carbon emissions by 227 tCO <sub>2</sub> e per year
DSP4 – programme to improve energy efficiency of private and tenanted houses	In phase 1 of this programme, 56 properties have had measures to increase their energy efficiency and a further 75 properties are programmed to be completed. On current numbers of houses being decarbonised, this programme is estimated to reduce carbon emissions by 278 tCO <sub>2</sub> e per year.
DSP2 – energy efficiency regulatory enforcement of rented properties	130 compliance notices have been issued to private landlords
<b>Biodiversity/Environment</b>	
ISP21 – Altering grounds maintenance practices to maximise biodiversity gain	In addition to the verge mowing trials approved in 2021, certain green space areas were designated as ‘no mow’ areas in late Spring, early summer where either limited or no mowing regimes have been launched. The results of this trial will be reviewed and lessons learned for implementation in the future.
DSP8 – Utilise all free tree planting schemes	In 2021/22, SDDC distributed a total of 887 trees that have been planted by community groups, residents and schools. SDDC have planted a further 1,320 tree whips as part of the Jubilee meadow hedgerow.
<b>Community Engagement</b>	
ISP19 – Engage with local businesses to support carbon emission reduction	In 2021/22, SDDC supported two small local business win funding to install Solar PV installations and engage with 30 plus businesses to provide decarbonisation expertise
DSP13 – Promoting sustainable travel plans to support job creation	SDDC supports a bus link from Swadlincote and Melbourne through to the East Midlands Enterprise Gateway to meet the needs of employers and their staff
ISP18 – Ongoing Environmental Training	This has been extended to eight Parish Councils in 2021/22, with 22 parish members accepting an invitation for carbon literacy training that was co-ordinated by SDDC
DSP17 – Support the community engagement in the climate and environment agenda	SDDC has delivered the following community engagement in 2021/22: Carbon Literacy Training for Parish Councils Reducing household energy consumption at the Delph event Reducing household energy consumption and carbon emissions at the Fire Station open days Improving home insulation at the Liberation Day event COP26 climate change event at Derby City Centre in collaboration with Derby City Council
ISP29 – Develop a Climate and Environment communication plan	An Environment Hub has been created on Connect with a new climate tile to support the understanding of climate change and to showcase the actions the Council is taking to mitigate and build resilience
<b>Governance</b>	
ISP22 – Ongoing identification of carbon reduction funding	In 2021/22, SDDC was successful in winning funding for: Private Housing decarbonisation – Green homes grants and Homes Upgrade Schemes Council Housing Stock decarbonisation – Social Housing Decarbonisation Funding to retrofit 111 Council properties



	Electric Vehicle Infrastructure – 24 additional charge points installed across the District Consultancy funding support for decarbonisation planning of public buildings
ISP27 – Annual review/verification of SDDC Climate and Environment Action Plan	The Climate and Action Plan has been verified by the ISO14001 Audit, the Internal Central Midlands Audit and has been scored at 70% by the Climate Emergency UK organisation which placed it a 11 <sup>th</sup> position in its league of all the Local Authority Districts in England.
<b>Energy decarbonisation</b>	
DSP7 – Review of Hydrogen infrastructure in South Derbyshire	SDDC was successful in securing funding for a hydrogen innovation project for 2022/23
ISP8 – Phased replacement of grounds maintenance plant to electric	75% of all grounds maintenance machinery has now been transitioned from petrol fuel power to electric
<b>Finance</b>	
ISP15 – Review of Council's finance and investments to embed carbon neutrality	Derbyshire Pensions and Investments Committee approved a climate strategy that included clear targets for reducing carbon emissions of the fund's equity portfolio and increasing investment in low carbon and sustainable investments

The recommendation of this Annual C&E Action Plan review is that the success of these 15 actions is showcased as part of SDDC's demonstration of the work it is doing to reduce the carbon emissions resulting from its own activities and support the reduction of emissions across South Derbyshire.

## 2.3 Outcomes from the 2021/22 Annual Carbon Report

The Annual Carbon Report gives an outline of the progress SDDC is making on reducing its in-house carbon emissions in 2021/22, the District-wide trending of carbon emissions and the overall roadmap of SDDC's journey to carbon neutrality by 2030.

The annual carbon report are a significant measure of the C&E Action Plan and its 55 actions, indicating whether the actions taken are effectively reducing both in-house and district-wide carbon emissions and the likelihood on whether SDDC will deliver its carbon neutral commitments.

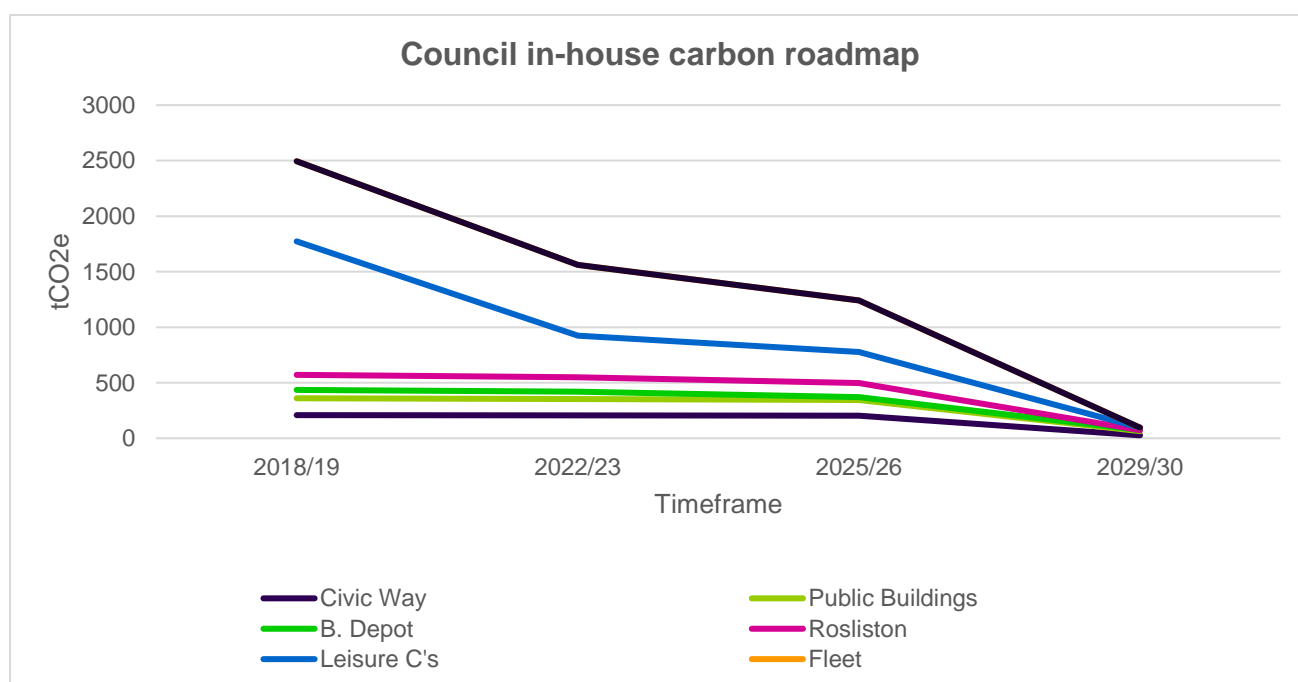
The table below shows the achievements SDDC have made in 2021/22 in reducing their in-house and District-wide carbon emissions.

### Carbon emissions reduction achievements in 2021/22

Achievement	Summary
Overall in-house carbon emissions have reduced year-on year	Against 2018/19 benchmark, the 2021/22 in-house carbon emissions have reduced by 21.5%
Individual in-house Scope 1 and 2 emissions sources are reducing year-on-year since 2018/19	<ul style="list-style-type: none"> <li>Heat (gas) reduced by 20%</li> <li>Electricity reduced by 52%</li> <li>Refrigerant reduced by 44%</li> <li>Fleet (diesel) increased by 17%</li> </ul>
Most in-house Scope 3 emissions are reducing year-on year	Emissions from waste, water, employee commuting and grey fleet are showing 50% reductions from 2018/19 baseline.

	Supply chain Scope 3 emissions have increased by 32% against 2018/19 baseline.
District-wide emissions are reducing year-on year	District-wide emissions have reduced by 4% since the 2017/18 benchmark by 4% and by 9% per head of population
Compared to other Districts in Derbyshire	Although the total emissions of South Derbyshire are the third highest in Derbyshire, the reduction in emissions per head of population is the third highest.

Overall it can be seen from the graph below that illustrates the planned reduction in carbon emissions from the 2018/19 baseline to the committed target of carbon neutrality in 2030.



From the annual carbon report, the overall in-house carbon emissions in 2021/22 have reduced by 22% (542 tCO<sub>2</sub>e) from the baseline figure of 2495 tCO<sub>2</sub>e in 2018/19, showing that SDDC are on track to meet its targets because of the actions it is taking.

### 3.0 C&E Action Plan - Next Step Recommendations

From the outcomes of this review of the C&E Action Plan 2021/30 there are some recommendations that should be made to increase its effectiveness in delivering the carbon neutral commitments.

#### 3.1 Additional Actions to be included in the C&E Action Plan

Through the Audit, Project Management and the C&E Action Plan review process it is clear that there are additional actions that should be included in the C&E Action Plan for 2022/23. These are shown below:

Additional New Actions	Detail
SDDC carbon sequestration	Estimation of carbon sequestration of green areas owned by SDDC

Monitoring biodiversity net gain	The GIS mapping of the green spaces, parks, woodland, forests owned by SDDC across South Derbyshire should be used to maximise biodiversity net gain in new proposals as new legislation comes into force.
Low carbon private hire vehicles	Feasibility of supporting the transition of South Derbyshire private hire vehicles to low carbon emission vehicles.
Renewable energy monitoring	Monitor and track renewable energy development across South Derbyshire
New Economic Development Plan (ISP19)	Embed carbon emission reductions into the new Economic Development Plan
Green Tourism DSP10	Support the promotion of green tourism throughout South Derbyshire
Improving Stock condition data ISP1	Ongoing improvement/digitalisation of the Housing Stock Condition data
Low carbon heating education	Guidance for Housing Tenants that are switching to low carbon heating
Equality, diversity and inclusion	EDI impact assessment of Climate and Environment Actions
Climate Adaption actions	Add a Climate Adaption category to the Climate and Environment Action Plan (Tree planting and Flooding measures)
Energy consumption advice for South Derbyshire residents	Create a communication/signposting channel detailing energy consumption reduction advice for residents in South Derbyshire
Setting up a Low Carbon Homes Team	Creating a Low Carbon Homes Team that supports the delivery of the decarbonisation of both the public and private sector housing throughout South Derbyshire.

### 3.2 Recommendations from the External Audits.

There were three controls identified as low risk, that should be included in the 2021/22 review to be acted on in 2022/23:

1. Environmental Sustainability should be a standard item on Committee Reports
2. Low uptake of Climate and Environmental Training for Councillors needs to be addressed.
3. The formulae in the Council's carbon and energy data spreadsheet need annual formatted checks and appropriately protected.

There were three areas where the scores were lower:

1. Detailing the co-benefits of the climate actions and reducing carbon emissions
2. Diversity and Inclusion – outlining within the C&E Action Plan the parts of the population that will be most impacted by climate change and how the Council intends to focus resources to support vulnerable communities.
3. Education, skills and training of Climate and Environment – especially around the carbon literacy training for councillors, and education for the public.

### 3.3 Recommendations from the Annual Carbon Review

Recommendations of annual Carbon review	Next Steps
Prioritise the delivery of the highest carbon emission sources: <ul style="list-style-type: none"> <li>Vehicle Fleet</li> <li>Heat/Gas consumption</li> </ul>	Steps, specific programmes and decisions are being made around both these high emission sources, continued focus is necessary. As the specific decarbonisation programmes are high cost, SDDC needs ready-made effective plans for when external funding becomes available for tackling these high emission sources.
Prioritise the highest carbon emission SDDC locations: <ol style="list-style-type: none"> <li>Greenbank Leisure Centre</li> <li>Etwell Leisure Centre</li> <li>Rosliston Centre</li> <li>Civic Offices</li> </ol>	Discussions and decision are being scheduled and programmes developed on each of these high carbon emission locations to ensure delivery of carbon neutral by 2030. These carbon reduction programmes for these locations are all high cost and SDDC needs to continue to prioritise the development of these programmes to ensure external funding opportunities are identified and exploited.
Highlight the scale of Scope 3 Supply Chain carbon emissions	Establish next steps for tackling Supply Chain emissions
Ensure that the District-wide actions align to the highest District-wide carbon emission sectors	Create a league table of District-wide carbon emission sectors for South Derbyshire so that carbon reduction mitigation can be prioritised.
Identify similar Districts to SDDC and compare carbon emission sectors.	Compare SDDC District-wide carbon reduction actions with other Districts to include any specific actions SDDC is missing and support the development of good practice.

## 4.0 Summary Recommendations

These are the recommendations from this 2021/22 review of the C&E Action Plan 2021-30 that should be incorporated into the 2022/23 version.

	Recommendations
1	Transformation Actions – Although initial work on scoping the majority of these Transformation actions is complete, it is recommended that focus and decision making on high-cost actions should continue over the 2022/23 period to ensure carbon emissions from the high emitting sources are reduced with the intention of carbon neutral being delivered by 2030.
2	The 21 service actions that are classed as ‘action planning has commenced but delivery not started’ are prioritised to ensure they are moved through to delivery ‘in-progress’ by the close of 2022/23.
3	The nine completed actions should be recorded as ‘complete’ and continue to be included in the C&E Action Plan as an appendix along to demonstrate the successful progress SDDC are making along with other additional actions highlighted as necessary in this review.
4	That three completed actions around the governance of the C&E Action Plan (ISP4, ISP24 and ISP27) should remain in the C&E Action Plan as ongoing actions that are delivered on an annual basis.
5	The success of the 18 actions detailed are showcased as part of SDDC’s demonstration of the work it is doing to reduce the carbon emissions resulting from its own activities and support the reduction of emissions across South Derbyshire
6	The 12 new additional actions recommended as a result of this review should be incorporated into the current 55 actions as part of the C&E Action Plan for 2022/23

7	The co-benefit of reducing carbon emissions should be clearly detailed in each of the 55 actions and the reduction of energy consumption and subsequent operational costs should be highlighted
8	An Equality, diversity and inclusion feasibility should be completed on the C&E Action Plan, indicating which residents of South Derbyshire will be most impacted by climate change and how the Council intends to focus resources to support vulnerable communities.
9	Education, skills and training of Climate and Environment should be continually improved, especially carbon literacy training for councillors and awareness for the public.
10	The highest in-house carbon emission sources (SDDC Fleet and Heat/Gas consumption) should be prioritised for decarbonisation actions.
11	Continued focus on the high carbon emission Public Building: <ol style="list-style-type: none"> <li>1. Greenbank Leisure Centre</li> <li>2. Etwall Leisure Centre</li> <li>3. Rosliston Centre</li> <li>4. Civic Offices</li> </ol> <p>The advantage of progressing the carbon reduction action planning and delivery of these locations, especially in the current energy crisis will lead to a reduction in operating costs as well as carbon neutrality progress.</p>
12	Awareness of the scale of SDDC's Scope 3 Supply Chain carbon emissions and how these can be reduced in a measured way on the journey to 2050.
13	Ensure that continued action is taken on supporting the District-wide carbon emission reductions and the highest District-wide carbon emission sectors are prioritised.

## Next Steps

The proposed next steps are:

1. Create the next version of the Climate and Environment Action Plan 2021/30
  - a. Continue to include the completed actions as an Appendix to demonstrate the successful progress of SDDC's Climate and Environment Action.
  - b. Rewording the recommended actions
  - c. Included the new actions recommended
  - d. Include the recommended priority actions in the performance management and governance of the Climate and Environment Action Plan
2. Include the Annual Carbon Review (2021/22), the Climate and Environment Review (2021/22) and the latest version of the Climate and Environment Action Plan 2021/30 including the recommendations on Connect and the external SDDC website.
3. Continue the progress management process through 2022/23

# Climate and Environment Actions 2022/23

## Including:

1. Progress of Transformation actions
2. Actions successfully completed in 2021/22
3. Summary of 2022/23 Actions
4. 2022/23 Actions categorised by Service

**Project:** Climate and Environment Action Plan 2021 - 30

**Date:** July 2022

## Appendix: Climate and Environment Actions

### 1. Progress of Transformation Actions in 2021/22

The Transformation Actions tackle the highest in-house emission sources, and their progress is critical to achieving the carbon neutral target for South Derbyshire District Council.

Transformation Action	Decarbonisation Progress
<b>T1 – Civic Hub</b> <ul style="list-style-type: none"> <li>a) Embedding carbon emission reduction measures into the scheduled maintenance and replacement works of the Civic Hub</li> <li>b) Carbon neutrality decision making of the future of the Civic Hub Project.</li> </ul>	<ul style="list-style-type: none"> <li>a) F Gas replacement schedule has reduced emissions year on year. Two PSDC funding applications have been submitted (individual radiator thermostats and replacement LED lighting), both were unsuccessful.</li> <li>b) New flexible employee working patterns post covid have reduced carbon emissions through reduced electricity consumption. Corporate Property have commissioned a feasibility assessment (technical and investment) from Nottingham City Council into potential renewable energy sources for Civic Offices.</li> </ul>
<b>T2 – Greenbank Leisure Centre</b> <ul style="list-style-type: none"> <li>a) Ongoing scheduled maintenance and replacement works that reduce carbon emissions</li> <li>b) Feasibility study of renewable energy source options for existing Leisure Centre</li> <li>c) Carbon neutrality decision making of the future of Greenbank Leisure Centre</li> </ul>	<ul style="list-style-type: none"> <li>a) More efficient filters have been installed All pumps have had inverters fitted to increase efficiency, saving 30% in operational costs Thermal efficient swimming pool cover has been ordered Active Nation are developing a 25-point energy reduction action plan</li> <li>b) Ongoing discussion</li> <li>c) Ongoing discussion</li> </ul>
<b>T3 – Etwall Leisure Centre</b> <ul style="list-style-type: none"> <li>a) Ongoing scheduled maintenance and replacement works that reduce carbon emissions Active Nation are developing a 25-point energy reduction action plan</li> <li>b) Feasibility study of renewable energy source options for existing Leisure Centre</li> <li>c) Carbon neutrality decision making of the future of Etwall Leisure Centre</li> </ul>	<p>Etwall Leisure Centre is a more modern structure than Greenbank and because of this is more efficient and has a smaller carbon footprint.</p> <p>Etwall is not under the direct control of SDDC and can only use its influence in investment for decarbonisation.</p>
<b>T4A – Waste Vehicle Fleet</b> <ul style="list-style-type: none"> <li>a) Installation of low carbon vehicle infrastructure</li> <li>b) Transition to a low carbon vehicle fleet</li> </ul>	<ul style="list-style-type: none"> <li>a) Initial feasibility plan agreed to install 3 EV charge points at the Boardman Depot, funded as part of the D2N2 Shared Charging Network Scheme</li> <li>b) SDDC, D2N2 and TMUK Hydrogen Dual Fuel RCV proof of concept project for 22/23</li> </ul>



<b>T4B – Housing Vehicle Fleet</b> <ul style="list-style-type: none"> <li>a) Installation of low carbon vehicle infrastructure</li> <li>b) Transition to a low carbon vehicle fleet</li> </ul>	<ul style="list-style-type: none"> <li>a) Feasibility of using EV charge point budget for installation of 2 dual EV charge points at Civic Office car park</li> <li>b) None</li> </ul>
<b>T4C – EH Vehicle Fleet</b> <ul style="list-style-type: none"> <li>a) Installation of low carbon vehicle infrastructure</li> <li>b) Transition to a low carbon vehicle fleet</li> </ul>	<ul style="list-style-type: none"> <li>a) Feasibility of using EV charge point budget for installation of 2 dual EV charge points at Civic Office car park</li> <li>b) None, although the additional vehicle hired for the Covid Marshalls was an EV</li> </ul>
<b>T5 – Boardman Depot Infrastructure</b> <ul style="list-style-type: none"> <li>a) Decarbonisation of the Depot premises</li> <li>b) Installation of a hydrogen/EV infrastructure</li> <li>c) Embed carbon neutrality into any future potential decision making for relocating the depot</li> </ul>	<ul style="list-style-type: none"> <li>a) None</li> <li>b) Hydrogen pilot RCV Project to be based at TMUK site because of Boardman Depot site limitations. D2N2 EV shared network funding for installation of 3 EV chargers in 2022/23</li> <li>c) Strategic Property Services aware</li> </ul>
<b>T6 – Rosliston Environmental Exemplar</b> <ul style="list-style-type: none"> <li>a) Biomass boiler to be repaired or replaced</li> <li>b) Create and deliver a demonstrator renewable energy programme</li> </ul>	<ul style="list-style-type: none"> <li>a) Budget allocated for Biomass boiler</li> <li>b) Renewable energy sources have been discussed, awaiting further development of site lease.</li> </ul>
<b>T7 – Develop a programme to decarbonise housing stock</b> <ul style="list-style-type: none"> <li>a) Develop a decarbonisation programme for the complete housing stock</li> </ul>	<ul style="list-style-type: none"> <li>a) Commissioned a Nottingham City Council (NCC) net zero housing stock feasibility study for all SDDC Housing Stock has been completed along with potential retrofit measures required to improve thermal efficiency and reduce carbon emissions</li> </ul>
<b>T8 – Develop a programme to decarbonise the worst performing housing stock</b> <ul style="list-style-type: none"> <li>a) Develop a programme to decarbonise the worst performing housing stock</li> </ul>	<ul style="list-style-type: none"> <li>a) SHDF Wave 1 bid application successful to support a £1.2 million fund to retrofit the worst and most needy 110 households within the SDDC housing stock. The programme has started and now preparing for SHDF Wave 2 programme to retrofit the next 100 houses.</li> </ul>

## 2. Actions successfully completed in 2021/22

9 actions have been completed in 2021/22, the success of these is shown below:

Actions	Completed
ISP1 – Housing Stock Efficiency Impact Assessments	Completed by Nottingham City Council and used in the successful SHDF Wave 1 bid for a fabric first retrofit programme.
ISP17 – HRA to be part of the decarbonisation funding	HRA has been modelled as part of the funding for the delivery of retrofitting a fabric first programme for the Housing Stock.
DSP9 – Creation of a SDDC Action Plan for nature	An SDDC Action Plan for Nature has been developed and approved to maximise biodiversity and carbon sequestration across South Derbyshire
DSP6 – Promote rollout of broadband across South Derbyshire	SDDC has supported the promotion of broadband, in 2021/22 South Derbyshire is showing a 97.8% superfast fibre coverage which is above the UK average and second highest coverage in the Derbyshire CC area.
ISP23 – Review and quantify all SDDC Scope 3 emissions	SDDC Scope 3 emissions have been quantified and reported on in the Annual Carbon Review 2021/22
ISP6 – Commissioning of fleet mileage optimisation software	Operational fleet has the software installed
ISP13 – Implement a green lease void programme for housing stock	As part of the void process, the energy supplies are switched to Scottish Power tariffs which are 100% renewable
ISP26 – Create a hybrid/flexible employee working model post Covid	Hybrid working model has been created that aims to be relevant, effective, productive and will lead to carbon emission reductions
ISP28 – Waste collection review	Waste collection service review to increase recycling rates and reduce landfill waste disposal.

### 3. Summary of Actions for 2022/30.

#### Transformation Actions - The 8 high emission source actions

Committed Actions – costs are budgeted for			Uncommitted Actions – no current budget				New actions for 2022		
Action Ref.	Decarbonisation Actions.	Total Indicative £Cost of Action	DE carbon £cost of Action	Hours	Current tCO <sub>2</sub> e	tCO <sub>2</sub> e Reduction	Start	Finish	Co-benefit
T1	<b>Carbon Neutral Civic Hub Options</b> 1. Retrofit of existing Civic Way. 2. Energy efficient new build.	1. £3 m 2. £8 m	1. £1.2m 2. £2.4m	0	208	208	2024	2030	Reduced energy consumption and operating costs
T2	<b>Carbon Neutral Greenbank Leisure Centre</b> · Energy efficient retrofit measures · Renewable energy source.	£750k	£750k	0	589	589	2024	2030	Reduced energy consumption and operating costs
T3	<b>Carbon Neutral Etwall Leisure Centre</b> · Energy efficient retrofit. · Renewable energy source.	£280k	£280k	0	228	228	2024	2030	Reduced energy consumption and operating costs
T4A	<b>A. Transition to Low Carbon Waste Fleet</b> o EV replacement of small vans. (38) o EV/Hydrogen replacement of trucks (13)	£1.3m £5.2m	£325k £2.6m	0	722	722	2021	2030	Reduce fuel costs
T4B	<b>B. Low Carbon Housing Fleet</b> o EV replacement of small vans. (13)	£422k	£110.5k						
T4C	<b>C. Other Fleet.</b> o Other small vans. (6)	£204k	£51k						
T5	<b>Carbon Neutral Boardman Depot</b> o Renewable energy source - heating o Installation of Hydrogen/EV infrastructure o Potential Depot relocation	£200k £120k £1m plus?	£200k £120k £1m plus	0	75	75	2021	2030	Reduce energy consumption Reduce fuel
T6	<b>Rosliston Environmental Exemplar</b> o Biomass repair or replace o On-site renewable energy source	£117k tbc	0 Tbc	0 0	102 36	102 36	2024 2024	2030 2030	Reduce energy Reduce energy cost
T7*	<b>SDDC Housing Stock Decarbonisation</b> Develop a programme to decarbonise SDDC housing stock	tbc	tbc	0	8,000*	tbc	2021	2050	Reduce energy consumption and cost
T8*	Develop a programme to decarbonise worst performing housing stock	£3m	£1.2m	0	1,200*	tbc	2021	2050	Reduce energy consumption and cost
	<b>Totals</b>	<b>£10 – £15m</b>	<b>£6-£7m</b>	<b>0</b>	<b>2,500</b>	<b>2,020</b>	<b>2021</b>	<b>2050</b>	

\*T7 and T8 CO<sub>2</sub>e emissions are classed as District-wide emissions and as such are not included in the 2018/19 In-house emissions baseline (2,500 tCO<sub>2</sub>e).

**In-house Service Plan Action Summary 2022/23** – The 30 In-house Actions aligned to individual Council Services as part of their 2022/23 Service Plans.

Action Ref.	Decarbonisation Action	Total indicative £cost of Action	DE carbon £cost of Action	Hours	Current tCO <sub>2</sub> e	tCO <sub>2</sub> e Reduction	Start	Finish	Co-Benefit
	<b>Buildings and Heat decarbonisation</b>								
ISP1	Improving the data content of the Social Housing Stock condition survey data	0	0	300	tbc	tbc	2022	2023	Fuel saving
ISP2	Maintenance programme for all public building estate linked to decarbonisation	£300k	£150k	0	152	tbc	2021	2023	Energy reduction
ISP3	Embed carbon neutral in new SDDC Local Plan	0	0	300	tbc	tbc	2021	2023	Energy reduction
ISP6	Creating and developing a Low Carbon Homes Team that supports home decarbonisation across the District	£100k	£100k	3,000 pa	tbc	tbc	2022	2023	Energy reduction
ISP13	To create and develop a programme to educate and inform residents/public on using low carbon heating sources	0	0	300 pa	tbc	tbc	2022	2023	Energy reduction
	<b>Transport and Fleet decarbonisation</b>								
ISP4	Ongoing delivery of the Sustainable Travel Plan and the annual Sustainable Travel Questionnaire	£40k	0	300 pa	26	2	2021	2023	Energy reduction
ISP5	Review fleet Procurement to transition to low/zero carbon vehicles	0	0	300	722	0	2021	2023	None
ISP7	Appropriate route optimisation software for SDDC fleet vehicles in Housing and Env Health	£10k	£10	0	722	72	2021	2023	Fuel saving
	<b>Energy decarbonisation</b>								
ISP8	Transition to electric grounds maintenance machinery	£250k	£125k	0	tbc	10	2021	2023	Fuel saving
ISP9	Install Smart metering at all Council buildings	£5k	£5k	0	477	48	2021	2025	Electricity saving
ISP10	Leisure Centre electricity reduction and review	0	0	50	216	22	2021	2023	Electricity saving
ISP11	Ongoing Leisure Centre maintenance plan for emission reduction	tbc	0	50	1202	120	2021	2023	Energy saving
SPI12	F gas replacement/efficiency across Council buildings*	tbc	tbc	0	485	242	2021	2030	None
	<b>Finance decarbonisation</b>								
ISP14	Carbon review of tendering process	0	0	30	tbc	tbc	2021	2023	None
ISP15	Investment review to embed decarbonisation	0	0	50	0	0	2021	2023	Higher returns
ISP16	Review of costings and financing of Transformative Actions	0	0	500	0	0	2021	2024	None
	<b>Community Engagement</b>								
ISP18	Ongoing Environmental/Carbon Literacy training	0	0	400 pa	0	0	2021	2023	None
ISP19	Embed carbon emission reduction into the new Economic Development Plan for SDDC	0	0	300 pa	0	0	2022	2023	None
ISP20	Rosliston Exemplar Sustainable Hub Plan	0	0	500	136	0	2021	2023	Revenue channel
	<b>Biodiversity and Environment</b>								
ISP21	Alteration to grounds maintenance practices	0	0	50	tbc	tbc	2021	2023	Fuel/time reduction
ISP26	Monitoring biodiversity net gain – mapping all green spaces owned by SDDC	0	0	300 pa	tbc	tbc	2022	2023	None
ISP28	Create and develop a methodology to estimate the carbon sequestration of council owned green areas across the district	0	0	300 pa	tbc	tbc	2022	2023	None
	<b>Performance and Governance</b>								

ISP22	Continuous Review of climate change funding and grants	£1k	0	100 pa	0	0	2021	2023	None
ISP23	Annual carbon review of SDDC suppliers (Scope 3) and develop a supply chain reduction guidance	0	0	200 pa	tbc	tbc	2021	2022	None
ISP24	Ongoing monitoring and reporting of carbon emissions and delivery of an annual carbon report	0	0	500 pa	2,500	125	2021	2023	Reduce energy
ISP25	Review of all Council policies/strategies to embed carbon neutral	0	0	50	2,500	0	2021	2023	None
ISP27	Annual review of SDDC Climate and Environment Action Plan (2021/30)	0	0	50pa	2,500	0	2022	2030	None
ISP17	Develop a full equality, diversity and inclusion impact assessment of SDDC's Climate and Environment Action Plan	0	0	100 pa	0	0	2022	2023	None
	<b>Waste</b>								
ISP30	Ongoing waste collection service review to support reduction in waste and increase in recycling and composted	0	0	100 pa	tbc	0	2022	2023	None
	<b>Communications</b>								
ISP29	Develop an annual Climate and Environment Communication Plan	0	0	200	2,500	0	2021	2022	None

\*This estimate does not include the F gas replacement, for which an accurate figure is not yet available.

**District-wide Service Plan Action Summary 2022/23** – The 18 District-wide actions aligned to individual Council Services as part of their Service Plans for 2022/23 to support South Derbyshire achieve carbon neutrality by 2050.

Action Ref.	Decarbonisation Actions	Total Indicative £costs of Action	DE carbon £cost of Action	Hours	Current tCO2e	tCO2e Reduction	Start	Finish	Co-benefit
	<b>Energy decarbonisation</b>								
DSP1	SDDC Healthy homes assistance funding programme for private domestic housing energy efficiency and supporting fuel poverty reduction	£200k	0	2000	Tbc	Heating decarbonisation	2021	2023	Reduce energy
DSP2	Energy efficiency regulations – effective enforcement programme across private rented housing.	0	0	500 pa	Tbc	Heating decarbonisation	2021	2023	Reduce energy
DSP3	Identify opportunities to support the development of renewable energy sources and track large scale renewable developments across South Derbyshire	0	0	100 pa	Tbc	Renewable energy source	2022	2023	Eliminate energy costs
DSP4	Green Home Grant/LAD funding delivery of retrofit measures to private and tenanted houses.	£2.5m	0	1,500	Tbc	Renewable energy sources	2021	2023	Eliminate energy costs
DSP19	Creating and developing a forum for energy consumption reduction advice for South Derbyshire residents	0	0	200pa	tbc	Heating decarbonisation	2022	2023	Reducing energy costs
	<b>Transport decarbonisation</b>								
DSP5	EV funding and infrastructure programme for South Derbyshire	£200k	0	200	Tbc	Transport decarbonisation	2021	2024	Reducing motoring costs
DSP6	Develop a feasibility study to support the transition of South Derbyshire private taxi service to low carbon emission vehicles	0	0	200 pa	Tbc	Transport decarbonisation	2022	2023	Reduce fuel costs

DSP7	Review of hydrogen fuel production and infrastructure across South Derbyshire	0	0	500	Tbc	Renewable energy source	2022	2023	Share hydrogen refuelling costs
	<b>Biodiversity and Environment</b>								
DSP8	Utilise Free Tree Schemes	0	0	100 pa	Tbc	Carbon sequestration	2021	2023	Tree canopy, flood resilience
DSP10	Supporting the promotion of green tourism throughout South Derbyshire	0	0	100	Tbc	Carbon sequestration	2022	2050	Increase tourism economy
	<b>Climate Adaption</b>								
DSP9	Review and detail the climate adaption actions (tree planting and flood resilience) that SDDC are taking across the District	0	0	300 pa	Tbc	Adaption	2022	2023	Future proofing
	<b>Green Economic Growth</b>								
DSP11	Work in partnership with Derbyshire CC to create a collaborative pathway to carbon zero across Derbyshire	£10k	£0	500 pa	Tbc	Reduce all emission sources	2022	2023	Share costs
DSP12	Partner with Derbyshire CC to engage with UK Government for resource, funding, and relevant powers to deliver Climate and Environment Plans.	0	0	100 pa	Tbc	n/a	2022	2023	Collaboration of resource
DSP13	Create and promote a Sustainable Travel to work Plan for job creation	0	0	100	Tbc	Transport decarbonisation	2021	2025	Improve economy
DSP14	Freeport Plan influencing, promoting, and partnering with local business to deliver green innovation and technology	0	0	200	Tbc	Transport decarbonisation	2020	2025	Improve economy
	<b>Community Engagement</b>								
DSP15	Develop a business engagement programme to support decarbonisation projects.	0	0	200 pa	Tbc	n/a	2021	2030	Improve economy
DSP16	Create a community engagement programme around Climate Change	£20k	£20k	500	Tbc	Carbon footprint reduction	2021	2030	Community pride
DSP17	Support the implementation of the community engagement programme (SD18)	tbc	tbc	tbc	Tbc	Carbon footprint reduction	2021	2030	Community pride
DSP18	Embed Active Travel in Swadlincote town centre access plan.	0	0	tbc	Tbc	Transport decarbonisation	2021	2025	Active travel

## 4.Climate and Environment Service Plan Actions (2022/23)

### Transformation Actions 2022/23 - IT and Business Change

	Action Ref: T1	Embed decarbonisation in Civic Hub Project	
Timeframe	2021 - 2023	2024 - 2027	2028 - 2030
Action	Continued evolving review of the two decarbonisation options - New build or Retrofit of existing Civic Office.	Decision made on option and planning completed	Implement decision. New build or existing retrofit established with carbon neutral footprint.
Reduction	8-10% reduction in total emissions.	0	208 tCO2e (carbon neutral)
Indicative Total Cost	200 hours	200 hours	Retrofit £2m - £3m. New build £6m - £8m
Decarbonisation Costs	0	0	Retrofit: £1.2m – £1.8m (60% of total cost) New build: £2.4m - £3.2m (40% of total cost).

	Action Ref: T2	Greenbank Leisure Centre decarbonisation
Timeframe	2021 -2023	2024 - 2030
Action	<ol style="list-style-type: none"> <li>Current ongoing interim actions to reduce emissions.</li> <li>Feasibility study of renewable energy source options.</li> <li>Decision made on emission reduction plan.</li> </ol>	Transition from natural gas to renewable source for heating and electricity consumption.
Reduction	Interim actions = 8-10% emission reduction	Heating renewable source= 439 tCO2e (100% reduction) F Gas reduction = 148 tCO2e (64.5% reduction) Heating and electricity renewable source = 589 tCO2e (100% reduction)
Indicative Total Cost	500 hours	£750k
Decarbonisation Costs	0	£750k

	Action Ref: T3	Etwall Leisure Centre decarbonisation
Timeframe	2021 -2023	2024 - 2030
Action	<ol style="list-style-type: none"> <li>Current Interim actions on reducing emissions.</li> <li>Feasibility study of renewable energy source options.</li> <li>Decision made on emission reduction plan.</li> </ol>	Transition from natural gas to renewable source for heating.  Or transition to renewable source for heating and electricity.
Reduction	Current emissions = 383 tCO2e Reduction of Interim actions = 31 tCO2e (8 -10%)	Current heating and electricity emissions = 228 tCO2e F Gas reduction = 155 tCO2e
Indicative Total Cost	500 hours	£280k plus
Decarbonisation Costs	0	£280k plus
Note	1. John Port School own Etwall Leisure Centre, so partnership approach.	

	Action Ref: T4A	Decarbonisation of Waste Vehicle Fleet.	
Timeframe	2021 - 2023	2024 - 2027	2028 - 2030

Action	Phased transition replacement of depot light vehicles (cars, vans, etc).	Hydrogen Fuel mix conversion for refuse trucks = £45k/truck	Full electrification or 100% Hydrogen for refuse trucks + electrification of depot vehicles.
Reduction	100% reduction of depot vehicle emissions only.	40% reduction of current refuse truck emissions only.	100% reduction of fleet emissions (588 tCO <sub>2</sub> e)
Total Indicative Cost	38 EV vans = £1.22m EV charging points = £80k  Total cost = £1.3m	13 x truck conversion = £585k Hydrogen filling station = £120k?  Total cost = £705k	13 x EV/Hydrogen trucks = £5.2m EV charge point = £50k  Total cost = £5.2m
Decarbonisation Cost	£325k	£705k	£2.7m
Note	EV infrastructure required.	Depot Hydrogen refilling station	Full EV or Hydrogen infrastructure.

Action Ref:	<b>T4B - Decarbonisation of Housing vehicle fleet.</b>
Emission Source	Carbon emissions from Housing fleet fuel = 134 tCO <sub>2</sub> e
Owned by	Head of Housing
Dates	Start: 2021 Finish: 2030
Emission Impact	Complete electrification or hydrogen fuelled housing vehicle fleet = carbon neutral
Notes	EV infrastructure needed for home charging. Or change in work behaviour and EV's 'return to grid' infrastructure' requiring overnight parking. Partner with DCC on 'on-street parking'.
Indicative Total Costs	13 x small EV vans = £422k + 10 x Charge points = £22k Total costs = £444k
Decarbonisation Costs	EV vans = £110.5 + charge points = £22k Decarbonisation costs = £132.5k

Action Ref:	<b>T4C – Decarbonisation of EH vehicle fleet.</b>
Emission Source	Carbon emissions from other fleet (Environmental Health)
Owned by	Head of Environmental Health
Dates	Start: 2021 Finish: 2030
Emission Impact	Complete electrification or hydrogen fuelled small fleet by 2030.
Notes	Electric infrastructures need for Civic Way Offices and Rosliston – awaiting decision on One public estate 2021/22
Indicative Total Costs	6 x EV vans = £204k + 2 x Charge point = £5k Total costs = £209k
Decarbonisation Costs	EV vans = £51k + charge points = £5k Decarbonisation costs = £56k

	<b>Action Ref: T5</b>	<b>Boardman Depot</b>
Timeframe	<b>2021 -2023</b>	<b>2024 - 2030</b>
Action	Current Interim actions on reducing emissions.  Feasibility study of renewable energy source options.  Decision made on emission reduction plan.  Feasibility study of Hydrogen/Electric fuelling station &/or Depot relocation.	Transition from natural gas to renewable source for heating and electricity.  Installation of low carbon fuelling infrastructure (Hydrogen &/or EV)  Potential Depot relocation.
Reduction	Interim actions = 8-10% emission reduction	Heating and electricity renewable source = 42 tCO <sub>2</sub> e (100% reduction)  Installation of low carbon fuelling infrastructure  Depot relocation – carbon neutral
Total Indicative Costs	500 hours	£200k renewable energy source £120k plus for Hydrogen/EV fuelling station. £? Relocate depot



Decarbonisation Costs	0	100% of total costs and dependant on option
-----------------------	---	---

	<b>Action Ref: T6</b>	<b>Rosliston (Visitor Centre and Enterprise building)</b>
Timeframe	<b>2021 -2023</b>	<b>2024 - 2030</b>
Action	Current Interim actions on reducing emissions.  Feasibility study of renewable energy source options.  Decision made on emission reduction plan.	Biomass repair  Renewable energy infrastructure for complete Rosliston site (holiday homes, visitor centre, etc)  Creation of Rosliston Exemplar
Reduction	Interim actions = 8-10% emission reduction	Heating and electricity renewable source = 136 tCO2e (100% reduction)
Total indicative Costs	200 hours	Repair of Biomass boiler = £117k Renewable energy source (solar pv or heat source pumps) = £100k

Action Details	<b>T7 – Develop a programme to decarbonise the SDDC housing stock through Government Funding and the Housing Revenue Account.</b>
Emissions Source	Council owned housing stock
Owned by	Head of Housing
Dates	Start: 2021 Finish: 2050
Emission Impact	TBD
Cost	£43m (based on £15k each for 3,000 properties)

Action Details	<b>T8 – Develop a specific programme to decarbonise the worst performing SDDC housing stock</b>
Emissions Source	200 of the worst performing Council owned housing stock
Owned by	Head of Housing
Dates	Start: 2021 Finish: 2050
Emission Impact	TBD
Cost	£3m (based on £15k each property)

## All Service Plan Actions 2022/23

These two actions are common to all Service areas.

Action Details	ISP4 – Ongoing annual delivery of Sustainable Travel Plan and annual travel questionnaire
Emissions Source	Employee vehicle commuting fuel emissions at all SDDC locations = 26 tCO2e
Owned by	All Heads of Service
Dates	Start: 2021 Finish: 2024
Emission Impact	Targeted reduction of H1 carbon emissions = 7% (1.8 tCO2e)
Cost	£40,000 & 300 hours

Action Details	ISP24 – Ongoing quarterly monitoring and preparation of annual reporting of all carbon emission sources from Council in-house controlled activities
Emissions Source	All carbon emission sources: Heat, Refrigerant, Vehicle fuel and Electricity = 2,500 tCO2e
Owned by	All Heads of Service
Dates	Start: April 2021 Finish: Ongoing
Emissions Impact	Estimated reduction of all carbon emissions = 5% (125 tCO2e)
Cost	300 hours

## Corporate Property - Service Plan Actions 2022/23

### In-house actions

Action Details	ISP2 – Embed decarbonisation of public buildings in the Corporate Asset Management strategy
Emissions source	Heat and electricity emissions from all Public and SDDC owned Commercial buildings.
Owned by	Head of Corporate Property
Dates	Start: April 2021 Finish: April 2030
Emission Impact	Reduction of Public Buildings emissions (152 tCO <sub>2</sub> e) to achieve carbon neutral
Cost	£300k – additional costs in addition to the ongoing maintenance programme.

Action Details	ISP9 – Commissioning SMART metering for electricity use across all public buildings.
Emissions Source	Electricity emissions from all Council buildings
Owned by	Head of Corporate Property
Dates	Start: April 2021 Finish: April 2025
Emission Impact	Up to 10% reductions in energy use through accurate emission reporting, increased awareness, and accountability for carbon emissions from Council energy activities
Cost	£5K

Action Details	ISP11 – Align ongoing maintenance plan to reducing current carbon emissions at Leisure Centres from the Lifecycle Analysis (existing plant, retrofit measures and investment requirements to reduce emissions).
Emissions Source	Energy/heat/electricity at Greenbank and Etwall Leisure Centres = £1202 tCO <sub>2</sub> e
Owned by	Head of Cultural and Community Services
Dates	Start: April 2021 Finish: April 2023
Emissions Impact	Reduction of current energy emissions of 120 tCO <sub>2</sub> e (10%)
Cost	50 hours, Maintenance, retrofit, and investment requirements need to be costed as part of the plan.

Action Details	ISP12 – F Gas ongoing maintenance, update and replacement programme.
Emissions Source	Refrigerant emissions at Leisure Centres, Civic Way and Boardman Road depot.
Owned by	Head of Corporate Property
Dates	Start: 2021 Finish: 2030
Emission Impact	242 tCO <sub>2</sub> e based on a 50% reduction in total F gas emissions
Cost	To Be Confirmed

### District-wide actions

Action Details	DSP18 – Feasibility plan to embed Active Travel (walk/cycle pathways, EV infrastructure and public transport connectivity) into Swadlincote town centre access plans.
Emissions Source	Transport
Owned by	Head of Corporate Property/Head of Environmental Services
Dates	Start: 2022 Finish: 2023
Emission Impact	Transport reduction and increasing walking and cycling.
Cost	£40k & 100 hours

## Cultural and Community Services - Service Plan Actions 2022/23

### In-house actions

Action Details	ISP10 – Manage ongoing energy reduction actions plans for the Leisure Centres through Active Nations.
Emissions Source	Heat and electricity at Greenbank and Etwall Leisure Centres = 1,202 tCO <sub>2</sub> e
Owned by	Head of Cultural and Community Services
Dates	Start: June 2021 Finish: April 2023
Emissions Impact	Behavioural change heat and electricity emissions reductions of 120 tCO <sub>2</sub> e (10%)
Cost	50 hours

Action Details	ISP20 – Rosliston Exemplar - promote Rosliston Forestry Centre as a pioneer of environmental sustainability education which includes renewable energy sources, low carbon emission technology, carbon sequestration, biodiversity and natural capital improvement.
Emissions Source	Heat and electricity sources plus tree and plant carbon sequestration.
Owned by	Head of Cultural and Community Services
Dates	Start: April 2021 Finish: April 2023
Emission Impact	To make Rosliston nett carbon positive
Cost	500 hours

Action Details	ISP21 – Ongoing planning and delivery of alteration to grounds maintenance practices to maximise biodiversity
Emissions Source	Carbon sequestration from all sectors across South Derbyshire
Owned by	Head of Cultural and Community Services/ Head of Operational Services
Dates	Start: April 2021 Finish: April 2023
Emission Impact	Improves biodiversity, which increase soil ability to sequester carbon.
Cost	50 hours

Action Details	ISP26 – Monitoring Biodiversity net gain – mapping all green spaces owned by SDDC
Emissions Source	Carbon sequestration
Owned by	Head of Culture and Community Services
Dates	Start: 2022 Finish: 2023
Emission Impact	Carbon sequestration
Cost	500 hours

Action Details	ISP28 – Create and develop a methodology to estimate the carbon sequestration of council owned green areas across South Derbyshire
Emissions Source	Carbon sequestration
Owned by	Head of Environmental Health Services/ Cultural and Community Services
Dates	Start: October 2022 Finish: October 2023
Emission Impact	TBD
Cost	300 hours

### District-wide Actions

Action Details	DSP8 – Utilise all Free Tree planting schemes across the District and monitor tree planting increases.
Emissions Source	Carbon sequestration from all sectors across South Derbyshire
Owned by	Head of Cultural and Community Services
Dates	Start: 2021 Finish: 2023
Emissions Impact	Estimated 6.2 tCO <sub>2</sub> e per year per hectare sequestered
Cost	100 hours

## Economic Development and Growth Services - Service Plan Action 2021/22

### In-house actions

Action Details	ISP19 Embed carbon emission reduction into the new Economic Development Plan
Emissions Source	All In-house and District-wide emissions
Owned by	Head of Economic Development & Growth/Head of Env Health
Dates	Start: April 2022 Finish: April 2025
Emissions Impact	Engage public and private sector expertise to help deliver SDDC emissions reductions
Cost	300 hours

### District-wide actions

Action Details	DSP10 – Support the promotion of Green Tourism throughout South Derbyshire and specifically National Forest as an exemplar sustainable environment
Emissions Source	None
Owned by	Head of Economic Development
Dates	Start: 2021 Finish: Ongoing
Emission Impact	Increasing carbon offsetting across South Derbyshire.
Cost	100 hours

Action Details	DSP13 – Promote sustainable travel to work plans (public transport) for job creation/growth development areas across South Derbyshire.
Emissions Source	Vehicle
Owned by	Head of Economic Development and Head of Strategic Planning
Dates	Start: 2021 Finish: 2025
Emission Impact	Reduce vehicle mileage and promote public transport
Cost	100 hours

Action Details	DSP14 – Influencing, promoting, and partnering with local business to embed green innovation and technology at the East Midlands Inter-Modal Park 'Freeport'.
Emissions Source	Road and Rail transport
Owned by	Head of Economic Development/Head of Planning and Strategic Housing Services
Dates	Start: 2021 Finish: 2025
Emission Impact	Creation of green technology hubs to reduce emissions
Cost	TBD
Action Details	DSP15 – Support local businesses across South Derbyshire in their development of energy efficiency and decarbonisation projects and the identification of suitable green funding.
Emissions Source	All carbon sources
Owned by	Head of Economic Development /Head of Environmental Health
Dates	Start: 2021 Finish: Ongoing
Emission Impact	All sources across South Derbyshire
Cost	100 hours

## Environmental Health Services - Service Plan Actions 2022/23

### In-house Actions.

Action Details	ISP6 – Create and develop a Low Carbon Homes Team that supports household decarbonisation across the whole of South Derbyshire
Emissions Source	Household heating
Owned by	Head of Environmental Health Services/Housing Services
Dates	Start: 2022 Finish: 2023
Emission Impact	Reduction household heat emissions
Cost	4000 hours

Action Details	ISP7 - Commissioning vehicle optimisation software for fleet vehicles across Environmental Services.
Emissions Source	Council vehicle fleet (petrol and diesel) = 722 tCO <sub>2</sub> e
Owned by	Head of Operational Services (supported by Head of Housing Services, Head of Environmental Services, Cultural Services and Corporate Services)
Dates	Start: April 2022 Finish: April 2023
Emission Impact	Reduction in Council fleet fuel emissions through driver behaviour = 72 tCO <sub>2</sub> e (10%)?
Cost	£150 per year

Action Details	ISP14 – Quarterly monitoring of the SDDC tender process to establish carbon neutral supplier questions and carbon neutral scoring/awarding criteria
Emissions Source	All
Owned by	Head of Environmental Services
Dates	Start: April 2022 Finish: April 2023
Emissions Impact	Increase the importance of carbon accounting and reduce carbon emissions through future procurement decisions and supplier selection.
Cost	30 hours

Action Details	ISP18 – Ongoing environmental training (Climate and Biodiversity) for Councillors, Parish Councils and SDDC employees.
Emissions source	All
Owned by	Head of Environmental Services
Dates	Start: April 2021 Finish: Ongoing
Emissions Impact	Higher awareness for all staff of the importance of reducing personal and corporate carbon impact and carbon footprint
Cost	400 hours

Action Details	ISP22 – Continuous identification of funding and grants, identifying carbon reduction opportunities for the Council and Partners.
Emissions source	All
Owned by	Head of Environmental Services
Dates	Start: April 2021 Finish: Ongoing
Emissions Impact	Funding decarbonisation actions
Cost	£1,000 and 100 hours

Action Details	ISP23 – Annual review of SDDC 'Scope 3' Supply Chain emissions, quantify their carbon impact and develop an appropriate draft supply chain guidance for approval.
Emissions Source	All sources.
Owned by	Head of Environmental Services
Dates	Start: April 2022 Finish: April 2023

Emissions Impact	Identify emission reduction opportunities with contractors and suppliers
Cost	200 hours

Action Details	ISP25 - Review all internal SDDC policies and strategies to embed carbon neutral considerations into them at their next review
Emissions source	All
Owned by	Head of Environmental Services
Dates	Start: April 2021 Finish: Ongoing
Emissions Impact	Align corporate strategies, policies, and actions with carbon neutral target.
Cost	50 hours

Action Details	ISP27 - Annual review of SDDC Climate and Environment Action Plan (2021/30) to update and verify in line with ISO accreditation and other audits.
Emissions source	All
Owned by	Head of Environmental Health and all Heads of service
Dates	Start: July 2022 Finish: ongoing on an annual basis.
Emissions Impact	Ongoing support of reduction of all emissions from in-house and district-wide emissions
Cost	50 hours

Action Details	ISP28 – Create and develop a methodology to estimate the carbon sequestration of council owned green areas across South Derbyshire
Emissions Source	Carbon sequestration
Owned by	Head of Environmental Health Services/ Cultural and Community Services
Dates	Start: October 2022 Finish: October 2023
Emission Impact	TBD
Cost	300 hours

## District-wide Actions

Action Details	DSP1 – SDDC Healthy Homes Assistance Fund for private and tenant housing energy efficiency and supporting fuel poverty reduction.
Emissions Source	Domestic heating for private and tenanted houses
Owned by	Head of Environmental Services
Dates	Start: March 2021 Finish: March 2023
Emissions Impact	TBD
Cost	£200k

Action Details	DSP2 – Effective enforcement of the Energy Efficiency Regulations
Emissions Source	Private rented housing stock
Owned by	Head of Environmental Services
Dates	Start: 2020 Finish: Ongoing
Emissions Impact	TBD
Cost	300 hours officer time

Action Details	DSP3 – Identify opportunities to support the development of renewable energy sources and track large scale renewable developments across South Derbyshire.
Emissions Source	Energy Sources
Owned by	Head of Environmental Health Services/Head of Planning and Strategic Housing
Dates	Start: 2022 Finish: 2023
Emission Impact	Reduction of carbon emission through renewable energy sources
Cost	200 hours

Action Details	DSP4 – Green Homes Grant/LAD funding delivery of retrofit measures to private and tenant houses.
Emissions Source	Domestic heating for private and tenanted houses
Owned by	Head of Environmental Services

Dates	Start: 2021 Finish: Ongoing
Emissions Impact	TBD
Cost	Phase 1b=£568k, Phase 2 = £425k

Action Details	DSP5 – Public EV infrastructure expansion – Planning and Implementing of EV charging points across the District, through OZEV and partnership funding
Emissions Source	Non-HGV transport
Owned by	Head of Environmental Services
Dates	Start: 2021 Finish: 2024
Emissions Impact	TBD
Cost	£100k (depending on successful bid for external funding) & 200 hours

Action Details	DSP7 – A review of Hydrogen fuel usage, production and distribution infrastructure development proposals across South Derbyshire.
Emissions Source	Transport
Owned by	Head of Environmental Services
Dates	Start: 2022 Finish: 2023
Emission Impact	Reduction in fleet carbon emissions
Cost	200 hours

Action Details	DSP9 – Review and detail the climate adaption actions (tree planting and flood resilience plus others) that SDDC are taking across the District.
Emissions Source	Carbon sequestration from all sectors across South Derbyshire
Owned by	Head of Environmental Health Services
Dates	Start: 2022 Finish: 2023
Emissions Impact	TBD
Cost	200 hours

Action Details	DSP11 Work in partnership with Derbyshire County Council to create a collaborative pathway to carbon zero across Derbyshire
Emissions Source	All
Owned by	Head of Environmental Services
Dates	Start: 2021 Finish: Ongoing
Emissions Impact	Unknown
Cost	100 hours

Action Details	DSP12- Partner with Derbyshire County Council to engage with UK Government for resource, funding and relevant powers to deliver Climate and Environment Plans
Emissions Source	All
Owned by	Head of Environmental Services
Dates	Start: 2021 Finish: Ongoing
Emissions Impact	Unknown
Cost	100 hours

Action Details	DSP19 Creating and developing a communication/signposting channel for engaging with South Derbyshire households to support reduction of energy consumption advice promotion.
Emissions Source	All households
Owned by	Head of Environmental Health Services
Dates	Start: 2022 Finish: 2023
Emissions Impact	TBD
Cost	200 hours

## Finance - Service Plan Actions 2022/23

### In-house actions.

Action Details	ISP15 – Review of Council finance and investments to embed in carbon neutrality
Emissions Source	De-investment in fossil fuel sector
Owned by	Head of Finance
Dates	Start: April 2021 Finish: April 2023
Emission Impact	Investment in green economy
Cost	50 hours plus a potential improved return on investment.

Action Details	ISP16 – Ongoing review of costing/finance of Climate and Environment Transformative actions to establish/verify current and future funding sources to implement these actions.
Emissions Source	All high emission sources and locations identified.
Owned by	Head of Finance /Head of Environmental Health
Dates	Start: 2021 Finish: 2024
Emission Impact	All high emission sources.
Cost	500 hours



## Housing Services - Service Plan Actions 2022/23

### In-house actions.

Action Details	ISP1 – Improve the data content, quality and quantity of the Social Housing Stock Condition Survey data.
Emissions Source	Heat and electricity - this is outside of the SDDC's controlled emissions and not part of the 2030 carbon neutral target.
Owned by	Head of Housing Services
Dates	Start: 2022 Finish: July 2028
Emission Impact	Current heat and electricity emission estimate is 9,200 – 13,200 tCO <sub>2</sub> e
Cost	500 hours

Action Details	ISP7 – Feasibility of housing dynamic scheduling software to support fleet mileage optimisation and reduction
Emissions Source	Council vehicle fleet (petrol and diesel) = 722 tCO <sub>2</sub> e
Owned by	Head of Operational Services (supported by Head of Housing Services and Head of Environmental Services)
Dates	Start: April 2022 Finish: April 2023
Emission Impact	Reduction in Council fleet fuel emissions through driver behaviour = 72 tCO <sub>2</sub> e (10%)?
Cost	£150 per year

Action Details	ISP13 – Create and develop a programme to educate and inform residents/public on using low carbon heating sources effectively
Emissions Source	Household heating
Owned by	Head of Housing
Dates	Start: April 2022 Finish: April 2023
Emissions Impact	Reduction in electricity emissions as National Grid decarbonises to 2030.
Cost	50 hours to implement.

## Operational Services - Service Plan Actions 2022/23

### In-house actions.

Action Details	ISP5 - Review of the Fleet Procurement Plan to identify and detail the options, cost, and timeframe to decarbonise the SDDC Waste vehicle fleet (EV's, Hydrogen/diesel mix and Hydrogen). This review will include the infrastructure and storage requirements of decarbonising the fleet.
Emissions Source	Vehicle fuel (diesel) at Boardman Depot = 588 tCO <sub>2</sub> e
Owned by	Head of Operational Services
Dates	Start: April 2021 Finish: April 2023
Emission Impact	Reduction Operational fleet emissions to carbon neutral = 588 tCO <sub>2</sub> e
Cost	300 hours

Action Details	ISP7- Commissioning and use of fleet mileage optimisation software for use in all fleet vehicles across Housing and Environmental Services.
Emissions Source	Council vehicle fleet (petrol and diesel) = 722 tCO <sub>2</sub> e
Owned by	Head of Operational Services (supported by Head of Housing Services and Head of Environmental Services)
Dates	Start: April 2022 Finish: April 2023
Emission Impact	Reduction in Council fleet fuel emissions through driver behaviour = 72 tCO <sub>2</sub> e (10%)?
Cost	£150 per vehicle = £10k

Action Details	ISP8 – Continued phased replacement of grounds maintenance machinery (105 x mowers, grass-cutters, etc) with electric alternatives.
Emissions Source	Fuel at Boardman Road depot
Owned by	Head of Operational Services
Dates	Start: June 2021 Finish: April 2023
Emission Impact	Reduction of carbon emissions = 10 tonne CO <sub>2</sub> e (estimated)
Cost	£250,000 for completed replacement (indicative).

Action Details	ISP30 – Ongoing waste collection service review to support the reduction in waste and increase in recycling rates and composted rates
Emissions Source	Waste collection
Owned by	Head of Operational Services
Dates	Start: April 2022 Finish: April 2023
Emission Impact	Reduction in waste emissions
Cost	100 hours

## Organisational Development and Performance - Service Plan Actions 2022/23

### In-house actions.

Action Details	ISP17 – Develop a full equality, diversity and inclusion impact assessment of SDDC's Climate and Environment Action Plan
Emissions Source	All
Owned by	Head of Organisational Development and Performance
Dates	Start: April 2022 Finish: April 2023
Emission Impact	All
Cost	500 hours

Action Details	ISP29 – Develop and create a Climate and Environment Communication Plan to inform, educate and make all stakeholders aware of Environmental Sustainability, Climate Change, Carbon emission sources, decarbonisation measures and carbon neutral journey. Stakeholders – SDDC employees, Councillors, Residents (climate activists, pragmatists, and deniers), specific demographics, Businesses, other Local Authorities, and third-party organisations
Emissions source	All
Owned by	Head of Organisational Development and Performance/Head of Environmental Health
Dates	Start: 2021 Finish: Annual ongoing
Emissions Impact	Ongoing support of reduction of all emissions from in-house and district-wide emissions
Cost	200 hours staff time per year

### District-wide Actions

Action Details	DSP16 – Create a community engagement program for Climate Change across South Derbyshire that will engage and consult with different sectors and communities with the SDDC's carbon neutral journey and the specific actions that are required to deliver the 2030 target.
Emissions Source	All sources across South Derbyshire
Owned by	Head of Organisational Development and Performance
Dates	Start: 2021 Finish: 2030
Emission Impact	Encouraging carbon footprint reduction
Cost	£20k + additional 0.5 FTE

Action Details	DSP17 – Support the development of the community engagement program (DSP16) for Climate and Biodiversity Change across South Derbyshire supporting the decarbonisation of South Derbyshire.
Emissions Source	All sources across South Derbyshire
Owned by	Head of Environmental Health and Organisational Development and Performance
Dates	Start: 2022 Finish: 2023
Emission Impact	Encouraging carbon footprint reduction
Cost	TBD

## Planning and Strategic Housing Services – Service Plan Actions 2022/23

### In-house actions.

Action Details	ISP3 – Embed carbon neutrality in the new SDDC Local Plan.
Emissions Source	Energy efficiency, Gas, electricity, and water supply from all sources and into all buildings. Includes Heat, electricity, and transport emission sources.
Owned by	Head of Planning and Strategic Housing
Dates	Start: 2021 Finish: 2024
Emission Impact	Reduction in carbon emissions in all new build
Cost	300 hours

### District-wide actions.

Action Details	DSP13 – Create and promote a sustainable travel to work plan (public transport) for job creation/growth areas – East Midlands Freeport
Emissions Source	Vehicle
Owned by	Head of Economic Development and Head of Planning and Strategic Housing
Dates	Start: 2021 Finish: 2025
Emission Impact	Reduce vehicle mileage and promote public transport
Cost	100 hours

Action Details	DSP14 – Plan on Influencing, promoting, and partnering with local business to deliver green innovation and technology at the East Midlands Inter-Modal Park 'Freeport'.
Emissions Source	Road and Rail transport
Owned by	Head of Economic Development/Head of Planning and Strategic Housing Services
Dates	Start: 2021 Finish: 2025
Emission Impact	Creation of green technology hubs to reduce emissions
Cost	TBD

## Legal and Demographic Services

### District-wide actions.

Action Details	DSP6 – Develop a feasibility study to support the transition of South Derbyshire private taxi hire service to low carbon emission vehicles
Emissions Source	Reduction in transport sector carbon emissions
Owned by	Head of Legal and Demographic Services
Dates	Start: 2022 Finish: 2023
Emission Impact	Tbc
Cost	100 hours

---

---

REPORT TO:	ENVIRONMENT & DEVELOPMENT SERVICES	AGENDA ITEM: 7
DATE OF MEETING:	11 AUGUST 2022	CATEGORY: RECOMMENDED
REPORT FROM:	ALLISON THOMAS, STRATEGIC DIRECTOR – SERVICE DELIVERY	Open
MEMBERS' CONTACT POINT:	MATT HOLFORD, <a href="mailto:matthew.holford@southderbyshire.gov.uk">matthew.holford@southderbyshire.gov.uk</a> , 01283 595856	DOC:
SUBJECT:	ANNUAL ENFORCEMENT AND COMPLIANCE REPORT 2021-22	REF:
WARD(S) AFFECTED:	All	TERMS OF REFERENCE: EDS14, HCS10

---

---

## 1. Recommendations

- 1.1 That the Committee notes the contents of the report and approves that the Council is using its regulatory powers in a way proportionate to the demands for all regulatory services it provides.

## 2. Purpose of Report

- 2.1 To provide the Committee with details of the Council's use of its tools and powers to take appropriate enforcement action during the 2021/22 reporting period.

## 3. Background

- 3.1 Under the priority of 'Our Environment' in the 2020-2024 Corporate Plan, one of the key aims is "*Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate*".
- 3.2 Under the priority of 'Our People', one of the key aims is "*Help tackle anti-social behaviour and crime through strong and proportionate action*".
- 3.3 The Council is authorised to use more than 100 different statutes to regulate and ensure compliance in areas of work as diverse as planning, food hygiene, licensing, pollution control, anti-social behaviour, building control, public health, waste and dog control.
- 3.4 The way in which the Council utilises these powers is governed by law, statutory guidance and legal precedent. Some services (notably many of the functions of Licensing and Environmental Health) also have a duty to have regard to the five governing principles of the Legislative and Regulatory Reform Act 2006, namely that all regulatory interventions are *transparent, accountable, proportionate* and *consistent* and should be *targeted* only at cases in which action is needed.

- 3.5 This report provides a high-level summary of the regulatory action over the past year and provides a comparison against historical levels of regulatory action.

### **Demands for services**

- 3.6 The demand for Council services in 2021/22 compared to previous years is illustrated in Figure 1 in the report appendix.
- 3.7 Covid-19 continued to have a profound effect on the demand and delivery of services throughout 2021/22, although the effect was less pronounced than during 2020/21.
- 3.8 After a large spike in air pollution complaints during 2020/21, the numbers of complaints returned to pre-pandemic levels in 2021/22, albeit that there has been a progressive increase in complaints over the last five years. Data from air quality monitoring locations across the District demonstrate that air quality has progressively improved over the last decade.
- 3.9 Complaints about dog offences slightly reduced compared to 2020/21.
- 3.10 There has been another significant increase in the number of complaints generally classified as 'public health'. This covers a diverse range of issues but the majority of these relate to waste on land, properties in a filthy condition, drainage problems, dangerous trees and high hedges.
- 3.11 After a large spike in complaints about food establishments during 2020/21, (mainly linked to the Covid Regulations), the numbers of complaints returned to approximately pre-pandemic levels, albeit that there has been a progressive increase in complaints over the last five years.
- 3.12 Complaints about private sector housing have progressively increased over the last five years.
- 3.13 Complaints about noise nuisance have remained stubbornly high for the last four years. Complaints about noise in South Derbyshire in 2020/21 were 6.4 per 1000 population compared to an East Midlands average of 4.5 per 1000 population and an England average of 6.8 per 1000 population.
- 3.14 Complaints about incidents of abandoned vehicles increased in 2021/22 after a progressive fall since a peak in 2016/17. Despite the high numbers of complaints, after investigation most were established as being unsubstantiated with most complaints associated with annoyance due to parking. In 2021/22, of the 175 complaints about abandoned vehicles the Council only needed to take formal action in 18 cases.
- 3.15 In 2021/22 the Council also received over 150 requests for support and information in relation to compliance with the Covid Regulations from the public and business owners over the course of the year.
- 3.16 The **Licensing Team** continues to provide a high level of service in ensuring applications are dealt with in line with the legislative deadlines despite the increased demand on the service in terms of applications and complaints. The Team continues to provide advice and guidance to businesses to ensure they are compliant with the relevant pieces of legislation post Covid. Again, the number of inspections carried out by the Team has increased with the assistance of the Covid Marshals whilst they were in contract.

- 3.17 Policy documents continue to be developed, consulted on and approved by Members. The Team has introduced legislative changes into the Service such as new guidance for animals, tax checks for private hire drivers, operators and scrap metal dealers and new requirements for the private hire national database of refusals and suspensions.
- 3.18 In addition to the introduction of legislation, the Team continues to streamline procedures to improve the service for customers by introducing an online booking system for the depot tests and online Disclosure and Barring (DBS) checks making the application process easier for licence holders and applicants whilst maintaining the high standards to hold a licence within the District.
- 3.19 Complaints regarding unlicensed dog breeding continue to grow and joint enforcement initiatives have been undertaken with the Environmental Health Team, Royal Society for the Protection of Cruelty to Animals (RSPCA) and the Police to tackle and disrupt the businesses of the most persistent offenders with several prosecutions pending.

### **Direct Effects of Covid 19**

- 3.20 Throughout 2021/22, the Council employed a dedicated Business Compliance Officer to support Covid outbreak control investigations. The innovative outbreak mapping process developed by the Business Compliance Team was recognised by the Local Government Association (LGA) as an example of national excellence.
- 3.21 The Council also commissioned Red Snapper Ltd to provide Covid Marshal services until the end of March 2022. The Marshals subsequently played a huge role in advising and assisting local businesses to follow government guidance as the economy reopened.
- 3.22 Over the course of the year the Covid Marshals carried out 995 visits to business premises to provide Covid compliance audits and advice. These involved the Marshals providing structured reviews of the Covid control measures of each business and comparing them to the relevant guidance issued by government for that business sector.
- 3.23 The audits showed that compliance levels with all measures contained in the Covid guidance were consistently above 90% in the local business community.

### **Demands for Inspections of Businesses**

- 3.24 Food hygiene law requires that businesses are risk assessed and then inspected with a frequency based on national legal guidance. Figure 2 in the appendix to this report illustrates the number of food hygiene inspections carried out.
- 3.25 Due to the extensive constraints on the hospitality industry during periods of Covid lockdown, many routine food hygiene inspections of food businesses could not take place in 2021/22. In response to guidance from the Food Standards Agency, Council officers prioritised their work to focus on high-risk businesses, new businesses and to respond to complaints.
- 3.26 Due to the enormous disruption to the hospitality sector – and by extension to the food hygiene inspection programme, the Food Standards Agency has issued a ‘Local Authority Recovery Plan’ which provides national statutory guidance on enabling food hygiene regulatory services to deliver services to March 2023.



- 3.27 In April 2022, 86.9% of food businesses in South Derbyshire had been awarded the top score for their food hygiene at their last inspection. This is thought to be one of the highest figures in the UK although no national statistics have been published by the Food Standards Agency since the end of 2018/19 to enable a full comparison.
- 3.28 In April 2022 there were 941 registered food businesses in the District. This represents a significant increase in the number of local food and drink businesses over the course of the last two years. In April 2020, the number of registered food businesses was 856.
- 3.29 Hygiene standards in 98.8% of food businesses were assessed at their last inspection as being 'broadly compliant' which means that the Council's food inspectors are satisfied that they can be left to manage their own hygiene practices until their next programmed inspection without any further intervention.

### **Other Significant Matters**

- 3.30 Fuel Poverty in Private Rented Sector. In April 2020, new legislation requiring minimum standards of energy efficiency in private rented properties was brought into effect. Recognising that combating fuel poverty is a corporate priority, South Derbyshire took early steps to support and encourage local landlords to improve their properties.
- 3.31 Officers also took robust action where landlords were failing to act. Currently just three properties in South Derbyshire out of an estimated 5,000 private rented properties are non-compliant with the new legislation – i.e. 0.06% of the private rented sector stock. The most recent government estimates about national compliance (April 2021) suggests that up to 4.4% of private rented properties may not be complying with the law.
- 3.32 Breaches of Animal Welfare law appear to be increasing in frequency, possibly as a result in the very significant increase in pet ownership during the pandemic.
- 3.33 In 2021/22 this resulted in Council officers seizing 47 animals using animal welfare powers. A number of cases are currently awaiting court proceedings.
- 3.34 A major barrier to the use of animal welfare seizure powers are the associated costs. The Council has powers to seize an animal and then apply to the court to prosecute the offender and subsequently obtain a possession order for the animal to have it rehomed. This process often takes many months and during this time the Council is required to keep all seized animals in a safe animal boarding establishment. The cost implications can run into thousands of pounds per animal.
- 3.35 In February 2022, the Council signed a legal agreement with a dog rescue fostering charity to enable seized animals to be homed with foster carers during the time between their seizure and the conclusion of the court case. This enables the animals, who are often already in a poor state of physical and emotional health, to be looked after in a domestic setting rather than being kept in a boarding kennels. The arrangement also provides a very significant financial saving for the Council. This agreement is thought to be the first of its kind in the UK.
- 3.36 The costs of ensuring the welfare of animals which have been found by Council officers to be 'suffering' (under the definition of the Animal Welfare Act 2006) has escalated significantly in recent months and has now been identified as a new risk on the Service Delivery risk register. This item may be the subject of a further report to Finance and Management Committee.



- 3.37 Officers are actively exploring other solutions to enable animals which are seized under animal welfare powers to be more rapidly found permanent, safe homes.
- 3.38 Towards the end of the financial year the [Homes for Ukraine](#) scheme was launched. Environmental Health staff needed to rapidly respond to the implications of the scheme by ensuring that safeguarding checks were carried out on people who had volunteered as sponsors to prevent any potential risk of exploitation.
- 3.39 Officers are also directly supporting the scheme by providing sponsors with advice and resources to prevent any causes of potential serious harm within their households such as electrical and fire safety hazards.
- 3.40 To date approximately 65 home checks have been carried out which will lead to safe accommodation for approximately 130 Ukrainian visitors.

### Formal Legal Interventions

- 3.41 The Council has published an [Enforcement Policy](#) which explains how it will use the various tools and powers to help the business community and residents to meet the various laws the Council is tasked with regulating. When the Council is unable to ensure compliance through persuasion it may be necessary to resort to use of more formal means. The Council has powers in the form of various compliance notices which can be issued requiring some form of action to be taken (or to be stopped) by the recipient to more formally require compliance than through advice and guidance.
- 3.42 Figure 3 in the appendix to this report illustrates the numbers of formal notices issued and in broad terms the nature of the problem which led to the notice being served.

### Punitive Outcomes from Offences

- 3.43 In a small number of cases, the Council is required to resort to the courts or other forms of judicial punishment for confirmed offences. This can be in one of three forms:
- For a limited number of offences and where the offender admits to the offence, a fixed penalty notice can be issued;
  - Where the offender admits the offence and there is no fixed penalty notice option available, but prosecution is not deemed to be proportionate then the offender may be given the option to sign a formal caution;
  - The most severe form of intervention is a prosecution.
- 3.44 Table 1 below summarises the recent numbers of each of these punitive outcomes compared to historical levels.

**Table 1 – Summary of Punitive Outcomes following Offences**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22
Total Fixed Penalty Notices	34	91	79	72	27	59	72
Dog offences	23	9	6	14	4	5	4
Fly tipping & waste offences	0	7	7	8	5	23	21
Litter	8	65	54	43	13	24	45
Community Protection Notice / PSPO breach	3	10	12	4	4	5	1
Abandoned vehicles	0	Page 107 of 144		3	1	0	1

Covid Regs (business breaches)						2	0
Formal Cautions	3	1	3	4	6	13	8
Prosecutions	3	1	5	7	5	0	3

3.45 The pandemic led to a significant delay in the criminal courts processing low level criminal offences. Therefore, some cases which investigating officers would normally have referred for prosecution had to be dealt with by other means. Fixed penalties and formal cautions were the only viable way of processing these cases and ensuring that the offender faced some level of sanction.

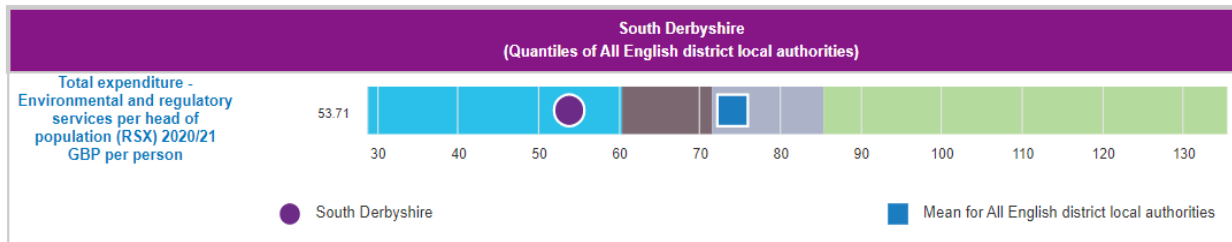
### **Cases of Particular Note**

- 47 animals (mainly dogs) were seized from four different locations due to suspected offences under animal welfare law.
- A man from Swadlincote received fines and costs of £972 after he was found guilty of fly tipping near Coton Park.
- A woman from Mackworth received fines and costs of £1,455 after she was found guilty of fly tipping in a farmer's field near Aston on Trent.
- A man from Derby received fines and costs of £3,900 after he was found guilty of fly tipping near Shardlow.

3.46 All criminal convictions are widely publicised using press releases and social media content as a deterrent to others, with the reach of social media posts regularly exceeding 20,000 a month.

## **4. Financial Implications**

- 4.1 The Council's regulatory services cover Environmental Health, Licensing, Community Safety and Planning. Overall, the net cost of these services is approximately £1,000,000 and the Council has progressively reduced these costs in recent years while at the same time increasing the volumes of work activity.
- 4.2 Benchmarking the costs of the Council's regulatory services to other councils in the UK suggests that overall, the services provided are at a relatively low cost.
- 4.3 Based on 2020/21 benchmarking data published by the LGA (published on LG Inform) South Derbyshire's total expenditure per head of population on environmental and regulatory services was £53.71. The cost of the Council's environmental and regulatory services is, therefore, in the lowest quartile of all District Council's in England and well below the mean cost of £73.98 for all English District Local Authorities.
- 4.4 Costs of animal welfare regulatory interventions have escalated very significantly since the start of 2022 and may be the subject of a further report to Finance and Management Committee.



## 5. Corporate Implications

### Employment Implications

5.1 None.

### Legal Implications

5.2 All activities referred to in this report are carried out within the boundaries of statute and statutory guidance. Council officers must have regard to this in all of their actions. The Council also has internal governance processes in place, such as delegations under the Constitution, which provide assurances that Council officers act appropriately and proportionately.

### Corporate Plan Implications

5.3 The report has been produced to provide the Committee with details of how officers are delivering the “Our Environment” aim to *Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate* and the “Our People” aim to *Help tackle anti-social behaviour and crime through strong and proportionate action* priority through People” in the 2020-24 Corporate Plan.

### Risk Impact

5.4 The proposals will have a beneficial mitigating action against the corporate risk of “Managing the environmental impact of incidents across the District”.

## 6. Community Implications

### Consultation

6.1 None

### Equality and Diversity Impact

6.2 Fair and proportionate application of the law should ensure that improvements in equality and diversity are indirectly delivered by tackling crime and anti-social behaviour.

### Social Value Impact

6.3 Beneficial.

### Environmental Sustainability

6.4 Beneficial. Proportionate regulation is an important feature of ensuring community cohesion. It also ensures positive economic growth by preventing businesses which

operate outside the law from gaining a competitive advantage in their respective market.

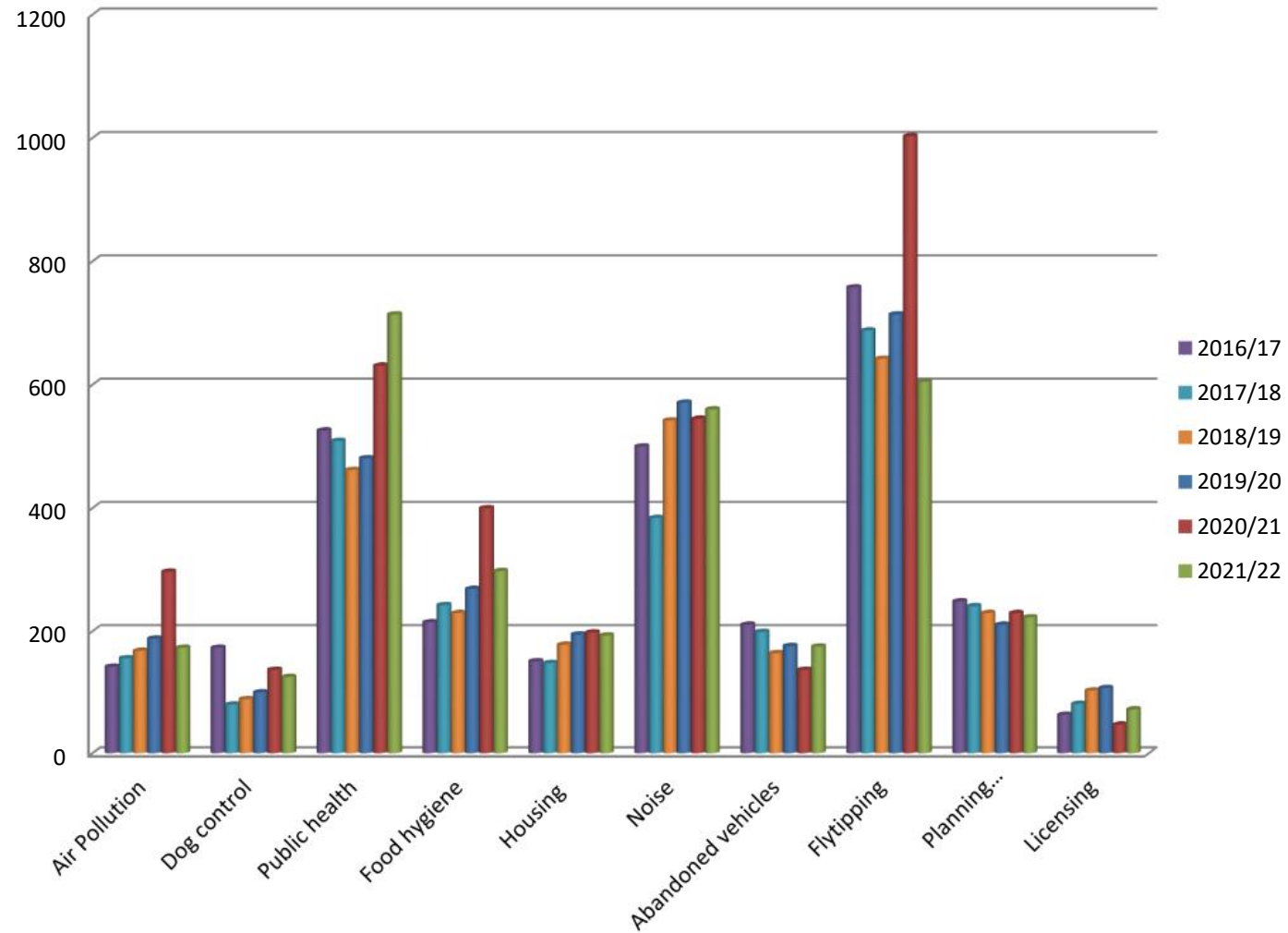
**7. Conclusion**

- 7.1 That the Committee notes and endorses the work that officers are undertaking, using the tools and powers available, to take appropriate enforcement action where necessary.

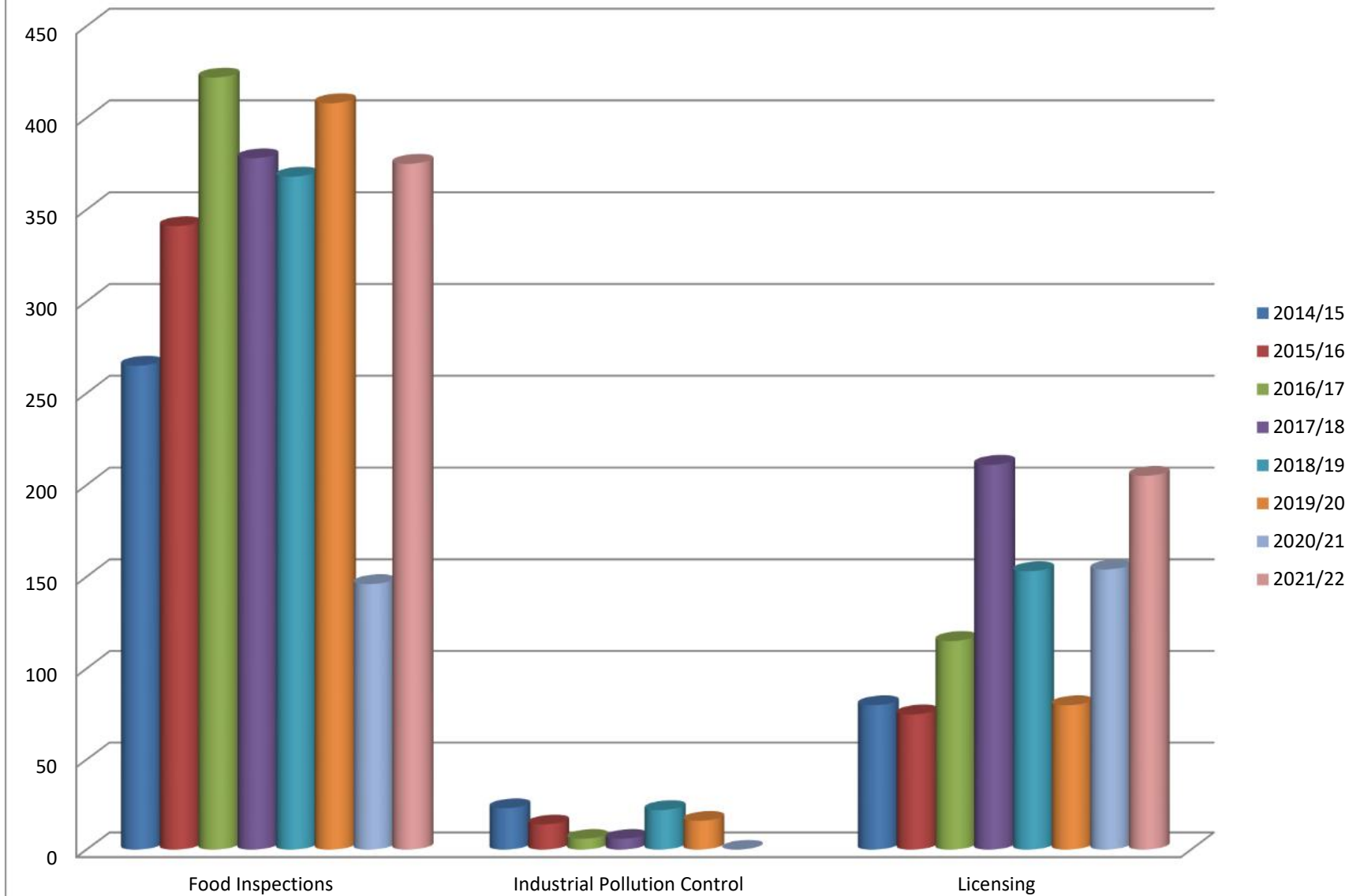
**8. Background Papers**

- 8.1 None

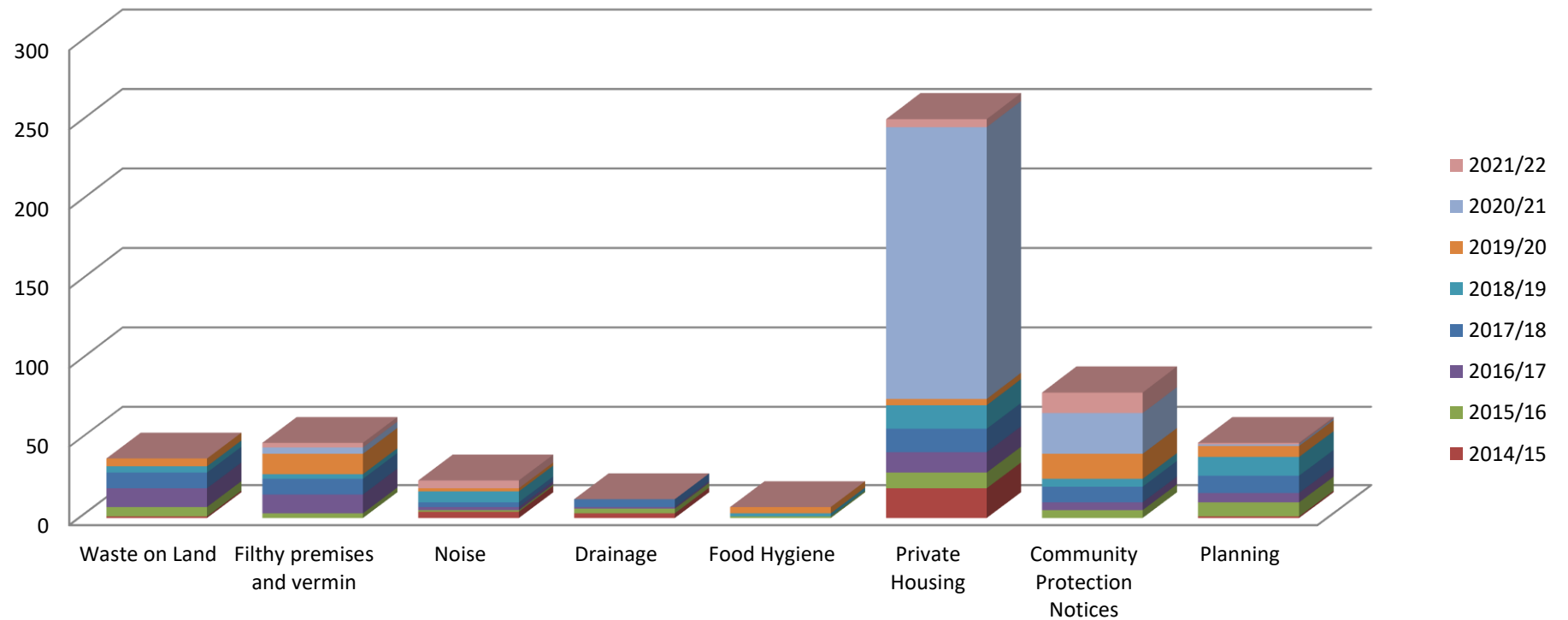
**Figure 1 - Requests for Enforcement Action**



**Figure 2 - Proactive Inspections of Businesses**



**Figure 3 - Enforcement Notices Served**



<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: Delegated</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STEFFAN SAUNDERS HEAD OF PLANNING AND STRATEGIC HOUSING</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>ARCHAEOLOGICAL CONSULTANCY SERVICES</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>All</b>	<b>TERMS OF REFERENCE:</b>

---

## **1.0 Recommendations**

- 1.1 The Committee agrees to the Council entering into a revised Service Level Agreement with Derbyshire County Council (Appendix 1) for the next three years to 31 March 2025 for the provision of archaeological services to assist in the determination of planning and other applications.

## **2.0 Purpose of Report**

- 2.1 To seek authorisation for the continued use of the Development Control Archaeological service provided by Derbyshire County Council to assist in the determination of planning and other applications.

## **3.0 Detail**

- 3.1 The Council has a statutory duty under the Ancient Monuments and Archaeological Areas Act 1979 to provide specific protection for scheduled monuments. The National Planning Policy Framework (NPPF) paragraph 194 states that "Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:
- a) Grade II listed buildings, or Grade II registered parks or gardens, should be exceptional;
  - b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, Grade I and II\* listed buildings, Grade I and II\* registered parks and gardens, and World Heritage Sites, should be wholly exceptional."



It adds that non-designated heritage assets of archaeological interest, which are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.

As such, decision-taking regarding such assets requires a proportionate response by local planning authorities hence the need for expert advice. Where an initial assessment indicates that the site on which development is proposed includes or has potential to include heritage assets with archaeological interest, applicants are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation. These assessments then need proper evaluation by an appropriately qualified person to inform the decision making process.

- 3.2 The over-riding consideration for the Council is to secure a service so that it can ensure that it can discharge its responsibilities. The Council does not currently employ an officer with this expertise nor is there any provision for such expertise on the establishment. The Conservation Officer performs a separate but complementary role to the provision of archaeological advice.
- 3.3 The Derby and Derbyshire Development Control Archaeology service is a long-established service hosted by the County Council on behalf of the eight district/borough planning authorities across Derbyshire outside the Peak Park, and Derby City Council as a unitary authority, to provide archaeological advice and support within the planning process. This arrangement has been in place for the previous three years and works well.

#### **4.0 Financial Implications**

- 4.1 The current Service Level Agreement has recently expired and a new one is needed to continue with the current arrangements. It is proposed to retain the percentage contribution of each partner authority at the same level, to reflect the ongoing balance of work. For South Derbyshire, this remains at 12.5% of the total work undertaken.
- 4.2 The current cost to the Council is £5,667, and this figure is anticipated to remain relatively stable over the coming years. This cost can be met from the Planning Services budget.

#### **5.0 Employment Implications**

- 5.1 There are no employment implications.

#### **6.0 Corporate Implications**

- 6.1 The arrangement provides the necessary archaeological advice in relation to planning applications. The Conservation Officer provides a separate area of expertise, and this archaeological service provides separate and necessary advice helps to ensure that the Council facilitates and delivers a range of integrated and sustainable housing and community infrastructure.

#### **7.0 Community Implications**

- 7.1 Continuation of the delivery of sustainable development to South Derbyshire residents and businesses.

## **8.0 Conclusions**

- 8.1 The provision of expert archaeological services should be sourced by the Council as the service offered by the County Council has a proven track record and remains good value for money.

## **Service Level Agreement for the Provision of Archaeological Development Control Advice between Derbyshire County Council and South Derbyshire District Council**

### **1.0 Background**

In 2001 Derbyshire County Council, Derby City Council, Amber Valley Borough Council, Bolsover District Council, Chesterfield Borough Council, Derbyshire Dales District Council, Erewash Borough Council, High Peak Borough Council, North East Derbyshire District Council and South Derbyshire District Council ("the Partners") established a service to provide archaeological development control advice to Derby City Council and the district and borough councils ("the Service")

From 2001 to 2004 the Service was supported financially by English Heritage. Since 2004 it has been funded exclusively by the Partners. The Service is hosted by Derbyshire County Council, in the Conservation, Heritage and Design Section, within the Economy, Transport and Environment Department. Its role is to provide archaeological advice, particularly with regard to planning applications and other planning issues, to the local planning authorities in Derbyshire. This is professional officer advice provided direct to the local planning authority and should not be understood to represent the corporate position of Derbyshire County Council. The costs for the Service are based on a single full-time officer, but since April 2017 the responsibilities have been shared part-time between two officers.

This Service Level Agreement ("the Agreement") sets out the responsibilities of Derbyshire County Council and South Derbyshire District Council ("the Parties") and establishes a funding base for the period April 2022 to March 2025.

### **2.0 Responsibilities of the Service**

#### **2.1 Planning applications**

The Development Control Archaeology officers will:

- Monitor weekly planning lists and request consultations on applications which have an archaeological interest, and/or will respond to consultations sent by individual planning authorities..
- Advise on the need and processes for implementing procedures set out in the National Planning Policy Framework (NPPF) and any subsequent replacement document, and in the Local Plans of individual authorities;
- Liaise with the appropriate development control officers;
- Liaise with applicants as necessary;
- Respond to requests for formal and informal pre-application advice, including Environmental Impact Assessment scoping;
- Provide briefs and/or scoping advice as appropriate for archaeological work required within the planning process, both-pre-determination and post-consent;
- Liaise with archaeological consultants and contractors;
- Comment on Written Schemes of Investigation provided by contractors in relation to planning-led archaeological work;
- Monitor fieldwork and progress of post excavation analysis and report production to ensure compliance with agreed schemes of work and accepted professional standards;

## Appendix 1

- Confirm to the relevant local planning authority when work has been satisfactorily completed, and advise on the discharge of planning conditions;
- Confirm when final reports are received and advise on their content;
- Advise on the appropriate archiving arrangements for archaeological projects in line with current museum guidelines, liaising with contractors and museum curators as appropriate.

### *2.2 Other services*

In addition, the Service will:

- Advise on planning policies relating to archaeology in development plans (local plan policies, site allocations);
- Comment on applications for hedgerow removal;
- Provide an expert witness on archaeological matters for any of the partner authorities at appeals, planning inquiries and Local Plan inquiries, where this can be achieved within the post resources and without adversely impacting work for other partners.
- Produce an annual report to include statistics on the work carried out for the partner authorities, information on key planning-led archaeological projects and the associated public benefits, and identifying significant trends and issues.
- If requested, provide training to district development control staff on archaeology/historic environment issues and planning.
- Comment on archaeological implications of listed building applications following liaison with the local planning authority's conservation officer where appropriate.
- Provide information to the Derbyshire Historic Environment Record (HER) to ensure the timely enhancement of historic environment data with new information arising from the work of the service.

## **3.0 Responsibilities of the Partners**

### *3.1 The participating local planning authorities (excepting the County Council)*

The Partners benefiting from the Service will:

- Provide weekly lists of planning applications to the DCA officers by email or website as appropriate;
- Consult on the wording of planning conditions relating to archaeology;
- Initiate a formal consultation when it appears that an application or proposal may have archaeological impacts, or when requested by the DCA officers;
- Provide feedback on the usefulness and effectiveness of the Service delivery at least once during the three year SLA period.

### *3.2 Derbyshire County Council*

Derbyshire County Council will:

- Provide accommodation and administrative support to the Service and meet these costs;
- Provide access to the Derbyshire Historic Environment Record (HER) and associated information and systems to enable the DCA officers to carry out their duties;
- Continue to be the contractual employer of the DCA officers providing day to day line management.

## Appendix 1

### **4.0 Funding**

A formula for funding the post based on the level of work done for each of the partners was developed and agreed in 2005, and was re-calibrated in 2009. In general the balance of work for the funding partners continues to be broadly in line with the 2009 formula. It is therefore proposed to retain this formula with allowance for annual pay rises and increments. The formula is set out below in Appendix 1.

On cessation of the need for this post, any subsequent employment costs, including redundancy, will be met in accordance with the agreed formula.

### **5.0 Variation**

5.1 Either Party may propose a variation to this agreement. The proposing Party shall set out the reasons for the variation request for the other Party to consider.

5.2 The variation response shall be made within 10 business days of receipt.

5.3 Where the variation is agreed the Parties shall sign the variation request including the date of the application of the variation.

### **6.0 Period of the Agreement.**

It is proposed that the Agreement run for a period of 3 years from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025. In year three the post and the funding formula will be reviewed with a view to renewing the agreement.

### **7.0 Disputes**

If either Party has any issues, concerns or complaints about any matter in this Agreement, that Party shall notify the other Party and the Parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the respective Chief Officers of each Party for resolution.

### **8.0 Freedom of Information**

Nothing in this agreement shall prevent the Councils from disclosing any information which they in their absolute discretion consider they are required to disclose in order to comply with the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 and any other statutory requirements.

### **9.0 Partnership**

Each of the Parties is an independent body and nothing contained in this Agreement shall be construed to imply that there is any relationship between the Parties of partnership, principal / agent or employer / employee. No other Party shall have the right to act on behalf of another nor to bind the other by contract or otherwise except to the extent expressly committed by the terms of this Agreement.

**Signed on behalf of Derbyshire County Council**

**Date:**

Appendix 1

**Signed on behalf of South Derbyshire District Council**

\_\_\_\_\_

**Date:**

## Appendix 1

### APPENDIX 1:

The formula below sets out the percentage contribution for each partner authority and is designed to reflect broadly the levels of work undertaken for each.

	%
Derby City	25
Amber Valley	12.5
Bolsover	12.5
Chesterfield	6.25
Derbyshire Dales	6.25
Erewash	6.25
High Peak	12.5
North-East Derbyshire	6.25
South Derbyshire	12.5

The total cost of the service for 2022/23 will be £45,341.92. This is based on the cost to Derbyshire County Council of an officer 0.5FTE at Grade 11 and an officer 0.5FTE at Grade 10. The cost includes overheads for superannuation and national insurance. In the second and third years of the Service Level Agreement the cost will reflect pay awards and any annual increments to which the postholders are entitled

The pro rata annual cost for **South Derbyshire District Council** in 2022/23 will be **£5667.74**

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: Delegated</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STEFFAN SAUNDERS HEAD OF PLANNING AND STRATEGIC HOUSING</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>BIODIVERSITY CONSULTANCY SERVICES</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

---

## **1.0 Recommendations**

- 1.1 The Committee agrees to the Council entering into a revised Service Level Agreement with Derbyshire Wildlife Trust to 31 March 2023 (Appendix 1) for the provision of biodiversity advice to assist in the determination of planning and other applications.

## **2.0 Purpose of Report**

- 2.1 To seek authorisation for the continued use of the Derbyshire Wildlife Trust to assist in the determination of planning and other applications.

## **3.0 Detail**

- 3.1 The Council has a statutory duty under the Town and Country (1990 and 2004) and Environment (2021) Acts to provide specific protection for biodiversity with increased emphasis on this duty in the Environment Act which carries additional protections for Special Areas of Conservation (including the River Mease) and introduces the need to achieve biodiversity net gain.
- 3.2 The over-riding consideration for the Council is to secure a service so that it can ensure that it can discharge its responsibilities. The Council does now have in house expertise in biodiversity with the appointment of the Biodiversity Officer earlier this year. Collaborative work is already underway between the Planning and Parks and Open Spaces teams to develop planning policies for inclusion in the Local Plan Review, and to provide advice with regard to the determination of planning applications. There may come a time when the services of the Wildlife Trust are no longer required, but the pressures on the Planning Service and specifically the volume of planning work largely with planning applications, but also with the early



stages of a local Plan review, it is not considered that now is the appropriate time to end the agreement with the Wildlife Trust.

- 3.3 The Service level agreement provides services including biodiversity opportunity mapping, planning advice and surveys of existing and proposed Local Wildlife Sites. Particularly in the early stages of a Local Plan review, it is considered necessary to retain this service in addition to the in house expertise referred to above.

#### **4.0 Financial Implications**

- 4.1 The current Service Level Agreement has recently expired and a new one is needed to continue with the current arrangements. The coming year is an important one with work to assemble a lot of the evidence on biodiversity for inclusion in the Local Plan. However, with the potential to undertake some of this work in house, it is considered the extension of the agreement to cover the 2022/ 23 financial year is appropriate with a review to be undertaken in early 2023 to ascertain if this remains value for money and a report back to committee at that time.
- 4.2 The current cost to the Council is £17,573, and this figure is anticipated to remain relatively stable over the coming years. This cost can be met from the Planning Service Budget.

#### **5.0 Employment Implications**

- 5.1 There are no employment implications.

#### **6.0 Corporate Implications**

- 6.1 The arrangement provides the necessary biodiversity advice in relation to planning applications, survey work on Local Wildlife Sites and biodiversity opportunity mapping. These are necessary functions to preserve and enhance the environment, and also assist in the transition to a low carbon economy and eventually net zero.

#### **7.0 Community Implications**

- 7.1 Continuation of the delivery of sustainable development to South Derbyshire residents and businesses.

#### **8.0 Conclusions**

- 8.1 The provision of expert biodiversity services should be sourced by the Council as the service offered by the Wildlife Trust has a proven track record and remains good value for money.



# LOCAL WILDLIFE SITES INITIATIVE, PLANNING & BIODIVERSITY ADVISORY SERVICES SERVICE LEVEL AGREEMENT

1<sup>st</sup> July 2019 – 30<sup>th</sup> June 2022

This agreement shall be between:

South Derbyshire District Council

And

Derbyshire Wildlife Trust

## **SERVICE LEVEL AGREEMENT**

### **A. PARTIES TO THE AGREEMENT**

This agreement is between South Derbyshire District Council, **the Client** and Derbyshire Wildlife Trust, **the Contractor**.

### **B. DESCRIPTION OF THE SERVICE**

The following services will be provided to the Client by the Contractor within the costs identified in this agreement. They comprise: -

#### **B.1 Local Wildlife Sites Initiative Services**

The following services are provided in order to develop and maintain a robust, high quality Local Wildlife Sites system for the Client's area in accordance with national guidance. This work helps Local Authorities to meet their obligations and requirements under the NERC Act 2006, UK and Local Biodiversity Action Plans, the Government White Paper on the Natural Environment (2011) and the Government's Biodiversity 2020 Strategy (2011) to maintain and enhance biodiversity: -

- 1) *Survey of existing or potential Local Wildlife Sites* targeting priority Local Wildlife Sites under a 10 year rolling survey programme, in order to allow assessment of sites against the LWS Selection Guidelines (2011), monitor the condition of sites, make recommendations for positive management and where possible assist in the implementation of this management. Priority sites are those in unfavourable condition and/or of particular ecological importance and sites which are potentially eligible to receive funding to support positive management via Forestry Commission grants or Environmental Stewardship or other specific projects.

Surveys will ideally be carried out between April and September, and may include floristic and faunal interest. More specialist surveys may require visits at other times of year. Where appropriate, detailed Phase II surveys will be undertaken to classify habitat types according to the National Vegetation Classification.

Contact will be made with the owners of Local Wildlife Sites where sites are to be surveyed and where planning applications affect Local Wildlife Sites. National guidance and good practice requires that landowners are informed of the designation of their land and its implications, and given access to information and advice in order to encourage them to manage the land to maintain its wildlife interest. Site reports will therefore be produced providing a summary of why the site is of interest, what condition it is in and outline management recommendations to maintain and enhance the identified nature conservation interest and, where appropriate, what measures could be employed to achieve a more favourable condition. The importance of the site within an ecological network and the potential for the site to act as a receptor site for biodiversity offsetting will also be assessed. These reports will be made available to the landowner.

A maximum of 15 sites will be targeted in this SLA period, and details of the survey/management results and/or actions recorded within relevant databases and site reports as required.

Where opportunities arise a small number of surveys may be substituted with time spent working with landowners of key sites to secure positive management. Any reduction of survey numbers will however be mindful of the need to ensure that an adequate up to date evidence base of Local Wildlife Sites in the district is not compromised by any such reduction in surveys.

- 2) *Maintenance of the Local Wildlife Sites Register on G.I.S and associated database* – Derbyshire Wildlife Trust will maintain detailed up to date information on Local Wildlife Sites, based on the rolling re-survey programme (1). It will endeavor to ensure that this information is held in a form compatible with the Client's own systems.
- 3) *Maintenance of biological records for each Local Wildlife Site on the RECORDER database*, including existing and new survey information to continue the development of the system.
- 4) *Designation and deletion of Local Wildlife Sites and amendments to boundaries* to be made on an annual basis by an independent County Panel in consultation with the Client.
- 5) *Provision of information on the proportion of LWS under positive management, ratified by the LWS Panel*, once during the SLA period, to enable the client to report against Local Nature conservation/biodiversity (ref. 160-00) on the Government's Single Data List. This to be provided by 31st March 2018.
- 6) *Provision of revised basic site data once a year* to the Client in the form of GIS layers and/or additional or amended site sheets for the paper register (as agreed).
- 7) *Maintenance of a register of Local Wildlife Site owners in partnership with the Local Authority.*

## **B.2 Planning and Biodiversity Advisory Services**

The following services will be provided to the Client by the Contractor in addition to the maintenance of the Local Wildlife Sites system:

- 1) *Provision of information and advice with respect to planning applications*, general planning policy development, including in relation to the establishment of an Ecological Network, Local Plan allocations or other development proposals with an impact on biodiversity. This will include assessment and analysis of potential impacts and advice and/or recommendations as to possible alternatives or mitigation. It would also include work associated with planning inquiries, i.e. the preparation of supporting evidence, meetings and appearance at the inquiry where this can be delivered within SLA time. Priority will be given to cases where Local Wildlife Sites, potential LWS, BAP priorities or rare or protected species are affected, or where significant impacts on biodiversity are expected by virtue of the scale or nature of development proposals. Responses to consultations on planning applications will be provided electronically within 21 days or as specified by the planning case officer.

- 2) *Survey and/or assessment of sites specified by the Client*, for example Local Plan allocation sites or the Client's own land. Approximately 5 sites will be surveyed under this section of the agreement, the exact number being dependent on the size of the sites and the level of detail of assessment required, this to be decided following discussions between the Client and Contractor early in the SLA Agreement period. Assessment of sites can be field and/or desktop based, depending on the purpose. Depending on the size of site and detail of survey required by the Client, one site may be counted as equivalent to two or more Local Wildlife Site surveys as agreed between the parties. Where necessary assessment and analysis of potential impacts will be provided and recommendations made regarding management advice, appropriate planning conditions and/or mitigation.
- 3) *Provision of ecological surveys required for applications under the Hedgerow Regulations* at the request of the Client. This will assess the hedgerow against the ecological criteria in the Regulations only, in order to inform the Client in discharging its statutory duty. The Client will need to consult the Sites and Monuments Register or others in order to complete the remainder of the assessment.
- 4) *Provision of baseline information to the client* on the extent of Local Wildlife Sites, LWS area lost to development, and the extent of BAP habitats within LWS and potential sites once during the SLA period for the purposes of the client's Annual Monitoring Report. This report is usually sent to the client in early October.
- 5) *Assistance to the SDDC Open Spaces and Facilities Development Manager* to support the progression of new Local Nature Reserves.

### **B.3 Biodiversity Opportunity Mapping**

- 1) Undertake Biodiversity Opportunity Mapping and prepare a report in accordance with the requirements of Appendix 1 to this SLA.

Other services may be carried out for the Client at an extra cost to be based on DWT's normal scale of charges.

## **C. QUALITY OF SERVICE**

The Contractor undertakes to:

- Carry out the services identified in this contract to a high standard using staff with the levels of skills and experience appropriate to the specific tasks identified.
- Respond to routine requests within the Client's specified time-scale (providing this is reasonable).
- Be responsible for the security of the records associated with the Local Wildlife Sites Register.
- Undertake the verification of the records in the database.

## **D. THE CLIENT'S RESPONSIBILITIES**

The client undertakes to:

- Nominate and inform the Contractor of the officer(s) authorised to request the services identified in this Agreement.
- Make written requests for the services identified in this agreement directly to the relevant Local Wildlife Sites Officer so that they can be monitored.
- Ensure that the timescales within which responses are requested from the Contractor are reasonable and clearly specified.

## **E. POLICIES AND PROCEDURES**

The Contractor will work to the guidelines set out in the Local Wildlife Sites Handbook.

As an independent membership organisation, Derbyshire Wildlife Trust reserves the right to formally object to, support, or otherwise express an opinion on any planning application where it considers it appropriate to do so. Any such representation will be outside the terms of this agreement, and will be clearly identified as the Trust's independent view.

The ownership of all biological data generated under this SLA will rest with the contractor. This will enable the development of a robust county wide LWS system based on a single dataset, incorporating both data generated under the SLA, and other DWT work. The provision of LWS registers and other data to the client will be made under the terms of the separate 2009 Data Supply Agreement.

## **F. LIABILITY**

The contractor will indemnify the client against all actions, claims and losses arising from the provision of the above services to the extent caused or contributed to by the gross negligence, wilful misconduct or bad faith of Derbyshire Wildlife Trust or its employees, agents or servants (including deliberate act or omission) PROVIDED that such indemnity shall apply to direct losses only.

Without prejudice to its obligations in the previous paragraph Derbyshire Wildlife Trust shall at all times take out and maintain adequate insurance to cover all sums which DWT is legally liable to pay in respect of or in consequence of accidental injury to or death of any person or for accidental damage to third party property or other direct financial costs or losses to a third party or the client insofar as such injury or death or damage or financial costs or losses arise from the provision of the services.

The client will indemnify DWT against all actions, claims and losses arising from the provision of the services save to the extent caused or contributed to by the gross negligence wilful misconduct or bad faith of Derbyshire Wildlife Trust or its employees, agents or servants (including deliberate act or omission) or to the extent that DWT is required to insure against such claims under the previous paragraph PROVIDED that such indemnity shall apply to direct losses only.

## G. COSTS AND CHARGING

The cost to South Derbyshire District Council as client, for the Services detailed above will be **£17,573 + VAT** (pro rata) for each year for the period of this agreement. This will pay for an annual total of 56.5 days officer time, of which 21 days will be core services and 35.5 days additional services (all pro rata). Any additional services carried out for the client will be at an extra cost to be agreed by South Derbyshire District Council and Derbyshire Wildlife Trust.

Payment will be made on the 1<sup>st</sup> January 2020 or as soon as possible thereafter, following agreement of this SLA, and thereafter on the anniversary of this agreement.

## H. DURATION, MONITORING AND REVIEW

This agreement is for three years, and relates to the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2022.


There will be meetings between the client and contractor regularly within the period of this agreement to review progress, the working of the agreement and to consider provision of the service for the following year.

The contractor will monitor progress and provide an end of year report detailing the work undertaken.

## AGREED

Signed:  Date: 29/1/2020

Allison Thomas  
Strategic Director Service Delivery  
on behalf of South Derbyshire District Council

Signed:  Date: 22/1/2020

Tim Birch  
Director of Nature's Recovery  
on behalf of Derbyshire Wildlife Trust



## **Appendix 1 Biodiversity Opportunity Mapping**

The Client (South Derbyshire District Council) requests that the Contractor (Derbyshire Wildlife Trust) assist the Council in the preparation of its Action Plan for Nature. In order to support its ongoing work the Council requires that a suitably qualified ecologist to undertake Biodiversity Opportunity Mapping (BOM) and other work to assist in gathering underpinning evidence and data for the preparation of the Action Plan for Nature and other emerging corporate strategies.

The Council will require the preparation of a report alongside the BOM outlining the Council's ecological network and those areas with the greatest potential for biodiversity gain and the measures and proposals that should be pursued in allocating new development or determining planning applications or managing sites of biodiversity importance. On completion of the project all the evidence and information gathered, including that gathered to inform the completion of the Action Plan for Nature, will be handed over to the Council's Cultural and Community Services team together with a brief report summarising how the requirements of the agreed project have been delivered.

Derbyshire Wildlife Trust will provide the Council with support on the project for not less than 22.5 hours per week and will provide support for the equivalent of 110 full working days of officer time (based on 7:30 minutes per day). A project plan to include outline of the BOM Report and delivery timescales will be agreed by the Contractor and Client prior to project commencement. The agreed cost of this support will be £20,350 + VAT





<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS – STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS’ CONTACT POINT:</b>	<b>STEFFAN SAUNDERS. HEAD OF PLANNING AND STRATEGIC HOUSING, TEL: 07971 604326</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>AMENDMENTS TO THE PLANNING APPLICATION VALIDATION PROCESS</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS03</b>

---

### **1. Recommendations**

- 1.1 To agree the amendments to the planning application validation process as outlined in the main report.

### **2. Purpose of the Report**

- 2.1 To provide additional detail regarding the issues around planning application validation and to seek the Committee’s approval to amend this process with a view to reducing the application processing timescales.

### **3. Detail**

- 3.1 Currently the system of planning application validation is time consuming for officers and is a source of frustration for applicants and agents alike. The current system involves different officers to validate applications depending on type. Technicians for householder, tree, certificate of lawfulness and larger home extension applications. For all other application types, the technicians input the application (rename documents, plot etc.) and then put in a queue to be assigned to an officer. The officer then checks for validation and following this the actual work on considering the merits of the application commences including notifying neighbours, sending out other consultations, visiting the site, negotiating amendments, discussing with colleagues, and then writing the application for a decision under delegated powers or a recommendation to Planning Committee.
- 3.2 This system was designed at a time when overall application caseload was at a level

which allowed this validation process to be undertaken within a week or so. With the volume of cases being processed currently, it is not uncommon for the validation process to take several weeks and at times when the technician team is understaffed it has taken well over a month. From here, if amendments are needed to make an application acceptable it becomes a near impossibility to get a decision out within the eight-week target. Also, applicants are understandably frustrated when the first contact they get is to undertake some changes to an application that they submitted several weeks ago.

- 3.3 It is, therefore, recommended to switch from this system to one of 'self-validation.' This would be similar to schemes applied elsewhere, whereby an agent can apply to be on a list of 'approved' agents. This would be similar to other schemes, such as approved building inspectors. This list would be kept within the Planning Service and once on it, when an application was submitted from that agent, it would bypass the validation process outlined above and would instead go straight into the queue for allocation to an officer.
- 3.4 On current timescales for validation, this would save between three to four weeks on average. It would assist in allowing the technicians to focus on several other tasks including being the first point of contact for incoming phone calls. It would also have a significant time saving for the planning case officers who spend significant amounts of time validating applications, which could otherwise be spent on considering the merits of an application rather than checking if the various documents have been submitted. Frustrations around the validation system have been cited as an issue with most of the agency planners who have been working at the Council over the previous year, and in two cases as it has been the main reason for their leaving before the end of their contract. Time delays around the overall processing of applications has also been the main source of complaint from applicants and the time spent on validation often forms part of their complaint.
- 3.5 It will be necessary to maintain the need to have all relevant documents submitted with an application. The Council has on its website the list of national and local validation requirements and the agents who submit most applications to the Council are familiar with this. The case officer will also still give the same scrutiny to the application, but this will happen more quickly. If it later transpires that a necessary document or detail has not been submitted, then it is proposed to have a system of three separate invalid applications (or strikes) until the agent in question is removed from the list for a period of three months before they can re-apply to go back on. Training in validation requirements will be offered to all who want to go on the list, but following a removal, it will be a requirement of those who wish to go back on to undertake the training after the three months.
- 3.6 This will have several benefits in addition to the time savings. Currently all agents know that their application will be checked and if it is found to be missing something needed, this will be picked up and they will be told what to do to put it right. This can give rise to applications being sent to the Council without the same care and attention that would be needed with the extra incentive of getting it right first time. In addition, it will be commercially advantageous for agents to be on the list. They will be able to advise potential clients that this will have time savings for them to get a decision. It is also anticipated that the vast majority of agents who submit applications to the Council

will want to be on the list. This will also mean some time savings compared to the current system for those not on the approved list.

- 3.7 This scheme will also be applied in a supportive and collaborative way. There is a good incentive for officers to make this work. As such, if a minor detail is missed this can often be picked up in an informal way whereby the officer will call the agent and advise that a dimension (or other detail) is missing and ask them to add it. This can often be done in a few hours and will not need for the application to be invalidated and then amount to one of the three 'strikes.' It is also proposed that as with the current system of delegation the case officer, if deciding an application is invalid will need approval from a team leader on the first and second occasion. For the third and final one leading to exclusion from the approved list for three months, this will need Head of Service or Strategic Director sign off. This will encourage offers to deal with matters in an informal way, but also if there are consistent omissions these can still be addressed.
- 3.8 It is also proposed to publicise these changes widely to get a high number of agents to join as possible. It will also be necessary to review this within six months and report any difficulties or unexpected consequences to Committee.

#### **4. Financial Implications**

- 4.1 None associated with the changes.

#### **5. Corporate Implications**

##### **Employment Implications**

- 5.1 Beneficial. It will free up officer time to focus on the merits of applications.

##### **Legal Implications**

- 5.2 None.

##### **Corporate Plan Implications**

- 5.3 It is anticipated that application processing times will be reduced. This quicker determination of applications (in allowing policy compliant development to take place sooner) will be consistent with a number of Corporate Plan themes. These include:
- to enhance biodiversity across the District (Our Environment).
  - to improve public spaces to create an environment for people to enjoy (Our Environment).
  - to promote health and wellbeing across the District (Our People).
  - to influence the improvement of infrastructure to meet the demands of growth (Our Future).
  - to enable the delivery of housing across all tenures to meet Local Plan targets (Our Future).

##### **Risk Impact**

5.4 There are no significant risks.

## **6. Community Impact**

### **Consultation**

6.1 No external consultation. This has been discussed with officers within the Planning Service and there is widespread support for these proposals.

### **Equality and Diversity Impact**

6.2 None.

### **Social Value Impact**

6.3 Beneficial: the more timely determination of planning applications will lead to wide ranging benefits such as the provision of housing, jobs and environments enhancements through policy compliant planning applications across the District.

### **Environmental Sustainability**

6.4 Beneficial: to secure the protection of environmentally sensitive areas and nature conservation enhancements through the planning application process.

## **7.0 Conclusion**

7.1 The validation changes will result in improvement to application processing times and customer service,

## **8.0 Background papers**

8.1 List of local validation requirements.

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 11</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: Delegated</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STEFFAN SAUNDERS HEAD OF PLANNING AND STRATEGIC HOUSING</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CENTRAL BUILDING CONTROL PARTNERSHIP PERFORMANCE REPORT</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>All</b>	<b>TERMS OF REFERENCE:</b>

---

## **1.0 Recommendations**

- 1.1 That the Committee endorses the Partnership Board Report which provides a review of the performance for years 2 and 3 of the Central Building Control Partnership; and
- 1.2 That the Committee delegates authority to the Strategic Director (Service Delivery) to confirm a continuation of the partnership arrangements with an annual update to the Committee to assess arrangements on an ongoing basis.

## **2.0 Purpose of Report**

- 2.1 To update the Committee on the performance of the Central Building Control Partnership ('the Partnership') over the last two years and to highlight revenues generated and market share, as well as future projected income.

## **3.0 Detail**

### Background

- 3.1 At its meeting on 16 November 2017, the Committee considered a report on the future of building control within the Council based on the three options of:
  - an in-house service;
  - shared services; or
  - Local Authority Trading Company (LATC)

The overriding consideration for the Council was to secure the service and ensure that it can discharge its responsibilities.

- 3.2 The Committee endorsed the recommendation of officers, approving, in principle, the movement of the Building Control Service to a new LATC. This was later endorsed by the Finance and Management Committee at its meeting of 30<sup>h</sup> November 2017.
- 3.3 Following the 16 November meeting, several factors informing the Committee's decision changed and the Committee was asked to reconsider its position at the meeting on 6 March 2018.
- 3.4 The Committee reaffirmed its earlier decision but, given the timescale involved in establishing the LATC, as a first step and to ensure continuity within the Building Control Service, that the Council joined the Southern Staffordshire Building Control Partnership (SSBCP) led and hosted by Lichfield District Council.
- 3.5 The Council joined the SSBCP on 1 April 2019. The SSBCP has since rebranded to the Central Building Control Partnership.

#### Performance

- 3.6 Year one performance was reported to this Committee in July 2020. Performance has been maintained in years 2 and 3 of the partnership. There has been a delay in reporting to committee due to some uncertainty regarding Covid, but the figures in the table below show that the partnership remains good value for money and provides a high-quality building control service.
- 3.7 The performance of the Partnership remains on target, with actual fee income, market share and service delivery indicators meeting or exceeding targets (summarised in the table below). The exception is a slight reduction in application numbers received, although for the reasons which follow, this is not considered to be of concern.
- 3.8 This continues to be encouraging in it being indicative that the Council's membership of the Partnership was a sound decision in minimising the risk to the Council but at the same time strengthening the Partnership so to allow the attraction of income from larger-scale developments which might otherwise instead utilise the accredited national and regional firms. This growth in the status of the Partnership is key in maximising the potential, and associated financial returns, of a LATC in due course.

	Target	Actual	Notes
<b>Fee Income</b>	£901,270	£986,066	On target (exceeded)
<b>Number of applications</b>	2,567	2,515	On target
<b>Decisions within 8 weeks</b>	100%	100%	On target
<b>Plans checked within 10 days</b>	60%	60.5%	On target
<b>Market share</b>	Monitored (no target set)	58%	Small increase in market share
<b>Inspections carried out when requested</b>	95%	99%	On target*
<b>Dangerous structures response within 2 hours</b>	100%	100%	On target (2 people on call 24/7)

\*adjustments allowed for COVID-19 response

- 3.9 The Partnership saw a slight increase in market share across the six authorities involved and a notable (9.4%) exceedance of the target income. This provides considerable comfort that the Partnership remains financially sound and has been strengthened by the addition of new partners, with the direction of travel for market share reversing a slight decline in previous years.
- 3.10 Set against this is the cost to the Council. The annual 'fee' paid towards delivery of statutory services, such as inspections and dangerous structure responses, is £35,200. This remains well below the circa £85,000 annual cost to the Council which existed prior to April 2019. Membership of the Partnership thus remains beneficial to the Council when compared to the alternative of an in-house service.

#### Local Authority Trading Company (LATC)

- 3.11 The benefits of a LATC were set out in the report to the Committee on 16 November 2017. It was noted, however, that there would need to be a period of market and income retention as the company creates a culture and identity of its own, which may see limited returns in the short-term. However, evidence from other examples of LATCs from across England indicated that once this period has passed, the LATC can then go on to make significant income as it builds on its foundation. Further consideration of this issue has been delayed by the Covid pandemic.
- 3.12 However, the principles that underpin this transition have been progressed, namely:
- a) Reducing operating costs through economies of scale and associate efficiencies, enabling lower fees to customers and providing a high quality and competitive service;
  - b) Effective delivery of fee-charging activities at zero cost to the council taxpayer;
  - c) Delivery of non-rechargeable work (i.e. statutory duties) at the lowest possible cost to the council taxpayer;



d) Resilience and flexibility to respond to market changes; and

e) An establishment that can react to market opportunities.

3.13 The performance reports signals that objectives (a) to (c) are being achieved. However, it is less clear that objectives (d) and (e) can be secured at this time.

3.14 In respect of (e), the report notes that there are still some outstanding business transformation items to be completed, whilst the marketing plan needs to be developed.

3.15 As for objective (d), there has been a swift rebound in the construction sector following the Covid pandemic which is reflected in significantly above budget planning application fee income, although the longer-term effects on the property market are less clear.

3.16 There is sufficient evidence that the partnership arrangements are working well following the full three years although it is also considered prudent to further monitor the performance of the Partnership over the next 12 months, so to better inform a decision on whether the Partnership Business Plan is being fully realised. This would provide a strong indication of whether it the Partnership is ready to move to the next stage and become a LATC.

#### **4.0 Financial Implications**

4.1 The cost to the Council of remaining a member of the Partnership has been established previously and amounts £35,200 which is a saving of approximately £50,000 when compared to running the service in house. A delay in the progression towards a LATC would not impose additional financial burden on the Council with the Partnership arrangement set out for a three-year fixed financial contribution.

4.2 In the longer-term, subject to continued meeting of targets, the Partnership could be well placed to progress to a LATC and allow the shareholders, including the Council, to begin benefitting from any profit drawn from the company. Future growth of the Council, and delivery of services, is not, however, presently modelled on such income streams. Consequently, any delay in the set up of the LATC would not have an impact on overall service delivery for the Council.

#### **5.0 Corporate Implications**

5.1 The report evidences the Partnership's success in delivering excellent services, including outstanding transformation work to have in place methods of communication that enable customers to provide and receive information and ensure technology enables the Council to effectively connect with its communities. This meets the 'Our People' priority of the Corporate Plan.

5.2 Furthermore, the continued movement towards a LATC would encourage and support business development and new investment in the District and enable the delivery of housing. A period of further performance monitoring will allow for a more informed decision as to the progression towards an LATC and the subsequent provision of provide modern ways of working that support the Council to deliver services to meet

changing needs whilst also sourcing appropriate commercial investment opportunities. This meets the 'Our Future' priority of the Corporate Plan.

## **6.0 Community Implications**

- 6.1 The performance of the Partnership assists in securing the financial resources to enable continuing work towards a LATC to be delivered. The slight delay in progression towards this goal is unlikely to bring about a noticeable impact on service delivery.

## **7.0 Background Information**

- 7.1 None.

---

---

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 12</b>
<b>DATE OF MEETING:</b>	<b>11 AUGUST 2022</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>DEMOCRATIC SERVICES 01283 595848/5722 <a href="mailto:democraticservices@southderbyshire.gov.uk">democraticservices@southderbyshire.gov. uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

---

---

## **1.0 Recommendations**

1.1 That the Committee considers and approves the updated work programme.

## **2.0 Purpose of Report**

2.1 The Committee is asked to consider the updated work programme.

## **3.0 Detail**

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

## Environmental & Development Committee 11 August 2022 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
<b>Reports Previously Considered by Last Three Committees</b>		
Corporate Plan 2020-24 Performance Report Quarter 3	3 March 2022	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Derbyshire Enhanced Partnership	3 March 2022	Richard Groves Planning Policy Officer (01283) 595738
Local Development Scheme 2022-2025	20 April 2022	Karen Beavin Planning Policy Team Leader (01283) 595749
Draft Derbyshire and Derby Minerals Local Plan	20 April 2022	Richard Groves Planning Policy Officer T: 01283 595738
Vision Derbyshire Climate Change Strategy	20 April 2022	Matt Holford Head of Environmental Services (01283) 595856

D2N2 Funding Programme For A Pilot Hydrogen Fuelled Waste Collection Service	20 April 2022	Matt Holford Head of Environmental Services (01283) 595856
Draft Planning Obligations supplementary Planning Document - Consultation	20 April 2022	Karen Beavin Planning Policy Team Leader (01283) 595749
Service Plan 2022/23	26 May 2022	James Taylor Communications Manager (01283) 228705
Corporate Plan 2020-24: Performance Report (2021-2022 Quarter 4 –1 April To 31 March)	26 May 2022	Jennifer Doughty Corporate Performance and Policy Officer (01283) 228746
<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Climate Emergency Action Plan revision	11 August 2022	Matt Holford Head of Environmental Services (01283) 595856
Enforcement and Regulatory Activity report 2021/22	11 August 2022	Matt Holford Head of Environmental Services (01283) 595856
Corporate Plan 2020-24: Performance Report (2022-2023 Quarter 1 – 1 April to 30 June)	11 August 2022	Jennifer Doughty Corporate Performance and Policy Officer (01283) 228746
Archaeological Consultancy Services	11 August 2022	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Biodiversity Consultancy Services	11 August 2022	Steffan Saunders Head of Planning and Strategic Housing 07971604326

Amendments to the planning application validation process	11 August 2022	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Central Building Control Partnership Performance Report	11 August 2022	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Local Plan – Issues and Options Consultation	22 September 2022	Karen Beavin Planning Policy Team Leader (01283) 595749
East Midlands Airport Airspace Redesign Consultation (changing the flight paths)	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Gypsy and Traveller Accommodation Assessment Report	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Statement of Community Involvement	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Environmental Services - commercialisation business plan	TBC	Matt Holford Head of Environmental Services (01283) 595856