

# Climate Action and Biodiversity Work Plan

2023 - 2024



# Introduction

The council declared a climate emergency in January 2020 and stated its aim to be carbon neutral by 2030, twenty years ahead of the current UK government target. To analyse the council's carbon emission and to set a baseline, a detailed carbon audit was carried out in 2021. This analysis is outlined in the council's Carbon Neutral Strategy (2022-30) which was adopted in October 2021. The monitoring of emissions will be essential in tracking the council's journey to carbon neutrality – therefore a detailed emission audit will be carried out each financial year.

The carbon audit provided a baseline to measure future carbon reductions and savings. This Climate Action and Biodiversity Work Plan has been produced to sit alongside the Carbon Neutral Strategy. It provides a schedule of all the projects and plans which must be undertaken in the coming months and years to reduce the emissions generated by the council in order to achieve the 2030 target.

This work plan is also aligned to the Council Vision 2022-2026 which has a key aim of 'supporting the environment', improving sustainability, biodiversity and protecting habitats.

## Emission baselines

The council commissioned a carbon audit to calculate its carbon emissions and to set baselines. The audit used data from the financial years 2019-20 and 2020-21. This allowed for comparison of emissions pre-pandemic and during the restrictions to assess any incomplete or missing data from either year. The carbon emissions were categorised as Scope 1, 2 and 3 in accordance with the Greenhouse Gas Protocol.

Scope	Description	Example
1	Direct emissions from sources owned/ controlled by the council	Burning of fuels for heating and petrol/diesel for our fleet
2	Indirect emissions from the generation of energy purchased by the council	Purchase of electricity and the associated emissions
3	Indirect emissions that result from activities occurring in the supply chain of the council, both upstream and downstream	Purchased goods and services, leased assets, business travel, employee commute, investments

Source: The Greenhouse Gas Protocol ([ghgprotocol.org](http://ghgprotocol.org)) categorises emissions into three groups or scopes as defined above.



# Arun District Council baseline emissions

Scope	Carbon (tonnes of CO2e)	Spend (£)	% of emissions	% of spend in £
1 and 2	392.02	233,130	1.42	0.46
3	27,382	49,604,500	98.6	99.53
Total	27,774	49,837,631	-	-

As can be seen from the diagram below (Figure 1), emissions generated from the council’s housing stock and the waste produced by residents and businesses were excluded from the core carbon footprint of the council. This was due to these emissions not being within the direct control of the council. It should be noted that improving the fabric of council housing stock and the efficiency of heating and lighting systems are included in this Climate Action and Biodiversity Work Plan.

The Carbon Neutral Strategy identified three priority areas that will be addressed to ensure that there are reductions across all scopes.

- Priority 1    Supply chain
- Priority 2    Energy
- Priority 3    Other emitters

The largest single emitter was the council’s supply chain (90.25% of total emissions), therefore working closely with suppliers and contractors will be essential in ensuring that the 2030 target is reached.

It will also be important to reduce energy demands and usage in all corporate buildings, reduce non-electric vehicle usage and car mileage. This is in addition to increasing the amount of renewable energy generated and ensuring that biodiversity within the district is enhanced and protected.

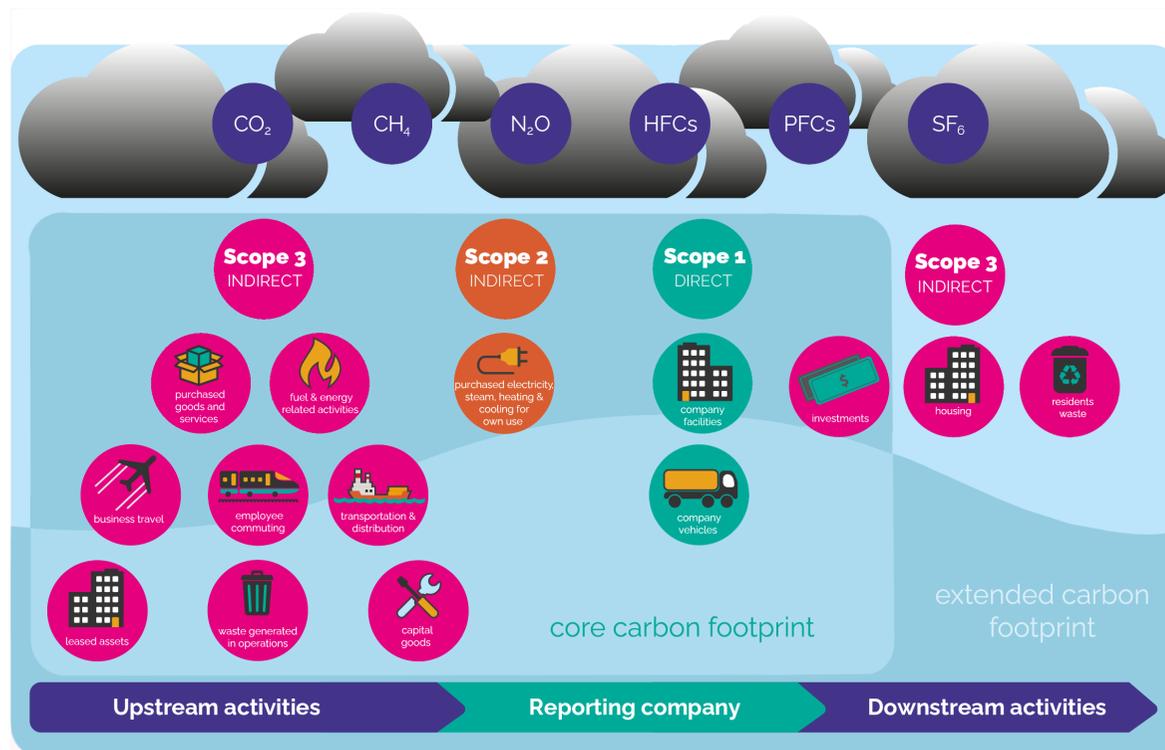


Fig.1: Graphic to showcase which emission sources have been included within the council’s carbon footprint.

## Arun District Council 2021-2022 emissions

The council has finalised the carbon emissions for all scopes for the 2021-2022 financial year and included them within the table below. This also showcases the tonnes of CO<sub>2</sub>e percentage change seen within Scopes 1, 2, 3 and the total emissions the council produces. All Scopes have seen a reduction and therefore the council has reduced its total emissions by 2.21%, falling from 27,774 tCO<sub>2</sub>e in the baseline year to 27,162 tCO<sub>2</sub>e in 2021-2022. For a full set of raw data please refer to Appendix C at the end of this report.

Scope	Carbon (tonnes of CO <sub>2</sub> e)	Spend (£)	% of emissions	% of spend in £
1 and 2	205.4	251,308	0.75	0.53
% change	-47.60	-	-	-
3	26,956	46,604,500	99.2	99.47
% change	-1.55	-	-	-
Total	27,162	46,785,155	-	-
% change	-2.21	-	-	-

# Business as usual

Figure 2 (below) indicates how the council’s emissions will change if a business-as-usual approach is adopted, with only a 3.5% year-on-year reduction included to show the impact of the predicted decarbonation. As can be seen from the emission levels a significant amount of additional work is required for the council to reach its 2030 target. If results continue to follow the 2021-2022 trend the council will not achieve the 2030 carbon neutral target, therefore more radical measures will be needed to be put in place to ensure this target is achievable.

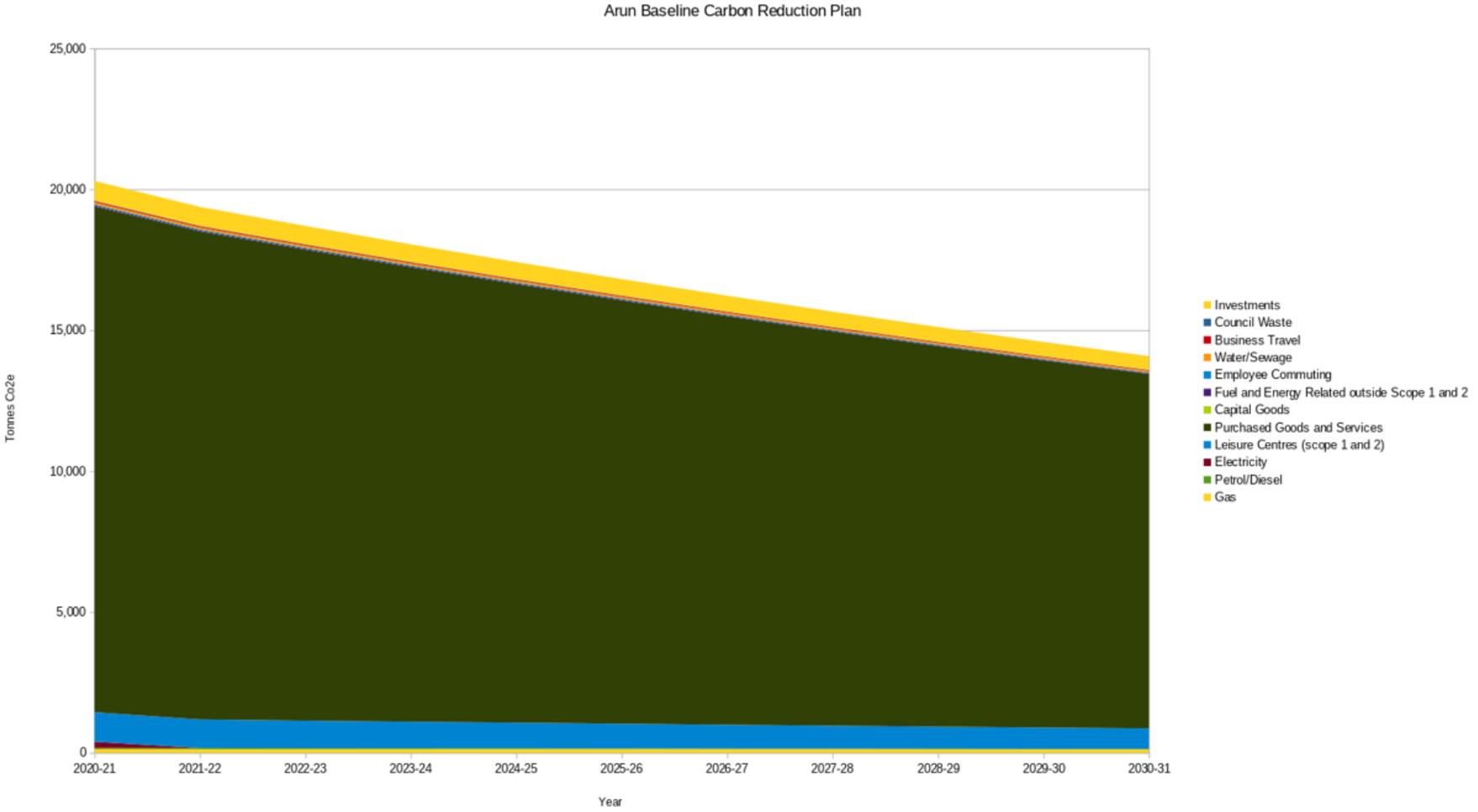


Fig 2: Graphic showing how a 'business as usual' approach will result in the council failing to reach its 2030 target



# Carbon reduction to 2030 taking the actions identified in the work plan

The graph below (Figure 3) shows a course which will allow the council to reach its 2030 target, also taking into consideration predicted offsetting figures provided by tree planting and current renewable electricity generation via the solar panels (PV) installed on the Civic Centre. As expected, there will need to be reductions across all three scopes with a significant focus on Scope 3, as this makes up the majority of the council's total emissions. Figure 3 reflects the 2020-2021 baseline year, allowing for targets to be set from 2022-2023 onwards.

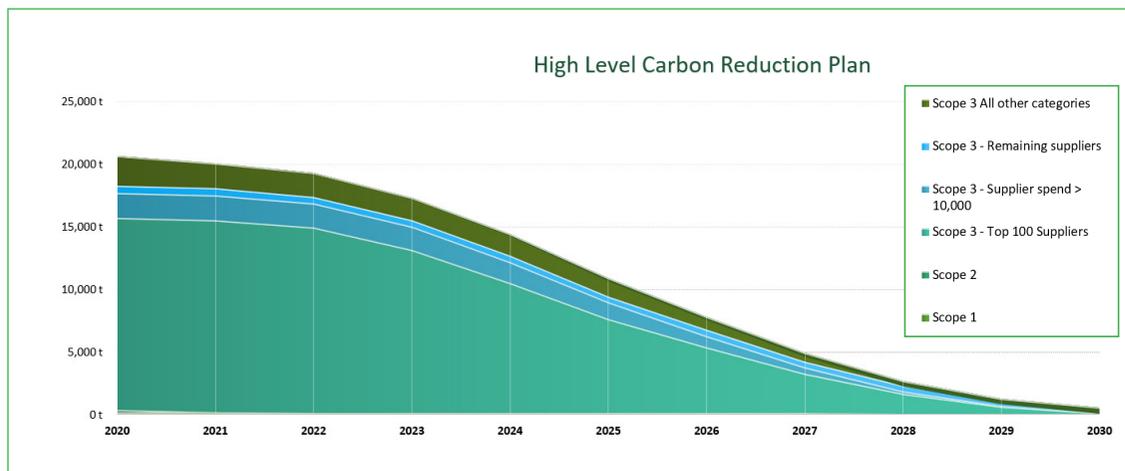


Fig 3: Graphic showing that by reducing emissions from all 3 Scopes the council will reach its 2030 target.

Figure 4 indicates projected emission reductions over the next few years. These will be achieved by increasing year-on-year reductions in emissions associated with the council's supply chain, transitioning all council owned vehicles to electric vehicles (EV) in 2023, where possible, and limiting the emissions associated with business travel, employee commute, water/waste usage and fuel/energy usage outside of Scope 1 and 2. The council will also be working closely with Freedom Leisure which is actively addressing its energy consumption and emissions.

Year	Annual reduction tCO2e
2022-2023	2,716
2023-2024	2,444
2024-2025	3,300
Total	8,460

Fig 4: Table indicating projected annual CO2E reductions

This Climate Action and Biodiversity Work Plan is a document that will record the progress of projects that have been identified and evolve to incorporate innovation in the field of carbon reduction and management. This document highlights the work that the council will need to do and the challenges it will need to overcome. The Climate Action and Biodiversity Work Plan will also help the council identify priorities to reduce emissions and help support us to develop policies to reduce emissions across the district.

The council is committed to achieving its 2030 target and this document is designed to help plan projects and monitor the results. However, there are limitations to what we can achieve on our own and we will need to help others work towards carbon neutral goals of their own.

<b>Project commencement</b>	
Ongoing	Being undertaken
Imminent	Within 1 year
Short	1-3 years
Medium	3-5 years
Long	5-10 years



	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
1	Commission an in-depth efficacy audit of the council's corporate estate	<p>To help determine what building upgrades and retrofits are required to improve the efficiency of the council's corporate estate, and to help with decarbonisation. This will focus on fabric improvements such as glazing and insulation as well as increasing energy efficacies by upgrading heating systems, building management systems, lighting and reviewing zonings and controls standards. The possibility of solar car ports will also be considered. The council will ensure that a fabric first approach is taken to ensure benefits are maximised.</p> <p>The first phase of work has now been completed and reports provided for: The Civic Centre, Bognor Regis Town Hall, Arun Leisure Centre and Littlehampton Wave. A review is being done to determine the best way to start these upgrades and incorporate information into planned maintenance work.</p> <p>The second phase of work is now underway and includes audits for a number of additional sites.</p>	Technical Services	Ongoing	This will provide detail on where upgrades should be done.	<p>Commission building audits plus officer time.</p> <p>Initial cost of Phase 1 audits is roughly £37,000. The estimated cost of Phase 2 audits is roughly £20,000. This was funded through the approved £200k climate change budget for the 2022-2023 period.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
2	Review opportunities to install additional PV on the council's estate and car parks	<p>Investigate potential/viability of installing additional solar PV on the council's estates, including car parks and leased buildings.</p> <p>This would increase the provision of locally sourced renewable electricity for use in buildings, for resale and to charge EVs. This will be considered within action 1 above.</p>	Technical Services	Ongoing	There will be reductions in emissions associated with transmission losses.	Officer time to investigate opportunities to install PV and consider funding opportunities.
3	Review opportunities to install batteries in the council's corporate buildings	<p>The installation of batteries in the council's corporate estate would allow for the storage of renewable electricity.</p> <p>It will be important to monitor the feasibility of battery systems and to include these in projects involving heat pumps, PV installations and EV charging points. Battery systems can be profitable when they combine the income from peak saving. Storage will also help reduce grid dependency. This will be considered within action 1 above.</p>	Technical Services	Ongoing	Battery storage will not deliver direct emissions reductions however will help to improve the efficiency of other systems, such as PV, and will also allow for an increase in on-site renewable electricity usage.	<p>Officer time to investigate opportunities for battery installation.</p> <p>The cost will be factored in over time, taking advantage of grant funding.</p>
4	Review options to reduce water consumption in the council's corporate buildings	<p>A review on the council's water usage will help highlight areas where water saving systems could be installed.</p> <p>Examples range from using low water use WCs and no water use urinals to increasing flow restrictors on taps/showers and ensuring leak detection systems are installed. Additional water savings could be made by installing grey water/ rainwater systems, however retrofit systems can have a high cost. This will be considered within action 1 above.</p>	Technical Services	Ongoing	Low emissions reduction, although it does offer important benefits environmentally and reduces costs associated with water usage.	Officer time to undertake this work based on project 1.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
5	Undertake yearly monitoring of the council's emissions	<p>Yearly audit of the council's emissions will take place to track reductions for Scope 1, 2 and 3 activities. Updated figures will be incorporated into the start of this document and be published when finalised.</p> <p>The baseline report, figures and details are available within the Carbon Neutral Strategy and a comparison in Appendix C of this report.</p>	Environment and Climate Change	Ongoing	This will ensure proper monitoring and reporting of the council's emissions.	Estimate £7.5K PA, sourced from the climate change budget.
6	Undertake a building needs review of all the council's corporate buildings	<p>Commission a study on the council's corporate estate to determine the space requirement for the efficient function of the council. Results will be used to confirm what space/building can be sold/rented out for extra income and reduction in emissions. This study should also provide details around the age and status of buildings to help inform retrofit plans.</p> <p>This is within the operating model and is being considered by the council's Corporate Management Team (CMT). Consultation has started work on this.</p>	CMT / Technical Services	Short	This will provide detail of next steps.	Officer time to review the council's future requirements. Further study and options appraisal will be required for the estate.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
7	Case study: Littlehampton Seafront Scheme	The council has been awarded a sum of money as part of the 'Levelling up Fund'. Part of this funding will be used to carry out the regeneration of Littlehampton seafront. During this project the council will ensure that, where possible, materials will be obtained locally and only from sustainable sources. The waste hierarchy will also be followed to help reduce waste being sent to landfill and high-quality, long-lasting materials will be selected to ensure that repairs are kept to a minimum. All planting will ensure biodiversity is protected. A biodiversity net gain (BNG) of at least 10% is due to be achieved.	Environment & Climate Change	Short	Carbon footprint of work will be minimised and offset where possible. No overall net increase in carbon use due to the ongoing management of the completed works.	A total of £7.23 million of funding has been secured for this project from the 'Levelling Up Fund'.
8	Review options to reduce water consumption in the council's corporate buildings	A review on the council's water usage will help highlight areas where water saving systems could be installed.  Examples range from using low water use WCs and no water use urinals to increasing flow restrictors on taps/showers and ensuring leak detection systems are installed. Additional water savings could be made by installing grey water/ rainwater systems, however retrofit systems can have a high cost.	Technical Services	Short	Low emissions reduction, although it does offer important benefits environmentally and reduces costs associated with water usage.	Officer time to undertake this work based on action 1 above.
9	Link building audits with planned preventative maintenance (PPM) schedules for corporate buildings	Ensure that any upgrading schedules generated from audits are listed within maintenance documentations for each building.	Technical Services	Short	This will ensure documentation and records are connected across the council.	Officer time to review and revise PPM schedules.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
10	Case study: Alexandra Theatre, Bognor Regis	The council has been awarded a sum of money as part of the 'Levelling up Fund'. Part of this funding will be used to carry out works on the Alexandra Theatre, which will include upgrades to the building's energy efficiency. A fabric first approach will be taken by improving insulation and installing high-performance glazing on the development; as well as installing PV on the roof. There will also be LED lighting installed along with natural ventilation and the option for installing an ASHP will be investigated. On top of all these measures there will be a push to reduce waste where possible, and procure materials locally.	Council-wide	Medium: 2021-2024	There will be a reduction in emissions produced by the building.	A total of £12.19 million worth of funding has been secured for this project from the 'Levelling Up Fund'.
11	Undertake building upgrades and retrofits according to results from the audit	Review options for upgrades across the council's corporate buildings using the building audits undertaken in action 1 to inform on the most impactful way forward. There should always be a fabric first approach when undertaking upgrades.  External funding options could include – Public Sector Decarbonisation Funding, ECO, Capital Budget, Reserves, Prudential borrowing, commercial borrowing.	CMT / Technical Services	Long	There will be a reduction in emissions across the buildings being upgraded.	Officer time will be required to monitor and manage the project.  Budget requirements will be subject to audit findings and phased over a number of years.
12	Installation of a heat network	The council will consider if the installation of a new leisure centre in the west of the district would allow for a heat network to be incorporated nearby.	Environment and Climate Change, Technical Services	Long	Reduction in emissions associated with heating homes.	At this stage there is no indication of cost.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
13	Ensure that all electricity purchased by the council is 100% renewable	The council moved over to a 100% renewable tariff, which became effective as of 01 April 2020. Due to the recent cost of living crisis currently impacting energy prices there is uncertainty on the ability of the council to continue to pay premium for its electricity. The council will, where possible, aim to procure its electricity through green/renewable tariffs.	Technical Services	-	Scope 2 emissions will continue to be negated if the council's electricity is renewable sourced.	-
	Waste					
14	Work with council suppliers, concessions and tenants to reduce waste sent to landfill, food waste and the reliance on single-use plastics	The council will look to produce guidance and support suppliers and concessions to reduce the amount of waste they send to landfill and help them to reduce food waste. It will also be important to reduce their use of single-use plastics and packaging.	Technical Services and Business	Ongoing	This will help reduce pollution across the district and waste sent to landfill.	Officer time would be required to produce material to help increase the awareness of these issues and to help inform businesses about how these can be addressed.
15	Review internal waste activities	This work will aim to help better understand the waste produced internally by the council's activities. This could include producing guidance and documentation around reducing waste.	Environment and Climate Change	Short	Current waste only makes up 0.08% of council emissions, however there will be other environmental benefits in reducing waste sent to landfill.	Officer time
16	Review opportunities to move away from single-use plastics (where possible) across all council activities	The council will produce guidance on reducing the reliance on single-use plastics across all its activities. Banning single-use plastics will help reduce both pollution and emissions. This will include all council activities, such as events, business tenants and internal usage.	Environment and Climate Change	Short	This will help reduce pollution across the district and waste sent to landfill.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and Offsetting					
17	Encourage more woodland and greener infrastructure within Arun	<p>The council has developed a 10-year tree planting strategy, which aims to plant roughly 30,000 whips and 500 standard saplings on council owned land in the next 10 years. The first year of this has now been completed, resulting in 78 trees and 1500 whips being planted in 16 locations.</p> <p>These trees will not only provide offsetting opportunities but will also help protect, improve, and maintain biodiversity within the district by providing habitats for many species.</p> <p>Adopted by the Environment Committee on 17/11/2021.</p> <p>Work is going on for the 2022/2023 tree planting season and an event was held in December 2022. Our 6 Green Flag Award winning parks and a number of other key-indicator sites have also been surveyed by an ecologist to help inform future maintenance and management plans. This will continue in future years to assess how our plantings have impacted biodiversity.</p> <p>The council continues to be involved with the Sussex Local Nature Partnership to ensure a joined-up approach is delivered across all of Sussex and close partnership is created among neighbouring local authorities and organisations.</p>	Environment and Climate Change	Ongoing	Figures estimate that there will be an offset value of 1911 tonnes of CO2 based on the proposal in the current strategy.	This strategy was produced in-house. It is predicted that whips will be sourced freely via the Woodland Trust. Any costs associated with the purchase of standards, materials (stakes, mulch etc.) and maintenance will be covered by existing service budgets or external funding.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Biodiversity and Offsetting						
18	Undertake a Biodiversity Net Gain Study	<p>Work around this topic has now been largely completed and has set out an evidence base on the state of biodiversity in the Arun Local Planning Authority (LPA) to help inform Biodiversity Net Gain statistics and policy implementation via development decisions. It has provided baselines for biodiversity, population levels and rare habitat types.</p> <p>There is also intention for this study to be used to help highlight some offsetting opportunities in the future.</p> <p>This was taken to Planning Policy Committee on 24/11/2022 and approved.</p>	Planning	Ongoing: Report writing took place Sept 2021 – November 2022	There will be positive impacts on biodiversity and help identify local offsetting opportunities e.g., via an Arun Biodiversity action plan (BAP).	£10k – this sum has been identified in the Planning budget. However, due to some extra work e.g. stakeholder consultation, further budget may need to be committed.
19	Creation and protection of wildflower meadows, areas of long grass and diversity of bedding plants	<p>Wildflower meadows and areas of long grass provide essential sources of food and habitat for insects, birds and small mammals. The council will continue to actively enhance and expand wildflower meadows (aim of 10% per year) on council owned land. There is currently approximately 7000 sq./m of meadows sown within Arun.</p> <p>There is also work being done which will allow for annual bedding plants to be replaced by herbaceous and wildflower planting. This will help promote and protect pollinators. Species diversity in mixes selected has also been enhanced. A mix of annual and perennial sowing will take place in 2022/2023 to allow for further improvements. Increased areas of long grass on the periphery of parks and greenspaces and reduced strimming around obstacles has also helped enhance biodiversity and reduce pollution.</p>	Environment and Climate Change	Ongoing	There will be positive impacts on biodiversity and habitat enhancement.	£1.10 per sq./m is budgeted for the preparation, seed purchase and sowing of new flower meadows – this is funded out of existing contingency budgets.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Biodiversity and Offsetting						
20	Produce a Biodiversity Action Plan	This plan will provide additional baselines for species richness and habitat diversity in Arun and showcase improvement opportunities and potential threats to this biodiversity. This information will feed into a guidance document to allow for stakeholders to implement targeted actions and projects. Information from the Biodiversity Net Gain study will help inform this Biodiversity Action Plan (BAP). Full council resolution 199 (16 September 2020).	Planning	Ongoing: September 2021 – Summer 2023. The work programme is currently being formulated.	There will be positive impacts on biodiversity and habitat enhancement.	Officer time as this is being produced in house.
21	Support Anthesis in their Authority Based Insetting (ABI) project	Work has recently started with Anthesis who are providing support and guidance around Authority Based Insetting (ABI), with an aim to provide insetting opportunities for the council and other businesses within the boundary of the district. The initial meeting took place between the council and Anthesis on 20 May 2022. From this a list of projects has been put together and issued to Anthesis. Next steps involve a review of projects and creation of a webpage to highlight insetting opportunities.	Environment and Climate Change	Ongoing	This looks to provide insetting opportunities within the boundaries of the district.	Officer time and £5k utilised from the approved 200k climate change budget for the 2022-2023 period. At this time there is uncertainty on if the project will continue.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and Offsetting					
22	Reduction of water usage in outside areas	<p>To help reduce the council's water usage there has been a reduction in the use of bedding plants – estimated to be 10-20% max compared to the bedding plants used 10-15 years ago.</p> <p>Rainwater tanks (5000l capacity) at the Ford depot facility will be used when needed to help reduce mains water usage. These have replaced the rainwater tanks at Hotham Park which have been removed due to pending ground work.</p> <p>The planting of scrubs/trees outside of planting season is also avoided and where applicable drought tolerant species are also selected; both helping to reduce watering pressure. Only fine turf/ sports (bowling greens) are actively watered.</p>	Environment and Climate Change	Ongoing	There will be a reduction in water usage and wastage.	Officer time
23	Review all chemicals used in ground maintenance	<p>Many chemicals used for weed control can have negative impacts on wildlife, especially insects and key pollinating species. To help reduce the council's impact on wildlife it will be important to move away from these harmful chemicals and find alternatives where possible. Because of this a new environmentally friendly chemical has been introduced into our weed management operations. This is a new-to-market product and is costly. We hope to transition to this chemical from glyphosate in the future.</p> <p>The council is also aiming to become a member of the Amenity Forum to collaborate on future best practice and future legislation</p> <p>The council currently works in partnership with Tivoli (parks and greenspaces) and BIFFA (street scene) to deliver a weed-free environment, where appropriate. Where needed, the use of pesticides is limited and controlled to trained operatives only (must hold P1 &amp; PA6 certificate accreditation). Spraying takes place when conditions are safe and will be carried out during quieter periods of the day.</p>	Environment and Climate Change	Ongoing	There will be positive impacts on biodiversity.	Officer time built into the monitoring of contracts.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and Offsetting					
24	Consult on the options for delivering offsite CO2e emissions savings	Based on the options appraisal and any other information, the council should discuss the 'offset' options and agree on its approach.	Planning and Environment and Climate Change	Long	The council's emissions which cannot be removed will be offset with these projects.	The cost of purchasing carbon credits will be reviewed when the 'offset' requirement is known.
25	Commission an assessment of opportunities for offsetting residual CO2e emissions	<p>Commission an option appraisal of offsetting projects and opportunities to offset those emissions that cannot be removed. Projects could include investing in large scale renewable energy generation, woodland creation, or rewilding projects.</p> <p>The council will aim to offset only those emissions which cannot be removed and where possible invest in local projects.</p> <p>It is predicted that by 2030 carbon will cost roughly £700 per tonne.</p>	Planning and Environment and Climate Change	Long	This will help inform the council on offsetting opportunities.	<p>The cost of commissioning a study when the offsetting requirement is known.</p> <p>Estimate to be: £10K - 30k, depending on scope.</p>
26	Invest in Green Bonds	The council should investigate purchasing Green Bonds to allow for further investment in climate change actions.	CMT	Long	Will be project dependent.	At this stage there is no indication of cost.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Biodiversity and Offsetting						
27	Bersted Country Park consultation	The council has started the consultation process for developing Bersted Country Park. This space will not only provide valuable outside space to our community but will also be used to help support Biodiversity Net Gain (BNG). It will be important to use a strategic method during this process to ensure maximum benefit to local biodiversity.	Environment and Climate Change, Planning	Long	There will be multiple benefits but no direct reduction in emissions produced by the council.	Currently consultants have been procured at a cost of approx. £30k. This was included within last year's environmental budget. Work will be focused around producing a master plan, including to undertake stakeholder and public consultation.
Supply Chain						
28	Support the local economy and local businesses	<p>The council has completed its work to produce a street trading policy which has restricted the selling or provision of single use plastic bottles, corrosive products and plastic bags which are not compostable. There is also specific consideration around the impacts of the proposed operation onto the local environment and includes consideration around carbon footprints, food mileage, waste disposal and waste generation. Those suppliers who can demonstrate that they are driving down their carbon footprint and operating in an environmentally friendly manner will be viewed favourably.</p> <p>This important policy will therefore help reduce packaging and restrict the provision of plastic goods and other goods which have an adverse environmental impact.</p>	Technical Services and Business Development	Ongoing – policy has been created and is running effectively	There will be environmental benefits associated with a reduction of packaging and food mileage.	This policy is being produced in-house and any costs will be recovered from operators.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
29	<p>Case study: Freedom Leisure. Engage with the council's leisure operators to undertake improvements as identified in audits and to switch to renewable energy suppliers and reduce its gas consumption.</p>	<p>Similar to the council's approach to its corporate buildings, Freedom Leisure will continue to conduct energy audits on its leisure centres, undertaking staff training to help improve carbon literacy and monitoring their emissions. Two of the leisure centres (Arun Leisure Centre and Littlehampton Wave) have had building audits undertaken on them, all information will be shared with Freedom Leisure and the best path forward will be discussed with them.</p> <p>The council will continue to work closely with Freedom Leisure to provide guidance and support where needed. Please review Appendix B for further detail on the plans Freedom Leisure will aim to put in place.</p>	Community Wellbeing, Environment and Climate Change	Ongoing	Freedom Leisure will see a reduction in Scope 1 and 2 emissions and a reduction in energy bills.	Officer time will be required to liaise with Freedom Leisure and as projects develop, review funding opportunities and cost benefits to the council.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
30	Review and update the procurement policy	<p>As per the results of the 2021-2022 carbon audit 91.20% (24.771tCO<sub>2</sub>e) of the council's emissions lie within the supply chain. This is the vast majority of all emissions. The council will review and rewrite the procurement policy to ensure that suppliers, contractors and businesses we work with are actively reducing their emissions and supporting the environment. This will be extremely complex and numerous angles will need to be reviewed, however this could look like favouring contractors who are able to provide a carbon neutral service, use EV's to provide goods or have other sustainable policies implemented within their activities. Additionally, to ensure the local economy and local businesses are supported there will also be a focus on local contractors/suppliers.</p> <p>The council aims to make this a requirement across all its procurement channels to include all contractor types. There is work being done internally and with Arun's procurement provider to ensure all legal aspects are covered. We are also working with other councils (including town, parish, district and boroughs) across West Sussex to ensure a joined-up approach.</p>	Financial Services	Short	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
31	Procurement emission review	As can be seen appendix C the majority of the council's emissions lie within purchased goods and services. This is a very challenging area to reduce as it does not lie within the direct control of the council and requires a lot of work to have a significant reduction. We are commissioning work to look at the best to make reductions in this area.	Environment and Climate Change	Ongoing	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time and funded from the budget for the 2023-2024 financial year.
32	Top 100 suppliers	A consultant provided the council with a list of the top 100 suppliers and their emissions. This list will be used to help streamline the work done to reduce Scope 3 emissions. The largest contractor is Biffa. Contract negotiations have begun to ensure more sustainable practises are taken forward. The recently agreed three year short term extension is very much a holding position pending strategic clarity being provided by government though the national Resource & Waste Strategy. However in these three years Biffa will provide a full fleet of electric supervisor vehicles and a 26 tonne electric refuse collection vehicle to collect dry recycling.	Environment and Climate Change	Ongoing	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
33	Work with suppliers/tenants/contractors to increase their understanding of emission data	<p>To help the council gain a better understanding of its Scope 3 emissions, more detailed information will be needed from suppliers in relation to emissions associated with the service being provided.</p> <p>This will need to be discussed with existing suppliers and incorporated into any new contracts. Guidance, information materials and support will be provided to suppliers and in the future detailed expectations of what the council is expecting will be included in all tendering packs.</p>	Financial Services	Short	This will help inform suppliers of their impact.	Officer time to produce material to help improve emission awareness and inform businesses about how they can reduce their emissions.
34	Define a framework for requesting standardised carbon emission data from suppliers/tenants/contractors	<p>The council will develop a framework which will require all contractors to provide carbon reporting as part of the procurement process as well as annual updates on emission reductions. This will allow for the council's Scope 3 emissions to be more accurate and in turn ensure resources are allocated to the right areas.</p> <p>This is part of the extended work going on with the council's procurement team and internal legal team.</p>	Financial Services	Short	This will help inform suppliers of their emissions.	Officer time to promote toolkit.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
35	Provide support to businesses and Small and Medium Enterprises (SMEs) that the council works with to reduce emissions and their impact on the environment	<p>The council will look to produce guidance documentation and information packs to SMEs to help them understand what emissions are and how they can be reduced. This will include a tool which enables a basic analysis of emissions to be done.</p> <p>In addition to the support above, the council could also provide training, help find funding opportunities and help with efficacy improvements to ensure that the SMEs within Arun are supported.</p> <p>Businesses within Arun have the opportunity to sign up to the Arun Business Partnership newsletter where climate funding information is shared.</p>	Business Development	Medium	This will help reduce the council's Scope 3 emissions.	<p>Officer time to produce material to help improve emission awareness and inform businesses about how they can reduce their emissions.</p> <p>Any financial assistance would require budget approval.</p>
36	Support waste reduction and water conservation measures in leased and tenanted properties	The council will work with all corporate tenants to identify and use waste reduction strategies and water conservation initiatives. This will further build on the work being done in the council's own corporate estate. Measures could include promoting good recycling and reuse practices and improving water efficiency.	Environment and Climate Change with appropriate officers	Medium	There will be environmental benefits associated with reducing water usage and waste sent to landfill.	Officer time promoting and informing tenants about the importance of waste reduction and recycling.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
37	Investigate the potential to use business rates to drive energy performance	If applicable the council should consider discounted rates for businesses which have high EPC/DEC ratings and/or where buildings can show an improvement through investment in energy efficiency.	Revenues and Benefits, Community Wellbeing and Business Development	Medium – awaiting HM Government guidelines to help inform the council's approach.	This will benefit the wider district.	Officer time to review and apply guidance.
38	Provide carbon literacy training in the council	<p>Gain a bronze certification from the Carbon Trust and provide Carbon Literacy training to the council's staff and members. This will help create behavioural changes within the council and will be linked to service areas and the work officers deliver.</p> <p>A 'tester' course was run in collaboration with WSCC during 2021-2022 to determine if this is something that would be beneficial to run at a larger scale an additional course will run in March for 24 more officers.</p> <p>Free local government authority courses will also be advertised within the council for officers and members to make use of.</p> <p>A number of courses are expected to run in the 2023-2024 financial year to increase carbon literacy in the council and ensure that sustainability is becoming embedded in everything we do.</p>	Environment and Climate Change, HR	Ongoing	Behavioural changes will lead to a reduction in emissions and increased awareness of our impact on the environment.	<p>Carbon Literacy training £10 per person and a cost associated with becoming a certified local authority.</p> <p>Within the 2022-2023 period a total of £4853 was used, this included the cost associated with certifying Arun.</p> <p>Cost sourced from the approved Climate Change budget.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
39	General training	<p>Council-wide training will be made available to both officers and members to provide an overview of what Arun is doing to reduce its emissions and combat climate change. This will include an introduction to climate change, its impacts, what can be done to reduce its impact and finally what the council is currently doing.</p> <p>We expect this to be available in spring 2023.</p>	Environment and Climate Change, HR	Ongoing	Behavioural changes will reduce emissions and increase awareness of our impact on the environment.	<p>Initial cost to produce this training was £3,659. There is also an annual cost to update and upkeep the course.</p> <p>This will be taken from the approved £200K Climate Change budget for the 2022-2023 period.</p>
40	Produce a communications plan detailing climate change actions happening in the council	Continue to ensure that residents are kept informed about what the council is doing to tackle climate change. This includes providing educational materials to residential and non-residential sectors on low carbon technologies, energy efficiency, and sources of funding to encourage behaviour change & greater uptake of low-carbon technology. There will also be a focus on including more updates internally and externally via staff newsletter along with members and residents newsletters.	Communications	Ongoing	This will help ensure residents are informed about what the council is doing.	Officer time
41	Identify officers and members to champion the programme and key projects	<p>Change will not happen overnight and will require a group effort. By identifying those who are capable of supporting change there will be a more significant impact.</p> <p>A group of 'climate champions' have been created following carbon literacy training and they have pledged to complete a group and individual action to try to reduce emissions in their area of influence.</p>	Council wide - senior staff, sustainability champions and members	Ongoing	This will ensure project process is monitored.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
42	Ensure small behavioural change is encouraged within the council – to include both council staff and members	<p>By instigating behavioural change within the council important steps towards large emission reductions can be started. These could be as simple as encouraging people to walk before driving short distances, turning off lights and reducing single use plastics. It will be important that every member and officer plays their part in a joint approach to reducing emissions.</p> <p>This will mainly be achieved through training, such as carbon literacy training and the mandatory training under development (see projects 37 and 38). The use of internal communications to inform, educate and updates officers and members will also be important.</p>	Council Wide - Senior staff, sustainability champions and members	Immediate	Behavioural changes will lead to a reduction in emissions and increased awareness of our impact on the environment.	Officer time
43	Officer time	Work is being done to find support for the Climate Change & Sustainability Manager in the commitment to reach the 2030 Carbon Neutral target. This role will support the projects within the action plan, ensuring residents are kept up to date with how projects are evolving and keeping up to date with changing legislation from central government.	Environment and Climate Change	Ongoing	-	Estimate £50,000, sourced from the approved Climate Change budget.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
44	Install EV charging infrastructure to support the council's EV fleet	<p>To support the transition of the council's fleet to EV it is important that charging points are installed in the council's corporate building car parks to allow for charging during working hours and overnight. This will support the council's fleet of EV as well as council officers and members.</p> <p>So far there has been five EVCP (Electric Vehicle Charging Points) installed at Harewood Road along with the five at the Civic Centre.</p> <p>The council will continue to review opportunities to install additional EVCPs in its building car parks.</p>	Technical Services	Ongoing - immediate	There will be a reduction in emissions associated with vehicle usage.	Total cost £23,213 for the installation at Harewood Road and £15,383 for the installation at the Civic Centre.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
45	Countywide EV charging point network	<p>The council will look to install 1000's of EVCPs across the county (in partnership with WSCC, other districts and boroughs and Connect Kurb) to facilitate transition of EV for residents without off-road car parking.</p> <p>This will support the increase in EV within Arun ahead of the 2030 ban of new diesel/petrol cars.</p> <p>The below are targets with an aim to install these by April 2023:</p> <ul style="list-style-type: none"> <li>• fast charging points installed in Bognor Regis car parks: Hothampton (8)</li> <li>• fast charging points installed in Littlehampton car parks: Surrey Street (6) Manor Road (6)</li> <li>• on-street fast charging points installed within Bognor Regis: Wood Street (6)</li> <li>• on-street fast charging points installed within Littlehampton: Beaumont Park (6), Fitzalan Road (6) and Wick Farm Road (6)</li> <li>• on-street fast charging points installed within Rustington: Dolphin Way (6)</li> </ul> <p>Funding application is underway for East Preston Village Green and Aldingbourne Community Centre sites (6 plugs per site).</p>	Technical Services and Environment and Climate Change	Ongoing: 2019 to 2041	This will help support reduction in emissions associated with vehicle usage in the wider district.	At this stage officer time will be needed on operational and strategic boards to develop the network plan and provide project oversight, as well as to change parking orders and issue leases. There is no other cost to the council.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
46	Develop a programme to incentivise staff to change to low emission vehicles or use public/ active travel methods	<p>By providing incentives to staff to use alternative transport methods emissions associated with commuting could be reduced. This could include financial incentives such as cycling schemes or loans for purchasing low emission/EV only. Incentives can also help reduce staff commuting costs and help integrate low carbon actions across other areas of the council's operations. Behavioural changes through training and communications will also help.</p> <p>It will be important to clearly communicate these incentives within the council. There is currently both a car loan and cycle scheme available. There could be scope to ensure that EV are favoured over petrol/diesel vehicles.</p>	HR	Short	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the road.	Officer time. However, if monetary incentives are to be considered funding will be required.
47	Encourage the transition of the council's contractors and taxis to low emission/ electric vehicles	<p>Where applicable the council should actively support and encourage contractors to transition to electric vehicles. This should include moving HGVs /larger vehicles to hydrogen when technology becomes available.</p> <p>The council is currently revising the taxi policy to include incentives to encourage drivers to switch to electric vehicles. Part of this will include half licence fees for three years (fleet consists of 265 vehicles). Public consultation has been done to help guide this policy and results are being reviewed.</p>	Clients, officers and all services that employ contractors	Short: Ongoing: report being taken to committee early 2023	There will be a reduction in emissions associated with vehicle usage.	Officer time  The work being done on the taxi policy is being produced in-house. If incentives are to be considered funding will be required.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
48	Transition the council's fleet to low emission or EV	Work is currently being undertaken to procure electric vehicles for the council's own fleet. It is expected that there will be eighteen vehicles, out of these seventeen will be fully electric, with one remaining diesel. As technology evolves this vehicle will be transitioned to an electric alternative. Hydrogen cells are not being considered due to our fleet being leased and not owned.	Environment and Climate Change	Short: February 2023 - September 2023  Orders are expected to go out before spring 2023 with a predicted six-month delivery period.	Estimated CO2 saving per annum is 37 metric tonnes if vehicles are replaced with full electric.	Officer time.
49	Reduce mileage of fleet and other vehicles	The council should seek to address vehicle movement and user behaviour.  This could include reducing the number of journeys and the routes taken.  Behaviour changes could include encouraging staff to take other methods of transport (bus, train, carpooling) for business travel and commuting. Training to highlight the importance of time management to avoid unnecessary trips and the role driving plays in global warming including performance reviews/objectives could help. CMT will need to get involved to ensure proper guidelines and procedures are followed.	HR and CMT	Medium	There will be a reduction in emissions associated with vehicle usage.	Officer time.
50	Business Travel – could include rentable cars/Pool cars/electric bikes	The council will look to include alternative methods for business travel to help reduce emissions related to vehicles and support a reduction in Scope 3 emissions. This could include electric vehicle pool cars, electric bikes for staff/members usage and supporting staff/members to travel with public and active transport where possible.	CMT	Long	There will be a reduction in emissions associated with vehicle usage and Scope 3 emissions will be reduced.	Officer time, no indication of cost at this time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
51	Challenge planning requirements and produce a Climate Change & Sustainable Design Study	<p>This work will set out an evidence base for the Local Plan update in order to guide on the practicality and feasibility of policy standards for carbon reductions and energy efficiency of developments. This will also support a move to a decentralised energy supply.</p> <p>Improvements could range from requiring an increase in onsite renewable energy production (PV), installation of heat pumps (where possible), and ensuring a fabric first approach is followed by improving construction build ups. Currently, work is being done to review the impact of upcoming building regulation requirements and if changes are needed to the existing planning condition requiring EVCPs be installed in housing and other developments. It is important to ensure that designs and layouts allow for low-carbon energy solutions and passive warming/cooling options and that materials are used in a sustainable way with waste kept to a minimum. This will help inform the Local Plan when it resumes.</p>	Planning and Environmental Health	Ongoing: Nov 2021 – May 2022. This is currently paused due to the Local Plan update. Potentially scope to lift this in Summer 2023.	There will be a reduction in emissions associated with residential heating and waste produced during the construction of homes.	Previous budget has been used for other purposes. Additional budget will need to be provided in 2030 (thought to still be roughly £30k).
52	Active Travel Study	<p>To help set out the priorities for delivering safe active travel routes (walking and cycling) and to help reduce car-based emissions, congestion and increase health and wellbeing within Arun. This study helps to shape council funding prioritization for Community Infrastructure Levy (CIL) money in the Infrastructure Investment Plan (IIP 2022/24).</p> <p>There has been recent activity to support and seek agreement (in principle) for the Emerging Arundel Local Walking and Cycling infrastructure plan. This will help improve cycling and walking routes in and around Arundel and connect vital routes and locations together.</p>	Planning	Ongoing: Phase 1 completed Stage 2 timetable subjected to Local Plan update resumption in Summer 2023.	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the roads.	Phase 1 £38.7k complete. Delivery funding derived through Development Management decisions - s.106 contributions and CIL IIP priority projects.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
53	The council should ensure access to sustainable transport routes are considered in planning applications	For any new or future housing developments, safe cycle/walking routes should be incorporated into development layouts along with possibilities of public transport hubs. These should always link to other cycle/ walking networks. Behavioral change for residents to make use of action transport routes will also be required to ensure maximum use and will be delivered through Green Travel Plans. These are legal agreements where the developer is expected to meet the council's charges.	Planning	Short	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the roads.	Officer time and cost neutral as this has been mainstreamed following the adoption of the updated Local Plan
54	Require developers to incorporate/ retrofit resilience and adaptation measures into developments	This will ensure that any new developments have measures incorporated to help reduce the impact on the climate, it will be important to ensure this is also the case for existing developments.	Planning	Short	There will be a reduction in emissions.	Officer time
55	Building control and the built environment	The council will aim to support building regulation changes for new and existing domestic and non-domestic buildings by carrying out design assessments (Building Regulation applications for proposed works) and then site inspections (as each notifiable project is constructed) to ensure that legislation is being followed by developers, Builders and Householders. This will include, but is not limited to, the requirements to install EVCPs in certain developments from 15 June 2022. Notifiable building works are to rigorously comply with the minimum national standards for Conservation of Fuel and Power	Building Control	Ongoing	There will be a reduction in emissions associated with building use across the district.	Officer time to bid for funding (Spring 2022).

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
56	Support decarbonisation of the national grid through planning policy	Provide support through planning policy for strategic energy infrastructure developments that seek to deliver and support the national decarbonisation target.	Planning	Short but subject to Local Plan update resumption in Summer 2023.	There will be benefits associated with grid-wide decarbonisation.	Officer time
	Housing					
57	Install EVCP's in new homes built or acquired by the council	<p>The council will ensure that EVCP's and the associated infrastructure is installed in council-owned housing so that residents are able to move away from petrol/diesel vehicles. This will be in compliance with the change in planning requirements that occurred from 15 June 2022.</p> <p>Currently a number of properties have EVCP's installed, this includes two at Charlies Square, 27 at Summer Lane (14 passive) and eight at Chichester Road, Bognor Regis.</p>	Residential Services and Technical Services	Ongoing	This will help support reduction in emissions associated with vehicle use in the wider district.	Officer time to develop the network plan and provide project oversight. There is no other cost to the council.
58	Add Housing Revenue Account (HRA) owned car parks/communal parking spaces to WSCC county wide project for installation of EVCP	The council will ensure that there are EVCP's available to residents. A more in-depth of the council's properties will be required.	Residential Services and Technical Services	Short	This will help support reduction in emissions associated with vehicle use in the wider district.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Housing					
59	Bid for wave 2 of the Social Housing Decarbonisation Fund	<p>The council has applied for the second wave of the Social Housing Decarbonisation Fund.</p> <p>A bid for funding for the first programme of work has been made. If funding is awarded this will allow the council to upgrade up to 400 properties to an EPC rating of C. For this initial phase a fabric first approach will be taken with focus on improvements to insulation. By improving the energy efficiency of each home and taking a fabric first approach we will ensure that emissions are reduced and confirm levels are increased for our tenants, some of whom are the most vulnerable within the district. Additionally, there will be a reduction in carbon emissions released through heating and lighting each of these properties, helping reducing the council's impact on the environment. Where needed PV will also be installed to help boost the EPC rating to at least C.</p> <p>To help this process a decarbonisation project board has been developed which meet regularly to monitor this progress.</p>	Residential Services	Ongoing: Submission for fund made on 18 November 2022.	This will allow for large emission reduction from the council's housing stock.	<p>Officer time to bid for funding (18 November 2022).</p> <p>The bid is for £3M of funding which the council will match. This was approved at the Housing and Wellbeing Committee in July 2022.</p>
60	Formulate strategy for delivery of 2030/2050 targets	<p>In 2021 a high-level audit of the council's housing stock was done, this was the start of work to upgrade the housing stock to an EPC level of C (by 2030) and to net zero carbon standards by 2050, in line with the government targets.</p> <p>The Housing Decarbonisation Strategy has now been produced and was adopted by the council's Housing and Wellbeing Committee in July 2022.</p>	Residential Services	Ongoing: five-year Decarbonisation Strategy for housing stock kept under review by decarbonisation board for EPC C level. Target adopted for net zero emissions by 2050.	Current estimated are that the council's heating, lighting and appliances produce around 8000 tonnes of CO2 per year.	Officer time and a long-term commitment to decarbonisation included in HRA for approval in Feb 2023 with an £80M cost before support from central government.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Community Involvement Initiatives						
61	Provide Local Authority Delivery Scheme (LAD) 1 parts a and b funding to support residents of Arun	This funding was used to help support residents who are struggling with fuel poverty by providing money to improve the energy efficiency of their homes, through the installation of cavity/floor insulation and heating systems. These upgrades will reduce emissions. To date, 231 households in Arun have received this funding.	Technical Services	LAD funding 1 part a and b ran until June 2022. This funding is now completed and closed. Please see LAD3 for the next phase of this funding.	This will help with emission reductions in the wider district.	External funding was LAD1a (£3 million) and LAD1b (£6.2 million, with an additional external of £8.5million).  Funding is shared across several authorities, Arun residents accessed £1,854,074 worth of funding. The largest share of the whole consortium.
62	Provide Local Authority Delivery Scheme (LAD) 3 and Home Upgrade Grant (HUG1) funding to support residents of Arun	The council was successful in the combined consortium bid for this funding. HUG funding is specially for off-gas properties. This funding is used to help support residents who are struggling with fuel poverty by providing money to improve the energy efficiency of their homes, through the installation of cavity/floor insulation, heating systems and PV. These upgrades will reduce emissions across the wider district. The council was also awarded £6,754 to promote this scheme to residents.	Technical Services	Ongoing: June 2022- March 2023	This will help with emission reductions across the wider district.	There is a total of £15.7 million for LAD3 funding and £16.2 million for HUG 1, across the consortium.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Community Involvement Initiatives						
63	Provide Local Authority Flex funding	<p>LA Flex is an energy saving scheme that utilises Energy Company Obligation (ECO) funding for insulation. The scheme and the eligibility criteria have been set by the West Sussex Affordable Warmth Partnership, a partnership of all the West Sussex district and borough councils. The council aims to support those households in most need, and who are vulnerable to living in a cold home.</p> <p>A total of 248 properties in Arun have accessed free energy measures in the last two years. In total 194 cavity wall insulation and 63 loft insulation and 11 heating upgrade measures have been installed. The combined savings amount to approximately £27,072 per year.</p>	Technical Services	<p>2013 – June 2022 ECO3 (now closed and completed)</p> <p>August 2022-2026 ECO4</p>	<p>There will be a reduction in emissions within the district.</p> <p>These measures equal 101,435kg of carbon savings per year.</p>	<p>There is no cost to the council apart from the administration of the scheme.</p> <p>Approximate grant funding accessible to residents amounts to approx. £141,384.</p>
64	Solar Together Sussex Scheme	<p>To provide residents who are able to pay with access to Solar PV systems, battery storage and EV charging points through collective purchasing, resulting in an increase in renewable technologies. This also helps to build confidence in this technology. For 2020 the auction had 52 interested households with 43 installs completed.</p> <p>The 2021 auction had 106 people show interest, 29 solar installs and 17 solar battery storage installs have been completed to date.</p> <p>It is expected that the 2023 auction will open during summer 2023.</p>	Technical Services	Ongoing: 2020-2023 Additional auction in autumn of 2022.	<p>There will be a reduction in emissions within the district.</p> <p>Approximately 36,256 kg of carbon has been offset.</p>	An initial investment of £2521 was provided and recouped by the council in 2020 then again in 2021. This funding has been recouped and is held by WSCC for reinvestment in 2023.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Community Involvement Initiatives						
65	Safe and Warm Homes - heating support	To support the most vulnerable residents to heat their homes with heating grants. This is to install energy efficient heating for those on a low income/benefits and with health conditions. The council is supporting around 66 households per year. Roughly £500,000 has been spent on boiler upgrades over the last 2 years via the fund.	Technical Services	Ongoing (started 2016) - budget dependent - reviewed each April	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
66	Safe and Warm Homes - external wall insulation to park homes	To support the most vulnerable residents to insulate their homes with fully funded external wall insulation grants. This was for park home residents. These properties are not well insulated and often owned by residents on a low income/benefits and with health conditions.  Residents receive an estimated saving of £240 per year per, park home. More than 140 park homes have been insulated with a combined energy saving of roughly £33,600, and in the region of £540,000 has been spent on park home insulation over the last two years.	Technical Services	This funding ran from 2019 to 2022 and has now been replaced by LAD funding.	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
67	Empty Property Financial Assistance Scheme - improve energy efficiency of vacant domestic properties	The council ran an Empty Property Financial Assistance scheme where residents are awarded grants and/or loans to improve their vacant properties and make them habitable. Improvements include installing double glazing and loft insulation.	Technical Services	Ongoing (started 2020)	There will be a reduction in emissions within the district.	Funding provided by the council from existing budgets. £200,000 is available for £10,000 loans and £50,000 available for £5,000 grants

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Community Involvement Initiatives						
68	MEES (Minimum Energy Efficiency Standards) for rental properties project	<p>The council was successful in a joint bid for funding from the Department for Business, Energy &amp; Industrial Strategy (BEIS) for a MEES project. This was a joint project with Chichester District Council. £76,500 was awarded for a project team to be appointed. The team identified non-compliant properties and scrutinised the exemption register. The project promoted the legislation and encourage landlords to improve their properties. Enforcement policy and procedure has been set up and an updated enforcement policy was produced and approved by Members on 22 January 2022. Enforcement proceedings have started on non-compliant properties where the landlord is not engaging.</p> <p>At the start of the project 945 properties were non-compliant. As a result of the project this has been reduced to 71 and the Empty Homes officers are still working with these non-compliant properties to enforce improvement.</p>	Technical Services	September 2021-September 2022 though work is needed to continue monitoring properties	There will be a reduction in emissions within the district.	No cost to the council £76,500 grant funding from BEIS.
69	Citizens Advice Energy Helpline	The Citizens Advice Energy Helpline was set up in 2021 and has been helping residents with phone advice. From 2021-2022, 523 residents in Arun have used the helpline and 1,512 energy issues have been supported. The scheme has saved residents in Arun £60,246.	Technical Services	Ongoing 2021	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community Involvement Initiatives'					
70	Public engagement	This will help the council understand what residents would like to happen in Arun and give them an opportunity to have their say.	Environment and Climate Change	Medium	There will be a reduction in emissions for the wider district, but no impact will be seen for the council's own emissions.	Officer time and funding will be required.
71	Support Community Transport Sussex in the production of a Community Transport Plan	Community Transport Sussex want to develop a Community Transport plan for the residents of Arun to support those who are unable, or who struggle to access mainstream transport. Part of this work will be to review options to utilise EVs in this process, and help reduce emissions associated with car usage.	Community Wellbeing	Ongoing	This will support reduction in emissions associated with vehicle usage in the wider district.	The Housing and Wellbeing Committee (6/10/22) agreed £11,500 of support funding for Community Transport in Arun.

## Appendix A

### List of corporate buildings

- Civic Centre
- Phoenix House
- Bognor Regis Town Hall
- The Lodge & the Yard (Hotham Park)
- Bersted Park Community Building
- Harwood Road
- The Laburnum Centre
- Arun Leisure Centre (wet and dry side)
- Littlehampton Wave
- The Windmill
- Foreshore buildings x 3

## Appendix B

### Freedom Leisure plans

Aim	Action	Projected time scale
Reduce Freedom Leisure's Scope 1, 2 and 3 emissions	<ul style="list-style-type: none"> <li>• Undertake annual audits on all leisure centres operated by Freedom Leisure to identify additional energy conservation measures and assess our environmental performance.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Reduce energy consumption across all centers.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Provide additional awareness and support to colleagues and customers through the established Freedom Leisure Environmental Sustainability Network by holding at least one webinar per quarter, dealing with responsible resource management and improving environmental performance.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Undertake environmental awareness and utility management training with management teams with at least one session per quarter.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Keep updated Environmental and Energy Management Action Plans per site (aligned with findings of audits and council's targets).</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Ensure that all electricity procured by Freedom Leisure is 100% green and solar installation or other low and zero carbon technology feasibility reviews are completed where relevant.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Implement meaningful and verifiable measuring and reporting at site level of energy use, waste and resource management, water use and carbon emissions.</li> </ul>	04/2023 – 03/2024
	<ul style="list-style-type: none"> <li>• Implement at least one solution for difficult to recycle waste stream.</li> </ul>	10/2023
	<ul style="list-style-type: none"> <li>• Improve the recycling rate for waste generated at sites.</li> </ul>	10/2023
	<ul style="list-style-type: none"> <li>• Provide at least one potential water saving solution for consideration for implementation.</li> </ul>	06/2023

## Appendix C

Scope	Service Area	Year (financial)	Carbon (tonnes of CO2e)	Spend (£)	% of emissions	% spend in £	
One and two	Gas	20-21	132.42	15,188	0.48	0.03	
		21-22	164.21	24,921	0.60	0.05	
	Petrol/diesel	20-21	43.3	22,113	0.16	0.04	
		21-22	41.19	24,592	0.15	0.05	
	Electricity	20-21	216.3	195,828	0.78	0.39	
		21-22	0	201,795	0	0.43	
Scope 1 and 2 total		20-21	392.02	233,130	1.4	0.46	
		21-22	205.4	251,308	0.75	0.53	
Three	Purchased goods	20-21	25,066.10	49,429,017	90.25	99.18	
		21-22	24,771.49	46,326,837	91.20	99.02	
	Fuel and energy outside Scope 1/2	20-21	35.82	-	0.13	-	
		21-22	28.11	-	0.10	-	
	Water/sewage	20-21	80.02	103,250	0.29	0.21	
		21-22	103.53	133,584	0.38	0.29	
	Council waste	20-21	16	20,650	0.06	0.04	
		21-22	20.71	26,717	0.08	0.06	
	Business travel	20-21	36.11	51,582.76	0.13	0.10	
		21-22	11.50	46,709	0.04	0.10	
	Employee commuting	20-21	397	-	1.43	-	
		21-22	397	-	1.46	-	
	Leisure centres	20-21	1,051	-	3.79	-	
		21-22	995.46	-	3.66	-	
	Investments	20-21	700	-	2.52	-	
		21-22	628.96	-	2.32	-	
	Scope 3 total		20-21	27,382.57	49,604,500	98.6	99.53
			21-22	26,956.76	46,533,847	99.2	99.47
Council total		20-21	27,774.59	49,837,631	-	-	
		21-22	27,162.16	46,785,155	-	-	