

# Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 13 March 2025</b>
<b>SUBJECT:</b>	<b>Carbon Action Work Plan update</b>
<b>LEAD OFFICER:</b>	<b>William Page, Climate Change and Sustainability Manager (presenting), Joe Russell-Wells, Group Head of Environment and Climate Change</b>
<b>LEAD MEMBER:</b>	<b>Councillor Martin Lury, Committee Chair</b>
<b>WARDS:</b>	<b>All</b>

## **CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:**

This work supports one of the key areas within the Council Vision 2022-2026 by: supporting our environment to support us

- Develop and implement the Carbon Neutral Strategy and Climate Change and Sustainability Work Plan for the Council and the wider district through Planning Policy
- Review the Council's estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) chargepoints
- Engage and incentivise business to commit to working practices which minimise their impact on the environment
- Support information campaigns that promote carbon reductions and funding opportunities
- Working with our community to improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030
- Ensuring that climate change and sustainability is at the heart of all Council services

## **DIRECTORATE POLICY CONTEXT:**

Improve and support the Council's target to become carbon neutral by 2030.

## **FINANCIAL SUMMARY:**

A budget of £80,000 has been allocated for the 2024-2025 and (subject to full council approval) 2025-2026 financial years to help support activities which reduce the Council's carbon emissions.

## **1. PURPOSE OF REPORT**

- 1.1. This report provides an update on projects within the Action Plan and an overview of the Council's Scope 1, 2 and 3 emissions for the 2023-2024 financial year.

## **2. RECOMMENDATIONS**

It is recommended that the Committee:

- 2.1. Considers the report and provides any observations to officers;
- 2.2. Notes the challenges identified in reducing emissions referred within the report

## **3. EXECUTIVE SUMMARY**

- 3.1. This report shows the updated emission results for the 2023-2024 financial year carbon audit and provides an update on the Council's key projects in reducing its emissions. This is an ever-evolving document with changes reflected in each publication.
- 3.2. Please note that this document has had a name update due to a separate Biodiversity Action Plan being under development within the planning department. Going forward this will now be referred as the Climate Action and Sustainability Work Plan; this is available to review in Appendix C.

## **4. DETAIL**

- 4.1. In January 2020 Full Council declared a Climate Emergency and announced its ambition for Arun District Council to be carbon neutral by 2030 (Decision Notice C/029/091219). A Climate Change and Sustainability Manager was appointed in February 2021. Following this the first carbon audit was undertaken for the 2020-2021 financial year which was used to inform the Carbon Neutral Strategy 2022-2030 (adopted in October 2021) and the first iteration of the Climate Action and Biodiversity Work Plan 2022-2023 (now Climate Action and Sustainability Work Plan) was adopted in February 2022. The Council has also a vision document which showcases its four key priorities. One of these areas is ensuring that we 'support our environment to support us'. This showcases that climate change and biodiversity is at the forefront of the Council's activities.
- 4.2. To support the Council in achieving its 2030 carbon neutral target, and to allow for the monitoring of projects, it was agreed that the Climate Action and Sustainability Work Plan will be updated each year; to reflect changes in projects and incorporate updated figures from the annual carbon emission audit. This is the third update of this document since it was adopted in February 2022.
- 4.3. All emissions are displayed as tonnes of carbon dioxide equivalent (tCo2e). This is the standard unit of measuring emissions, regardless of whether they're from carbon dioxide or another greenhouse gas. It allows for all greenhouse gas emissions to be compared using the same single unit.

- 4.4. To reach the 2030 carbon neutral target it will be important to ensure reductions occur across all service areas and scopes:
- 4.5. Scope 1 - emissions directly attributed to burning of fuels to heat Council buildings and run the fleet.
- 4.6. Scope 2 - indirect emissions from the generation of purchased electricity and directly controlled by the Council.
- 4.7. Scope 1 and 2 make up 0.83% (137 tCo2e) of the Council's total emissions.
- 4.8. Scope 3 emissions - from the activities of the Council that occur from sources not owned or controlled by the Council. This makes up 99% (16,118 tCo2e) of the Council's total emissions. The largest single emitter is purchased goods and services (91%, or 14,866 tCo2e), with the second largest emitters being our leisure facilities (6%, or 1,045 tCo2e).
- 4.9. Results of the carbon audits can be seen in appendix A and B of this report. Appendix A showcases results for the 23-24 financial year carbon audit when compared to the Council's baseline (22-23 financial year) with appendix B showcasing all results since carbon emission monitoring started.
- 4.10. Scope 3 is extremely challenging and time consuming to quantify, for this reason it is often not included within carbon neutral/net zero targets. However, the 2030 carbon neutral target set by the Council included all 3 scopes, and therefore all relevant scope 3 emitters are included within measuring and monitoring.
- 4.11. Projects within the action plan have been roughly separated into relevant areas with updates provided for each project, where applicable. To ensure that a joint up approach is taken departments from across the Council have provided details and updates on their work. The Council feels it is important to share a complete picture of all the great climate change and sustainability work that is going on across the district, even when these do not have a direct impact on scope 1, 2 and 3 emissions.
- 4.12. Whilst taking the action plan to committee in July 2024 members raised several concerns and comments on the Action Plan. These comments have been taken on board and incorporated into the updated Climate Change and Sustainability Action Work Plan. These changes focused on formatting issues and included (but are not limited to); updates to column names, streamlining the projects by combining related work, reviewing text to ensure it is cohesive and concise, providing a new section to highlight updates and providing additional detail in the introduction section to help support the narrative of this work. Additionally, the action plan has undergone a name change due to a Biodiversity Action Plan being developed by the planning department. Finally, to provide more detail on actions with direct emission savings a further table is provided within Appendix D of the Climate Change and Sustainability Work Plan.

4.13. Climate Change was subject to an audit by the Council's internal auditors starting at the end of 2024 and running into 2025. The audit outcome concluded with a reasonable level of assurance – providing a generally sound system of governance, risk management and control in place. Where needed suggestions and changes from this audit have also been incorporated into this updated document. This includes clarification on timeframes/timelines of projects and the addition of costings (to some projects).

#### 4.14. **Scope 1 and 2**

4.15. To address Scope 1 gas emissions upgrades and improvements to the cooperate estate are required. This work includes undertaking feasibility reports and reviewing the condition of sites. Building audits have been carried out to help inform next steps on several sites, including the Civic Centre, Bognor Regis Town Hall, Littlehampton Wave and Arun Leisure Centre. Using information gained from building audits, heat decarbonisation plans have been completed for Arun Leisure Centre (using funding provided by wave 4 of the low carbon skills fund) and the Civic Centre and Bognor Regis Town Hall. The office reports are being used to help support the accommodation review that is currently being undertaken. Many external funding options require first stage feasibility studies/heat decarbonisation plans to be undertaken, as a minimum, to be able to make a worthwhile application. Therefore, by undertaking these types of reports the Council will be in a better position to apply for these funding opportunities.

4.16. Though our leisure provider operates Littlehampton Wave and Arun Leisure Centre, a reduction in emissions to run these sites will be reflected in our second highest emitter, 'leisure centres', within the Council's Scope 3. The Council will be sure to take a fabric first approach when undertaking any building improvements.

4.17. Scope 1 petrol/diesel emissions will be addressed by transitioning the Council's vehicle fleet to electric vehicles, where possible. Currently 14 out of 28 vehicles are fully electric. During the 2023-2024 financial year there was a requirement to bring in additional vehicles due to the housing repair and maintenance contract being brought back in house in short notice. These are all on a short term (3 year) lease. Once this has expired consideration will be made to transition these across to electric. As part of this the availability of charging infrastructure will also be a consideration.

4.18. Scope 2 electric emissions have continued to be shown as zero. This is due to the Council continuing to source its electricity from 100% REGO backed renewable sources. Scope 2 is shown as 0 as the Council is reporting based on market emissions, rather than location based. The Council will continue to look for more reliable sources of locally produced renewable energy where its origins can be confirmed. The installation of more PV arrays within Arun will also help the Council move away from grid dependency and protect it from sharp increases of electricity costs. The transition to locally produced renewable energy will also help reduce the scope 3 emitter 'Fuel and Energy (upstream)', as this is directly linked to both scope 1 and 2 emissions.

#### 4.19. **Scope 3**

- 4.20. Scope 3 emissions continue to be the most difficult to reduce, with purchased goods and service being the largest and most challenging. The first step in working to reduce this was to undertake a procurement deep dive using emission results from the 22-23 carbon audit. The report produced highlighted important actions which the Council would need to undertake to reduce emissions. The two main headlines were for the Council to support and encourage/require sustainability into contracts/suppliers and to improve data collection by transitioning away from a spend based approach (which is notoriously inaccurate) and ask suppliers to provide Arun specific emissions. This would be achieved by engaging with suppliers, incorporating sustainability into procurement and reviewing what the Council shared with its suppliers around its targets and goals.
- 4.21. Officers have begun working through the list of actions provided and have drafted documentation and policies, where appropriate. This includes a sustainability charter and officer guidance for sustainable procurement (including potential KPIs and sustainability related questions). Once this is finalised it will be used to produce supplier guidance to help highlight what the Council is looking for and its stance on climate change and the 2030 carbon neutral target. Before this is 'made live' testing will be required throughout the Council, though principles within these documents have been used to help support the grounds maintenance contract extension and the combined cleansing services contract procurement exercise.
- 4.22. As shown in 4.20 another key action which will be required is engagement with our top suppliers. This is being undertaken to better understand what sustainability actions are already going on and to determine if there is a possibility for the reporting of Arun specific emissions. The most favourable option would always be to incorporate sustainability actions and emission reporting into contracts, though this is difficult to do outside of contract renewals and extensions; and not possible for spot purchases services, such as emergency housing, or those which use frameworks.
- 4.23. To support emission reduction across other Scope 3 emitters behavioural change is also taking place. This includes the requirement for new starters to undertake a 1-hour e-learning training course, which is also available to members. This provides an overview of climate change, sustainability, what emissions are and what the Council has done to increase sustainability. There is also information around how to get more involved and how to reduce emissions at work/home. This has been taken forward to help empower officers to take climate action in their everyday work and to support this becoming embedded into all actions across the Council.

4.24. The Council has also previously undertaken Carbon Literacy Training and became a Bronze Certified organisation in 2023. Due to low officer attendance during the 23-24 FY no carbon literacy training took place during the 24-25 FY.

4.25. The Council's Leisure Centres (Scope 3) continue to be the second largest single emitter for the Council. Work is continuing to help support Freedom Leisure reduce their emissions by improving the energy efficiency of the leisure facilities. This includes the installation of PV onto the East roof of the Littlehampton Wave. This was made possible via a successful application to the Swimming Pool Support Fund.

#### 4.26. **Summary**

4.27. This Climate Action and Sustainability Work Plan provides an overview of all the projects which are being undertaken to support the reduction of emissions generated by the Council to achieve the 2030 target. This is the fourth iteration of this report, and it provides updates on old projects, and details of new. These have been provided by the officers responsible for completing the work. All departments are invited to provide information on what is going on to ensure that this work showcases projects across the entirety of the Council.

### 5. **Conclusion**

5.1 Overall total emissions have been reduced across the Council, from 18,007 tCo2e in 2022-2023 to 16,255 tCo2e in 2023-2024, which is reflective of a 9.7% reduction. Though this is a step in the right direction it is not large enough to reach the 2030 target. If the Council wishes to meet this target more significant work will be required to reduce emissions. Additionally, the anticipated improvements in carbon emission reporting will also be vital to allow the Council to move away from the spend based approach, this is particularly important for our largest emitter, Purchased Goods and Services. A strong example is the inclusion of emission reporting within the contract requirements for the new combined cleansing services contract.

5.2 The Climate Change and Sustainability Action plan has been updated and revised in accordance with these updated results, along with updates to specific actions, to provide a snapshot on what the Council is doing to fight climate change. Comments made by members have also been incorporated into this update report, along with those relevant comments from the Council's internal auditors.

5.3 To help make emissions tangible, according to the WWF carbon footprint calculator ([WWF Footprint Calculator](#)) the average UK citizen footprint for 2022 is roughly 9.5 tCo2e. Additionally, according to the Impact Community Carbon Calculator [Impact | Community carbon calculator \(impact-tool.org.uk\)](#), the average household in Arun District is responsible to 15.1 tCo2e. 1 tCo2e is equal to: using 5,171 kWh of electricity which could power the average mid-terrace house or flat for roughly a year and 10 months, 500 CO2 fire extinguishers or driving a small petrol car for 9,234km. In turn to remove just 1 tCo2e you would need 50 trees growing for a year ([What is 1 Ton of Carbon Dioxide and how it relates to daily life? - EMSmastery](#)).

## **6. CONSULTATION**

6.1. No consultation has been required at this stage.

## **7. OPTIONS / ALTERNATIVES CONSIDERED**

7.1. There are no alternative options to be considered.

## **8. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

8.1. The costs related to this report have been funded by current budgets and will be monitored as part of the Council's budget monitoring process.

## **9. RISK ASSESSMENT CONSIDERATIONS**

9.1. There is no direct impact on the above areas arising from this report.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

10.1. This report does not raise legal implications. In May 2019 the Government committed to achieving net zero carbon emissions by 2050, recognising much of this reduction must happen before 2030. Local councils play a vital role in making sure the UK is prepared for the impacts of climate change at a local level and are able to decide how best to address these challenges. The taking of such action is lawful under the general power of competence in Section 1 of the Localism Act 2011

## **11. HUMAN RESOURCES IMPACT, HEALTH & SAFETY IMPACTS, PROPERTY & ESTATES IMPACT, EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE, CRIME AND DISORDER REDUCTION IMPACT, HUMAN RIGHTS IMPACT, FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

11.1. There are no direct impacts on the above arising from this report.

## **12. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

12.1. Though there will be no direct reduction from this report the results from this analysis will provide the Council with vital information around sources of emissions. This will, in turn, be used to inform next steps and ensure that the Council remains on track to hit the 2030 carbon neutral targets.

12.2. Impacts will be seen across the Council in all areas and departments.

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**CONTACT OFFICER:**

Name: Will Page

Job Title: Climate Change and Sustainability Manager

Contact Number: 07824087865

Contact Email: [william.page@arun.gov.uk](mailto:william.page@arun.gov.uk)

**BACKGROUND DOCUMENTS:**

- Officer report Carbon Neutral Strategy 2022-2030 - [AGENDA ITEM NO \(arun.gov.uk\)](#)
- ADC Carbon Neutral Strategy 2022-2030 - [Item 7 - Carbon Neutral Strategy - Appendix.pdf \(arun.gov.uk\)](#)
- Officer report Carbon Emission update for the 2023-2024 financial year - [Arun District Council](#)
- ADC Climate Action and Biodiversity Work Plan 2022 – 2023 - [Item 6 - Appendix - Climate Action and Biodiversity Work Plan 2022 - 2023.pdf \(arun.gov.uk\)](#)



## Appendix A

Scope	Emitter	Financial year	Carbon (tonnes of CO2e)	Change (%)	
One and Two	Gas	22-23	134	-22	
		23-24	104		
	Petrol/diesel	22-23	36	-8.3	
		23-24	33		
	Electricity	22-23	0	0	
		23-24	0		
Scope 1 and 2 total		22-23	170	-19.4	
		23-24	137		
Three	Purchased goods and Services	22-23	16,463	-9.7	
		23-24	14,866		
	Fuel And Energy (upstream)	22-23	203	-78.9	
		23-24	43		
	Council Waste	22-23	16	-31.3	
		23-24	11		
	Business Travel	22-23	1	+100	
		23-24	2		
	Employee commuting	22-23	145	-3.4	
		23-24	150		
	Leisure Centres	22-23	1,009	-3.6	
		23-24	1,045		
	Scope 3 total		22-23	17,837	-9.6
			23-24	16,118	
Council total		22-23	18,007	-9.7	
		23-24	16,255		

Table 1 shows the results from the 22-23 (baseline year) and 23-24 financial year analysis. Please note that the baseline year was updated from 20-21 to 22-23 during the policy and finance committee that took place on 11 December 2024.

## Appendix B

Scope	Emitter	Financial year	Carbon (tonnes of CO2e)	% emissions
One and two	Gas	20-21	132	0.48
		21-22	164	0.60
		22-23	134	1
		23-24	104	0.64
	Petrol/diesel	20-21	43	0.16
		21-22	41	0.05
		22-23	36	0.19
		23-24	33	0.2
	Electricity	20-21	216	0.78
		21-22	0	0
		22-23	0	0
		23-24	0	0
Scope 1 and 2 total	20-21	392	1.4	
	21-22	205	0.75	
	22-23	170	1	
	23-24	137	0.83	
Three	Purchased goods and Services	20-21	25,066	90.25
		21-22	24,771	91.20
		22-23	16,463	91
		23-24	14,866	91.45
	Fuel And Energy (upstream)	20-21	35.82	0.13
		21-22	28.11	0.10
		22-23	203	1
		23-24	43	0.26
	Water/Sewage	20-21	80	0.29
		21-22	103.53	0.38
		22-23	Now included within Council Waste	
		23-24	Now included within Council Waste	
	Council Waste	20-21	96	0.35
		21-22	124	0.46
		22-23	16	0.09
		23-24	11	0.07
	Business Travel	20-21	36	0.13
		21-22	11	0.04
		22-23	1	0.01
		23-24	2	0.01
	Employee commuting	20-21	397	1.43
		21-22	397	1.46
		22-23	145	1
		23-24	150	0.921
Leisure Centres	20-21	1,051	3.79	
	21-22	995	3.66	
	22-23	1,009	6	

		23-24	1,045	6.43
	<b>Investments</b>	20-21	700	2.52
		21-22	628.96	2.32
		22-23	No longer reporting as insignificant	
		23-24	No longer reporting as insignificant	
<b>Scope 3 total</b>		20-21	27,382	98.6
		21-22	26,956	99.2
		22-23	17,837	99.1
		23-24	16,118	99.16
<b>Council total</b>		20-21	27,774	-
		21-22	27,162	-
		22-23	18,007	-
		23-24	16,255	-

Table 2 shows the results from all four years. Please note that the 20-21 financial year was the Council's baseline, though this has now been updated to the 22-23 financial year.

### **Appendix C – Climate Action and Sustainability Work Plan**