



Climate Change Work Plan 2019 to 2020

Contents

- 1. Introduction**
- 2. Background**
- 3. Profile of Council**
- 4. Scope of Service**
- 5. Organisation / Staffing**

Table A - Key Functions and Responsibilities

Table B – Section Objectives 2019/20

Table C – Local Performance Indicators

1 Introduction

- 1.1 The Climate Change Officers Work Group (CCOWG) covers a wide number of teams across the Borough Council. This work plan covers how the CCOWG will implement the review of Climate Change across the Borough Council. The key functions and responsibilities are contained in Table A, Group Objectives for 2019/20 are contained in Table B and Local Performance Indicators are contained in Table C.

1 Background

- 2.1 Climate Change has been recently been raised at several Full Councils Meetings by members of local environmental groups. The Environment Portfolio Holder has agreed to carry out a review of the carbon foot print of BCKLWN.
- 2.2 In addition it was also agreed to review the combined CO2 emissions of the district. New Anglia LEP is also considering this area and this work may assist in updating the Carbon emissions inventory of the district.
- 2.3 Management Team considered a Climate Change discussion paper in July 2019 on what actions should be taken towards this area. They have agreed to set up the CCOWG to review and consider this area and make recommendations going forward.
- 2.4 As well as setting up the CCOWG it was agreed that a Student placement/ Intern from a suitable faculty be employed on a short term/ temp basis to assist with the carbon footprint review and next steps.

3 Profile of Council

- 3.1 The Borough has a population of 151,600 and covers an area of 550 square miles. There are approximately 64,000 households in the Borough.
- 3.2 There are 101 Parish and Town Councils. The Borough has a mixed urban/rural population. The largest population centres are King's Lynn, Hunstanton, Heacham and Downham Market.
- 3.3 There are 55 Elected Members and a Cabinet style leadership with a series of policy and performance panels. Climate Change is within the Environment Portfolio with scrutiny by the Environment & Community Panel. There are two Parliamentary Constituencies.
- 3.4 The Borough is one of seven District Councils within the Norfolk County Boundary.
- 3.5 The District has the third largest CO2 footprint of any district authority in England. The 2017 overall figure is 1400 Kt of CO2.

4 Scope of service

- 4.1 The key function and responsibilities of the Group are listed in Table A below.
- 4.2 The section objectives are listed in Table B below.
- 4.3 The local performance indicators are listed in Table C below.

5 Organisation / Staffing

5.1 This Section Plan will be delivered through the Climate Change Officers Work Group. Resources from other Departments are listed in 5.3 below.

5.2 The managerial and specialist responsibilities for service delivery are as follows:

Name	Position	Area	FTE
Dave Robson	Environmental Health Manager	Group Chair	0.2
Ged Greaves	Senior Policy & Performance Officer	Policy Advice	0.1
Henry Saunders	Climate Change Officer Intern	Audit & Advice	1
Robert Wiseman	Greenspace/Database Officer	Utilities Information	??

5.3 Certain aspects of this plan rely on resource from other Departments within the Borough Council

Areas for consideration:	Lead Department
Council buildings	Property Services
Vehicle fleet	Open space/ Transport Manager
Equipment	Open space
Green spaces, trees and woodland	Open space/ Planning
Lease cars	Personnel
Refuse fleet	Refuse & Recycling/ Kier
Staff travel plan	CIC
Digitalisation	CIC
Leisure buildings	Alive West Norfolk
New housing builds	Corporate Projects
Planning policy	Planning Policy
Shoreline management	Flood & Water Man/Planning Policy
Transportation	Planning Policy
ICT infrastructure	ICT
Borough housing stock	Housing

A. Key functions and responsibilities

1	Complete audit of BCKLWN Footprint
2	Complete review of whole District emissions
3	Set up Climate Change Officer Working Group (CCOWG)
4	Consider best practice and work towards being a climate change exemplar authority
5	Help develop and implement the council's climate change policy and strategy framework including targets and action plan
6	Engage with local stakeholders and interested parties
7	Provide updates to Management Team, Cabinet and E&C Panel as required

B. Section Objectives 2019/20**Target Date**

1	Set up CCOWG	Sept 2019
2	Agree Terms of Reference and work plan for CCOWG	Sept 2019
3	Appoint Student Intern	Sept 2019
4	Start the Carbon Audit of the BCKLWN	Sept 2019
5	Engage with NA LEP regarding district CO2 emissions work	October 2019
6	Consider use of UEA environmental consultancy module	November/December 2019
7	Start background work on policies/ best practice/ strategy options	November/December 2019
8	Start background work on district CO2 bubble	November/December 2019
9	Engage and participate in the county group.	November 2019 onwards
10	Complete Carbon Audit of BCKLWN	January 2020
11	Report to MT/Cabinet	January 2020
12	Consider best practice and develop strategy options for consideration	March 2020 onwards
13	Adopt Climate Change Strategy	April 2020 onwards
14	Engage with local stakeholders and interested parties	April 2020 onwards
15	Review borough CO2 emissions – Unlikely to be completed this financial year	April 2020 onwards

C. Section Local Performance Indicators

Ref.	Description	Target	Actual
CC. 1	Complete review of BCKLWN Carbon footprint		
CC. 2	Organise and Chair CCOWG meetings		

