

Borough Council of
**King's Lynn &
West Norfolk**



Climate Change Team: Work Plan 2020 to 2021

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1. Introduction

- 1.1 The Climate Change Officers Working Group (CCOWG) covers a wide number of teams across the Borough Council.
- 1.2 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. The group objectives for the 2020/2021 financial year are contained in table B and local performance Indicators are contained in Table C.

2. Background

- 2.1 Climate change has been raised at multiple Full Council Meetings by members of local environmental groups. The Environment Portfolio Holder agreed to a review of the carbon footprint of the BCKLWN, which was completed in January 2020.
- 2.2 In addition it was also agreed to review the combined CO₂ emissions of the district. The New Anglia LEP is also conducting similar work, which may assist in updating the Carbon emissions inventory of the district. Work is ongoing in this area due to the extensive amount of data and is expected to be completed in mid – 2020.
- 2.3 Management Team considered a climate change discussion paper in July 2019 on what actions should be taken towards this area. They agreed to set up the CCOWG to review and consider this area and make recommendations going forward. The working group had 3 meetings in the 2019/2020 financial year.
- 2.4 It was also agreed that a student placement/ intern from a suitable faculty be employed on a 4-month temp basis to assist with the carbon footprint review and next steps. The internship has now been extended to a minimum of 12 months (30th September 2019 – 25th September 2020). A new fixed term 2-year post was agreed in February 2020 to carry this work forward. Work in this area is carried out by Climate Change Team made up of the Environmental Health Manager, Senior Policy & Performance Officer and Intern.
- 2.5 A Norfolk county group called the 'Norfolk Climate Change Partnership' was set up in January 2020. This group provides an opportunity for partners to work together and help each other achieve a common goal. The group aims to meet 6 times in 2020/2021.
- 2.6 A motion was presented to council in October 2019 for the BCKLWN to declare a climate and biodiversity emergency and achieve carbon neutrality for council estate operations by 2030 as well as for all relevant aspects of life across West Norfolk or earlier. This motion went to cabinet following the October 2019 council meeting and will be considered in 2020.

3. Profile of Borough 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 1,405.3 Kilotonnes (Kt) of CO₂.
- 3.6 The BCKLWN emitted 4,632.4 tonnes (t) of CO₂e in the financial year 2018/2019.

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	Team Lead/ Group Chair	0.5
Ged Greaves	Senior Policy & Performance Officer	Policy Advice	0.2
Henry Saunders	Climate Change Officer Intern	Audit & Advice	1
Robert Wiseman	Greenspace/Database Officer	Utilities Information	-----
Duncan Hall	Assistant Director	Management Team Lead	-----

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	Financial Services
Refuse fleet	Refuse & Recycling / Kier
Staff travel plan	Corporate Policy and Personnel
Digitalisation	ICT
Leisure buildings	Alive West Norfolk
New housing builds	Corporate Projects
Planning policy	Planning Policy
Shoreline management	Flood & Water Management / Planning Policy
Transportation	Planning Policy / Climate Change Team
ICT infrastructure	ICT
Borough housing stock	Housing

6. Key Functions, Objectives & Performance Indicators

Table A. Key functions and responsibilities	
1	Carry out BCKLWN carbon audit for 2019/2020.
2	Review the district CO ₂ "emissions bubble".
3	Administer the Climate Change Officer Working Group (CCOWG).
4	Set up and administer task and finish groups as required.
5	Participate with the Norfolk Climate Change Partnership.
6	Consider best practice and work towards being a climate change exemplar authority.
7	Develop and implement the council's climate change policy.
8	Develop and implement the council's climate change strategy and action plan.
9	Engage with local stakeholders and interested parties as required.
10	Provide updates to Management Team, Cabinet and E&C Panel as required.

Table B. Section Objectives 2020/21		Target Date
1	Provide updates to Cabinet, Management Team and E&C Panel.	<i>As required</i>
2	Continue engagement with the CCOWG.	<i>Ongoing</i>
3	Continue engagement with NA LEP regarding district CO ₂ emissions.	<i>Ongoing</i>
4	Continue engagement with the UEA environmental consultancy module.	<i>Ongoing</i>
5	Review borough council policies, best practice and strategy options.	<i>Ongoing</i>
6	Engage with local stakeholders and interested parties as required.	<i>Ongoing</i>
7	Engage and participate in the Norfolk Climate Change Partnership.	<i>Ongoing</i>
8	Set up and work with the green habitat strategy task and finish group.	<i>Ongoing</i>
9	Set up and work with the housing task and finish group.	<i>Ongoing</i>
10	Set up and work with the planning task and finish group.	<i>Ongoing</i>
11	Set up and work with the vehicle fleet task and finish group.	<i>Ongoing</i>
12	Set up and work with the BCKLWN Re: fit task and finish group.	<i>Ongoing</i>
13	Set up and work with the staff travel plan task and finish group.	<i>Ongoing</i>
14	Complete UEA environmental consultancy module.	<i>May 2020</i>
15	Adopt a climate change policy.	<i>October 2020</i>
16	Complete the district CO ₂ “emissions bubble” review & report.	<i>August/September 2020</i>
17	Complete the 2019/2020 BCKLWN carbon audit.	<i>August/September 2020</i>
18	Arrange 2-year fixed term post.	<i>September 2020</i>
19	Develop the climate change strategy and action plan.	<i>March 2021</i>

Table C. Section Local Performance Indicators			
Ref.	Description	Target	Actual
CC. 1	Attend Norfolk Climate Change Partnership meetings.	Five meetings in 2020/21	Two meetings in 2020
CC. 2	Adopt a climate change policy.	October 2020	October 2020
CC. 3	Complete the district CO ₂ “emissions bubble” review & report.	August/September 2020	In draft
CC. 4	Complete the 2019/2020 BCKLWN carbon audit.	August/September 2020	In draft
CC. 5	Adopt a climate change strategy and action plan.	March 2021	Under development

7. Coronavirus / COVID-19

- 7.1 Due to the unprecedented Coronavirus (COVID-19) situation within the UK, we can expect our work plan and timeline to be impacted.
- 7.2 Staff may find themselves focusing on the situation response or being redeployed to aid other service areas. Thus, individuals with the required specialist responsibilities identified in 5.2 may be focused on other areas for the duration of the pandemic.
- 7.3 Due to the above reasons, section objectives and targets will be kept under constant review and will depend on staff availability and if they are redeployed in the future to assist with the COVID-19 response.
- 7.4 The wider impacts of this pandemic such as a recession and changes to council work patterns (agile working) will likely impact the above objectives and targets and their timeframes. Whilst we will endeavour to meet all objectives and targets as stated above, we will be flexible and respect the ever-changing UK situation.