

## Annex A: Progress record and Action plan Updated September 2017

Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
<b>1. Embedding environmental considerations in decision making across council services</b>				
1.1 <b>Appraising Cabinet decisions for environmental impacts, risks and benefit opportunities</b>	<u>Planning</u> (Lead role) Democratic services All services to implement	New guidance for officers published in August 2017	Support application of the guidance and monitor the outcomes from implementing this approach	n/a (benefits include clarity for staff, consistency in approach for residents and partner organisations, leading to overall better value for money in services / operations. However these are not viable to measure with an indicator)
<b>2. Community and estate resilience to future climate impacts</b>				
2.1 <b>Seasonal Health Strategy</b>	<u>Public Health</u> Community Partnerships	Developing the Council's approach to addressing seasonal impacts on health and well-being including cold and excess heat and adverse weather events, including in the context of a changing climate profile.	Draft document will be presented to Health & Well Being Board for approval. Following this the strategy will be available to all key stakeholders as a basis of working practice towards assisting vulnerable residents and reducing seasonal ill health.	tbc within strategy (benefits anticipated to include better health outcomes for vulnerable people, improved energy efficiency of housing stock and reduced hospital admissions)
2.2 <b>Temporary Flood Defence plans</b>	Surrey Local Resilience Forum (SLRF)	SLRF organisations have worked with the Environment Agency in developing plans for specific high risk areas of the River Thames and River Wey in Guildford and Godalming. Plans are designed to enable the deployment of temporary flood defence barriers quickly and efficiently when required, reducing risks posed to householders and disruption on road networks	SLRF will hold a multi-agency day in November 2017 will be held to validate plans developed to date and initiate plans for Leatherhead area	Local temporary flood defence deployment plans in place

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	<b>Sustainable Urban Drainage</b> <b>2.3 Systems (SUDs) on our own estate</b>	<u>Strategic Network Resilience</u> <u>Team</u> Property	Scoping exercise completed. This reviewed a wide range of SUDs techniques, applications (across buildings and highways) and a high level appraisal of buildings considering flood risk categories. The purpose of this was to identify relative needs and opportunities for SUDs across the council's corporate estate, schools, fire stations and other high priority facilities (emergency services, hospitals and care homes). The highways capital programme was also reviewed for opportunities.	Based on the scoping exercise findings, next steps will include developing a procedure and local standards to consider and include SuDS, where appropriate, and in a cost minimal way, across new construction works carried out by SCC including: new builds, council owned school extensions, retrofitting in existing buildings and in highway, footway and infrastructure design .	<b>KPI 7:</b> Number of Sustainable Drainage Systems (SuDS) on our own estate, schools and highway schemes  Number of projects appraised for SUDs
<b>3. Resource efficient buildings and operations</b>					
	<b>3.1 Access to funding for schools and corporate estate energy efficiency measures</b>	<u>Property</u> Schools	Energy team led actions on the corporate estate, including LED lighting upgrades, heating plant efficiency improvements and adjustments to control systems.  Premises Briefings for schools (twice a year), energy audits and assistance to schools in tender processes. 3 schools have completed LED lighting projects with Salix funding in 16/17.	Focus on activities that require little or no capital investment such as efficient specification for end of life replacements. Interest free borrowing options will be considered e.g. Salix  Continue to seek to support to schools to access zero interest Salix loans to improve the energy efficiency of their operations.	<b>KPI 1:</b> Overall carbon emissions from our estate and operations  <b>KPI 2:</b> Energy consumption and carbon emissions on our own estate, street lighting and maintained schools  <b>KPI 3:</b> Energy costs our own estate, excluding schools

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3.2	Water market reform opportunities	<u>Property</u>	Investigation of procurement options with regards to reform of the water market, which came into operation in April 2017.	Work with London Energy Project to develop a Statement of Requirements, to ensure the needs of councils in and around London are adequately met by suppliers. It is expected that suppliers will offer added value services to help reduce consumption, such as using advanced metering to help identify leaks and other wastage	<b>KPI 6:</b> Water consumption on our own estate (with data quality improvements subject to introducing smart metering)  Number of sites with Automated meter reading (AMR) installed for water consumption
3.3	Staff awareness and understanding for energy, recycling and water	<u>Property</u> Communications Waste	Updated labels to provide clearer instructions at recycling bins in offices/kitchens. Intranet used (carousel banners) to remind staff to recycle with links to updated details of recycling procedures on 'Office facilities' pages	Publish energy messages on intranet, linked to supporting information on costs and consumption of SCC energy and how staff can help to reduce these  <i>Seek feedback on contamination levels, on a building specific basis and continue monitor overall recycling rates (trying to confirm with Morag )</i>	<b>KPI 2:</b> Energy consumption and carbon emissions on our own estate, street lighting and maintained schools  <b>KPI 3:</b> Energy costs our own estate, excluding schools  <b>KPI 5:</b> Tonnage of waste arising and percentage sent for recycling / energy from waste  Number of hits on relevant pages within Office Facilities on intranet
3.4	Parking Policy review for council workplaces	<u>Property</u> HR	Review planned to commence in November 2017	Commence parking review, ensuring that it builds on evidence of car parking measures piloted to date and best practice amongst other authorities	tbc following project set up

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3.5	<b>Greater use of technology to reduce business travel and improve productivity</b>	<u>IMT</u> HR Communications	8800 staff have been transferred to Office 365 providing access to communication and collaboration tools and applications. This software includes: Skype for Business: 57% of O365 users use Skype One Drive/Sharepoint Jive Surrey (2,300 registered users, with an increase of 95% activity since 1/1/2017)	Continue to optimise provision and uptake of IT for communication and collaboration by encouraging the use of Skype for voice, video, document files (One drive) and live sharing/presenting to grow group collaboration platforms and create virtual workspaces.	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Number of staff using Skype for scheduled virtual meetings (subject to setting up monitoring)  Number of staff using Jive
3.6	<b>Lift sharing support for staff</b>	<u>HR</u> Property	Liftshare website has been updated to with user improvements including compatibility with Smart phones and will allow for improved monitoring of use. There are 363 staff members of the system (July 2017).	Continue promotional activity as part of staff benefits package.  Assess opportunities to support parking policy review.	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Number of staff using car share matching service
3.7	<b>Low carbon vehicles for business travel</b>	<u>Property</u> HR Planning (car club growth) Transport Policy	Surrey car club is operated by Enterprise, providing low emission vehicles via a range of full EV, hybrid plug-in and standard petrol/electric hybrids. In support of air quality, there are no diesel vehicles. Staff members increased by 18% and usage increased by 13%, in 2016/17 vs previous year.  The Lease case scheme has been promoted, with 14 hybrid vehicles and one full EV vehicle being leased by staff.	Continue to increase access to cost effective low emissions vehicles for business travel including through the lease car scheme for staff, and the car club service offer at SCC sites.  Develop strategy for electric vehicle charging network (Action 5.1), including on the county council's own estate	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Usage of electric vehicle charging points  Number of electric and hybrid vehicles leased by staff  Usage of car club vehicles for business travel

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3.8	<b>Pupil engagement in sustainability</b>	<u>Strategic Transport</u> Schools Waste Development Property	Safer Travel team supported a range of sustainability initiatives for schools including Ashden Less CO <sub>2</sub> programme for energy management at 11 schools, co-ordinating an Eco Summit (for Eco Schools) attended by 38 schools and running two 'Green Flag' workshops for schools working towards this award.	Continue to help schools to access resources and support to enable pupil engagement, in particular:  Work in partnership with Surrey Wildlife Trust and WWF to relaunch Eco Summit and improve links to teaching and learning	Number of schools participating in schemes
<b>4. Suppliers environmental impacts and risks</b>					
4.1	<b>Social Value Act</b>	<u>Procurement</u> Service contract managers Surrey Procurement group	The council's Social Value Measurement Charter is published with all tenders over £100,000 (where appropriate) and includes consideration for environmental matters. It encourages suppliers to commit to measures that help reduce their environmental impact at local level as part of their contract.	Further application of environmental value matrices in contract evaluation.  Develop a monitoring system to enable centralised tracking of social value and capture what value has been added.	<b>KPI 9:</b> Social value added by suppliers using the Social Value Measurement Framework (Forecast benefits are tracked on the centralised tracking system Realised benefits are recorded by contract managers.) ☐
4.2	<b>Supply chain risk management</b>	<u>Procurement</u> Service contract managers Audit	Business Continuity plans are a requirement of all tenders over £100 000 (where appropriate) to ensure suppliers can prepare for increased frequency and severity of extreme adverse weather e.g. flooding and heatwaves	Procurement are developing a contract management framework to ensure the appropriate level of management/visibility is applied to contracts based on the value, risk and complexity of goods, works & services	Contract Manager / Service confirmation that business continuity plans are reviewed proportionate to the value, risk & complexity of the contract

## 5. Air quality and low carbon transport

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5.1	Transport policy development	<u>Transport Policy</u> Highways Asset Management	<p>Benchmarking and initial consultation with boroughs and districts regarding public electric vehicle (EV) charge points in off-street locations</p> <p>Registering expressions of interest from residents for on street charging facilities, in inform strategy.</p> <p>Published county council's holding position which is that no further on-street points will be installed until the full strategy is approved.</p>	<p>Update air quality strategy, in conjunction with Surrey Air Alliance</p> <p>Further develop, consult on and publish an EV charging strategy defining the council's role and options for a public charge point network. This will underpin any funding bids and contractual partnership arrangements and will ensure financial sustainability in particular considering long term maintenance liabilities</p>	tbd within strategy
5.2	Air quality around schools	<u>Strategic Transport</u> Transport Policy Schools	<p>Modeshift STARS programme has been adopted for school travel planning activity. This is a national standard and schools can receive accreditation for their activities and curriculum links, which can include teaching about the benefits of active travel for air quality. The Safer travel team have also worked in partnership with local authority parking enforcement teams, encouraging alternative modes of travel and raising awareness of the benefits of improved local air quality.</p>	<p>Hold workshops to promote and train Surrey schools in the use of Modeshift STARS programme</p> <p>Work with Surrey Air Alliance to understand data from D&amp;B air quality monitoring sites, where near schools</p>	<p>Number of schools achieving Modeshift STARS accreditation</p> <p>Air quality pollution concentration levels near schools, where monitoring facilities are in place</p>