

SELECT COMMITTEE

Wednesday, 5 June 2019 at 6.30pm
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Staveley) and Councillors Brown, Harbron, Hull, Jaquin, Mercer, Metcalfe, Moorby, Pighills, Shuttleworth, Solloway and Sutcliffe.

AGENDA

1. **Apologies for absence** – To receive any apologies for absence.
2. **Minutes** – To confirm the minutes of the meeting held on 17 April 2019.
3. **Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman's discretion.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

Note: Declarations should be in the form of either:

- a “**disclosable pecuniary interest**” under Appendix A to the Code of Conduct, in which case the Member must leave the meeting room; or
- an “**other interest**” under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

Exception: Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

5. **Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities** – The Democratic Services Manager to present an update on guidance issued by the Ministry of Housing, Communities and Local Government in May 2019
6. **Work Programme** – The Committee to agree its work programme for the 2019/20 municipal year.

7. Date of future meetings –

- Select (Crime and Disorder) Committee – Wednesday, 26 June 2019 at 6.30pm
- Select Committee – Wednesday, 17 July 2019 at 6.30pm.

8. Any other items which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer:

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SELECT COMMITTEE

17 April 2019

Present – The Chairman (Councillor Staveley) and Councillors Mason, Moorby, Pighills, Shuttleworth and Solloway.

Officers – Democratic Services Manager.

Apologies for absence were received from Councillors Brown, Mercer, Sutcliffe, Thompson and Whitaker.

Start: 8.10pm

Finish: 8.30pm

Confirmation of Minutes –

The minutes of the Select Committee meeting held on 20 March 2019 were confirmed as a correct record and signed by the Chairman.

Public Participation –

There were no members of the public in attendance.

Declarations of Interest –

There were no declarations of interest.

Minutes for Report

OS.422

WORK PROGRAMME 2019-20

The Democratic Services Manager presented a draft work programme for the 2019-20 municipal year. It was advised that Members were being asked to agree its final work programme at the June meeting. Lead Members and Corporate Leadership Team (CLT) had been asked to submit ideas and suggestions that they had for possible review by Select Committee. These were to be reported at the June meeting and detailed in the report.

Members requested a copy of the latest Forward Plan to help inform possible areas to review.

Resolved – That a copy of the latest forward plan is forwarded to all Members of Select Committee.

OS.423

RECOMMENDATION TRACKING DATABASE

The Democratic Services Manager submitted the latest recommendation tracking database. An update on key areas was provided together with a suggested status for each of the recommendations.

The key areas of discussion were:

- That a representative from Bereavement Services be invited to attend a future Select Committee meeting to report back on progress made against the recommendations.
- That the Chief Finance Officer be invited to attend the meeting to advise on any finance issues associated with the recommendations.
- That once the recommendation had been assigned an 'achieved' status that it could then be removed from future recommendation tracking updates.

Resolved – That subject to the comments above, the recommendation tracking database is approved.

OS.424

COUNCILLOR MASON

It was noted that Councillor Mason was stepping down from his role as an Elected Member at the forthcoming local elections. The Chair thanked Councillor Mason for all his hard work and service to Select Committee over the years.

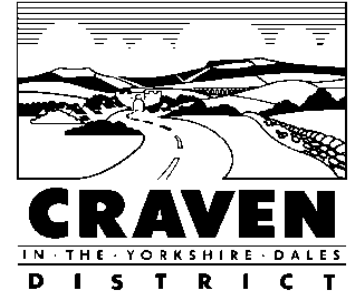
OS.425

DATE OF FUTURE MEETINGS

The dates of future meetings were noted as follows:

- Select Committee – Wednesday, 5 June 2019 at 6.30pm
- Select (Crime and Disorder) Committee – Wednesday, 26 June 2019 at 6.30pm

Chairman

Select Committee – 5 June 2019**Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities****Report of the Democratic Services Manager**

Ward(s) affected: All

1. Purpose of Report

To present an update on statutory guidance on overview and scrutiny in local and combined authorities, published by the Ministry of Housing, Communities and Local Government (MHCLG).

This guidance has been produced following a commitment that Government made in early 2018, following on from the Communities and Local Government Select Committee's inquiry into Overview and Scrutiny.

2. Recommendations

2.1 To note the contents and appendix to the report.

3. Background

3.1 A copy of the statutory guidance is appended to this report. Some of the key areas are highlighted below:

- Role and prioritisation – scrutiny's role has to be focused, and the scrutiny work programme needs to be carefully prioritised.
- Selecting committee members – the right people have to be selected to be on committees, and to hold the position of chair.
- Access to information – this emphasises the rights that members have to access information and states that councillors should have regular access to key sources of information with a particular focus on performance, finance and risk.
- Gathering evidence and making recommendations – the role of the chair in managing the gathering of evidence is seen as particularly important. Also, the work of members in working together to produce focused and achievable recommendations.
- Resourcing – the resource must be available to ensure that the above areas can be achieved. This is about prioritising the work programme and making best use of available resources.

4. Legal Implications

There are no legal implications arising from this report.

5. Contribution to Council Priorities

The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

6. Risk Management

There are no risk management issues associated with this report.

7. Equality Analysis

There are no direct implications arising from this report.

8. Consultations with Others

Solicitor to the Council and Monitoring Officer

9. Access to Information: Background Documents

There are no background documents.

10. Appendices

Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities – published by the Ministry of Housing, Communities and Local Government (MHCLG) – May 2019.

11. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



Ministry of Housing,
Communities &
Local Government

Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities



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Ministerial Foreword

The role that overview and scrutiny can play in holding an authority's decision-makers to account makes it fundamentally important to the successful functioning of local democracy. Effective scrutiny helps secure the efficient delivery of public services and drives improvements within the authority itself. Conversely, poor scrutiny can be indicative of wider governance, leadership and service failure.

It is vital that councils and combined authorities know the purpose of scrutiny, what effective scrutiny looks like, how to conduct it and the benefits it can bring. This guidance aims to increase understanding in all four areas.

In writing this guidance, my department has taken close note of the House of Commons Select Committee report of December 2017, as well as the written and oral evidence supplied to that Committee. We have also consulted individuals and organisations with practical involvement in conducting, researching and supporting scrutiny.

It is clear from speaking to these practitioners that local and combined authorities with effective overview and scrutiny arrangements in place share certain key traits, the most important being a strong organisational culture. Authorities who welcome challenge and recognise the value scrutiny can bring reap the benefits. But this depends on strong commitment from the top - from senior members as well as senior officials.

Crucially, this guidance recognises that authorities have democratic mandates and are ultimately accountable to their electorates, and that authorities themselves are best-placed to know which scrutiny arrangements are most appropriate for their own individual circumstances.

I would, however, strongly urge all councils to cast a critical eye over their existing arrangements and, above all, ensure they embed a culture that allows overview and scrutiny to flourish.

A handwritten signature in blue ink, reading 'Rishi Sunak'.

Rishi Sunak MP
Minister for Local Government

About this Guidance

Who the guidance is for

This document is aimed at local authorities and combined authorities in England to help them carry out their overview and scrutiny functions effectively. In particular, it provides advice for senior leaders, members of overview and scrutiny committees, and support officers.

Aim of the guidance

This guidance seeks to ensure local authorities and combined authorities are aware of the purpose of overview and scrutiny, what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring.

As such, it includes a number of policies and practices authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

The guidance recognises that authorities approach scrutiny in different ways and have different processes and procedures in place, and that what might work well for one authority might not work well in another.

The hypothetical scenarios contained in the annexes to this guidance have been included for illustrative purposes, and are intended to provoke thought and discussion rather than serve as a 'best' way to approach the relevant issues.

While the guidance sets out some of the key legal requirements, it does not seek to replicate legislation.

Status of the guidance

This is statutory guidance from the Ministry of Housing, Communities and Local Government. Local authorities and combined authorities must have regard to it when exercising their functions. The phrase 'must have regard', when used in this context, does not mean that the sections of statutory guidance have to be followed in every detail, but that they should be followed unless there is a good reason not to in a particular case.

Not every authority is required to appoint a scrutiny committee. This guidance applies to those authorities who have such a committee in place, whether they are required to or not.

This guidance has been issued under section 9Q of the Local Government Act 2000 and under paragraph 2(9) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009, which requires authorities to have regard to this guidance. In addition, authorities may have regard to other material they might choose to consider, including that issued by the Centre for Public Scrutiny, when exercising their overview and scrutiny functions.

Terminology

Unless 'overview' is specifically mentioned, the term 'scrutiny' refers to both overview and scrutiny.¹

Where the term 'authority' is used, it refers to both local authorities and combined authorities.

Where the term 'scrutiny committee' is used, it refers to an overview and scrutiny committee and any of its sub-committees. As the legislation refers throughout to powers conferred on scrutiny committees, that is the wording used in this guidance. However, the guidance should be seen as applying equally to work undertaken in informal task and finish groups, commissioned by formal committees.

Where the term 'executive' is used, it refers to executive members.

For combined authorities, references to the 'executive' or 'cabinet' should be interpreted as relating to the mayor (where applicable) and all the authority members.

For authorities operating committee rather than executive arrangements, references to the executive or Cabinet should be interpreted as relating to councillors in leadership positions.

Expiry or review date

This guidance will be kept under review and updated as necessary.

¹ A distinction is often drawn between 'overview' which focuses on the development of policy, and 'scrutiny' which looks at decisions that have been made or are about to be made to ensure they are fit for purpose.

1. Introduction and Context

1. Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities.
2. Overview and scrutiny committees have statutory powers² to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy.

Effective overview and scrutiny should:

- Provide constructive 'critical friend' challenge;
- Amplify the voices and concerns of the public;
- Be led by independent people who take responsibility for their role; and
- Drive improvement in public services.

3. The requirement for local authorities in England to establish overview and scrutiny committees is set out in sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011.
4. The Localism Act 2011 amended the Local Government Act 2000 to allow councils to revert to a non-executive form of governance - the 'committee system'. Councils who adopt the committee system are not required to have overview and scrutiny but may do so if they wish. The legislation has been strengthened and updated since 2000, most recently to reflect new governance arrangements with combined authorities. Requirements for combined authorities are set out in Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.
5. Current overview and scrutiny legislation recognises that authorities are democratically-elected bodies who are best-placed to determine which overview and scrutiny arrangements best suit their own individual needs, and so gives them a great degree of flexibility to decide which arrangements to adopt.
6. In producing this guidance, the Government fully recognises both authorities' democratic mandate and that the nature of local government has changed in recent years, with, for example, the creation of combined authorities, and councils increasingly delivering key services in partnership with other organisations or outsourcing them entirely.

² Section 9F of the Local Government Act 2000; paragraph 1 of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

2. Culture

7. The prevailing organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails.
8. While everyone in an authority can play a role in creating an environment conducive to effective scrutiny, it is important that this is led and owned by members, given their role in setting and maintaining the culture of an authority.
9. Creating a strong organisational culture supports scrutiny work that can add real value by, for example, improving policy-making and the efficient delivery of public services. In contrast, low levels of support for and engagement with the scrutiny function often lead to poor quality and ill-focused work that serves to reinforce the perception that it is of little worth or relevance.
10. Members and senior officers should note that the performance of the scrutiny function is not just of interest to the authority itself. Its effectiveness, or lack thereof, is often considered by external bodies such as regulators and inspectors, and highlighted in public reports, including best value inspection reports. Failures in scrutiny can therefore help to create a negative public image of the work of an authority as a whole.

How to establish a strong organisational culture

11. Authorities can establish a strong organisational culture by:

- a) **Recognising scrutiny's legal and democratic legitimacy** – all members and officers should recognise and appreciate the importance and legitimacy the scrutiny function is afforded by the law. It was created to act as a check and balance on the executive and is a statutory requirement for all authorities operating executive arrangements and for combined authorities.

Councillors have a unique legitimacy derived from their being democratically elected. The insights that they can bring by having this close connection to local people are part of what gives scrutiny its value.

- b) **Identifying a clear role and focus** – authorities should take steps to ensure scrutiny has a clear role and focus within the organisation, i.e. a niche within which it can clearly demonstrate it adds value. Therefore, prioritisation is necessary to ensure the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority – this is one of the most challenging parts of scrutiny, and a critical element to get right if it is to be recognised as a strategic function of the authority (see chapter 6).

Authorities should ensure a clear division of responsibilities between the scrutiny function and the audit function. While it is appropriate for scrutiny to pay due regard to the authority's financial position, this will need to happen in the context of the formal audit role. The authority's section 151 officer should advise scrutiny on how to manage this dynamic.

While scrutiny has no role in the investigation or oversight of the authority's whistleblowing arrangements, the findings of independent whistleblowing investigations might be of interest to scrutiny committees as they consider their wider implications. Members should always follow the authority's constitution and associated Monitoring Officer directions on the matter. Further guidance on whistleblowing can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415175/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf.

- c) **Ensuring early and regular engagement between the executive and scrutiny** – authorities should ensure early and regular discussion takes place between scrutiny and the executive, especially regarding the latter's future work programme. Authorities should, though, be mindful of their distinct roles:

In particular:

- The executive should not try to exercise control over the work of the scrutiny committee. This could be direct, e.g. by purporting to 'order' scrutiny to look at, or not look at, certain issues, or indirect, e.g. through the use of the whip or as a tool of political patronage, and the committee itself should remember its statutory purpose when carrying out its work. All members and officers should consider the role the scrutiny committee plays to be that of a 'critical friend' not a de facto 'opposition'. Scrutiny chairs have a particular role to play in establishing the profile and nature of their committee (see chapter 4); and
- The chair of the scrutiny committee should determine the nature and extent of an executive member's participation in a scrutiny committee meeting, and in any informal scrutiny task group meeting.

- d) **Managing disagreement** – effective scrutiny involves looking at issues that can be politically contentious. It is therefore inevitable that, at times, an executive will disagree with the findings or recommendations of a scrutiny committee.

It is the job of both the executive and scrutiny to work together to reduce the risk of this happening, and authorities should take steps to predict, identify and act on disagreement.

One way in which this can be done is via an 'executive-scrutiny protocol' (see annex 1) which can help define the relationship between the two and mitigate any differences of opinion before they manifest themselves in unhelpful and unproductive ways. The benefit of this approach is that it provides a framework for disagreement and debate, and a way to manage it when it happens. Often,

the value of such a protocol lies in the dialogue that underpins its preparation. It is important that these protocols are reviewed on a regular basis.

Scrutiny committees do have the power to 'call in' decisions, i.e. ask the executive to reconsider them before they are implemented, but should not view it as a substitute for early involvement in the decision-making process or as a party-political tool.

- e) **Providing the necessary support** – while the level of resource allocated to scrutiny is for each authority to decide for itself, when determining resources an authority should consider the purpose of scrutiny as set out in legislation and the specific role and remit of the authority's own scrutiny committee(s), and the scrutiny function as a whole.

Support should also be given by members and senior officers to scrutiny committees and their support staff to access information held by the authority and facilitate discussions with representatives of external bodies (see chapter 5).

- f) **Ensuring impartial advice from officers** – authorities, particularly senior officers, should ensure all officers are free to provide impartial advice to scrutiny committees. This is fundamental to effective scrutiny. Of particular importance is the role played by 'statutory officers' – the monitoring officer, the section 151 officer and the head of paid service, and where relevant the statutory scrutiny officer. These individuals have a particular role in ensuring that timely, relevant and high-quality advice is provided to scrutiny.
- g) **Communicating scrutiny's role and purpose to the wider authority** – the scrutiny function can often lack support and recognition within an authority because there is a lack of awareness among both members and officers about the specific role it plays, which individuals are involved and its relevance to the authority's wider work. Authorities should, therefore, take steps to ensure all members and officers are made aware of the role the scrutiny committee plays in the organisation, its value and the outcomes it can deliver, the powers it has, its membership and, if appropriate, the identity of those providing officer support.
- h) **Maintaining the interest of full Council in the work of the scrutiny committee** – part of communicating scrutiny's role and purpose to the wider authority should happen through the formal, public role of full Council – particularly given that scrutiny will undertake valuable work to highlight challenging issues that an authority will be facing and subjects that will be a focus of full Council's work. Authorities should therefore take steps to ensure full Council is informed of the work the scrutiny committee is doing.

One way in which this can be done is by reports and recommendations being submitted to full Council rather than solely to the executive. Scrutiny should decide when it would be appropriate to submit reports for wider debate in this way, taking into account the relevance of reports to full Council business, as well as full Council's capacity to consider and respond in a timely manner. Such

reports would supplement the annual report to full Council on scrutiny's activities and raise awareness of ongoing work.

In order to maintain awareness of scrutiny at the Combined Authority and provoke dialogue and discussion of its impact, the business of scrutiny should be reported to the Combined Authority board or to the chairs of the relevant scrutiny committees of constituent and non-constituent authorities, or both. At those chairs' discretion, particular Combined Authority scrutiny outcomes, and what they might mean for each individual area, could be either discussed by scrutiny in committee or referred to full Council of the constituent authorities.

- i) **Communicating scrutiny's role to the public** – authorities should ensure scrutiny has a profile in the wider community. Consideration should be given to how and when to engage the authority's communications officers, and any other relevant channels, to understand how to get that message across. This will usually require engagement early on in the work programming process (see chapter 6).
- j) **Ensuring scrutiny members are supported in having an independent mindset** – formal committee meetings provide a vital opportunity for scrutiny members to question the executive and officers.

Inevitably, some committee members will come from the same political party as a member they are scrutinising and might well have a long-standing personal, or familial, relationship with them (see paragraph 25).

Scrutiny members should bear in mind, however, that adopting an independent mind-set is fundamental to carrying out their work effectively. In practice, this is likely to require scrutiny chairs working proactively to identify any potentially contentious issues and plan how to manage them.

Directly-elected mayoral systems

12. A strong organisational culture that supports scrutiny work is particularly important in authorities with a directly-elected mayor to ensure there are the checks and balances to maintain a robust democratic system. Mayoral systems offer the opportunity for greater public accountability and stronger governance, but there have also been incidents that highlight the importance of creating and maintaining a culture that puts scrutiny at the heart of its operations.
13. Authorities with a directly-elected mayor should ensure that scrutiny committees are well-resourced, are able to recruit high-calibre members and that their scrutiny functions pay particular attention to issues surrounding:
 - rights of access to documents by the press, public and councillors;
 - transparent and fully recorded decision-making processes, especially avoiding decisions by 'unofficial' committees or working groups;
 - delegated decisions by the Mayor;
 - whistleblowing protections for both staff and councillors; and
 - powers of Full Council, where applicable, to question and review.

14. Authorities with a directly-elected mayor should note that mayors are required by law to attend overview and scrutiny committee sessions when asked to do so (see paragraph 44).

3. Resourcing

15. The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority.
16. Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.
17. Authorities should also recognise that support for scrutiny committees, task groups and other activities is not solely about budgets and provision of officer time, although these are clearly extremely important elements. Effective support is also about the ways in which the wider authority engages with those who carry out the scrutiny function (both members and officers).

When deciding on the level of resource to allocate to the scrutiny function, the factors an authority should consider include:

- Scrutiny's legal powers and responsibilities;
- The particular role and remit scrutiny will play in the authority;
- The training requirements of scrutiny members and support officers, particularly the support needed to ask effective questions of the executive and other key partners, and make effective recommendations;
- The need for ad hoc external support where expertise does not exist in the council;
- Effectively-resourced scrutiny has been shown to add value to the work of authorities, improving their ability to meet the needs of local people; and
- Effectively-resourced scrutiny can help policy formulation and so minimise the need for call-in of executive decisions.

Statutory scrutiny officers

18. Combined authorities, upper and single tier authorities are required to designate a statutory scrutiny officer,³ someone whose role is to:
 - promote the role of the authority's scrutiny committee;
 - provide support to the scrutiny committee and its members; and
 - provide support and guidance to members and officers relating to the functions of the scrutiny committee.

³ Section 9FB of the Local Government Act 2000; article 9 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017

19. Authorities not required by law to appoint such an officer should consider whether doing so would be appropriate for their specific local needs.

Officer resource models

20. Authorities are free to decide for themselves which wider officer support model best suits their individual circumstances, though generally they adopt one or a mix of the following:
- Committee – officers are drawn from specific policy or service areas;
 - Integrated – officers are drawn from the corporate centre and also service the executive; and
 - Specialist – officers are dedicated to scrutiny.
21. Each model has its merits – the committee model provides service-specific expertise; the integrated model facilitates closer and earlier scrutiny involvement in policy formation and alignment of corporate work programmes; and the specialist model is structurally independent from those areas it scrutinises.
22. Authorities should ensure that, whatever model they employ, officers tasked with providing scrutiny support are able to provide impartial advice. This might require consideration of the need to build safeguards into the way that support is provided. The nature of these safeguards will differ according to the specific role scrutiny plays in the organisation.

4. Selecting Committee Members

23. Selecting the right members to serve on scrutiny committees is essential if those committees are to function effectively. Where a committee is made up of members who have the necessary skills and commitment, it is far more likely to be taken seriously by the wider authority.
24. While there are proportionality requirements that must be met,⁴ the selection of the chair and other committee members is for each authority to decide for itself. Guidance for combined authorities on this issue has been produced by the Centre for Public Scrutiny⁵.

Members invariably have different skill-sets. What an authority must consider when forming a committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.

25. Authorities are reminded that members of the executive cannot be members of a scrutiny committee.⁶ Authorities should take care to ensure that, as a minimum, members holding less formal executive positions, e.g. as Cabinet assistants, do not sit on scrutinising committees looking at portfolios to which those roles relate. Authorities should articulate in their constitutions how conflicts of interest, including familial links (see also paragraph 31), between executive and scrutiny responsibilities should be managed, including where members stand down from the executive and move to a scrutiny role, and vice-versa.
26. Members or substitute members of a combined authority must not be members of its overview and scrutiny committee.⁷ This includes the Mayor in Mayoral Combined Authorities. It is advised that Deputy Mayors for Policing and Crime are also not members of the combined authority's overview and scrutiny committee.

Selecting individual committee members

27. When selecting individual members to serve on scrutiny committees, an authority should consider a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group, and capacity to serve.

⁴ See, for example, regulation 11 of the Local Authorities (Committee System) (England) Regulations 2012 (S.I. 2012/1020) and article 4 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).

⁵ See pages 15-18 of 'Overview and scrutiny in combined authorities: a plain English guide': <https://www.cfps.org.uk/wp-content/uploads/Overview-and-scrutiny-in-combined-authorities-a-plain-english-guide.pdf>

⁶ Section 9FA(3) of the Local Government Act 2000.

⁷ 2(3) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009

28. Authorities should not take into account a member's perceived level of support for or opposition to a particular political party (notwithstanding the wider legal requirement for proportionality referred to in paragraph 24).

Selecting a chair

29. The Chair plays a leadership role on a scrutiny committee as they are largely responsible for establishing its profile, influence and ways of working.
30. The attributes authorities should and should not take into account when selecting individual committee members (see paragraphs 27 and 28) also apply to the selection of the Chair, but the Chair should also possess the ability to lead and build a sense of teamwork and consensus among committee members.

Chairs should pay special attention to the need to guard the committee's independence. Importantly, however, they should take care to avoid the committee being, and being viewed as, a de facto opposition to the executive.

31. Given their pre-eminent role on the scrutiny committee, it is strongly recommended that the Chair not preside over scrutiny of their relatives⁸. Combined authorities should note the legal requirements that apply to them where the Chair is an independent person⁹.
32. The method for selecting a Chair is for each authority to decide for itself, however every authority should consider taking a vote by secret ballot. Combined Authorities should be aware of the legal requirements regarding the party affiliation of their scrutiny committee Chair¹⁰.

Training for committee members

33. Authorities should ensure committee members are offered induction when they take up their role and ongoing training so they can carry out their responsibilities effectively. Authorities should pay attention to the need to ensure committee members are aware of their legal powers, and how to prepare for and ask relevant questions at scrutiny sessions.
34. When deciding on training requirements for committee members, authorities should consider taking advantage of opportunities offered by external providers in the sector.

Co-option and technical advice

35. While members and their support officers will often have significant local insight and an understanding of local people and their needs, the provision of outside expertise can be invaluable.

⁸ A definition of 'relative' can be found at section 28(10) of the Localism Act 2011.

⁹ See article 5(2) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).

¹⁰ Article 5(6) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

36. There are two principal ways to procure this:

- Co-option – formal co-option is provided for in legislation¹¹. Authorities must establish a co-option scheme to determine how individuals will be co-opted onto committees; and
- Technical advisers – depending on the subject matter, independent local experts might exist who can provide advice and assistance in evaluating evidence (see annex 2).

¹¹ Section 9FA(4) Local Government Act 2000

5. Power to Access Information

37. A scrutiny committee needs access to relevant information the authority holds, and to receive it in good time, if it is to do its job effectively.
38. This need is recognised in law, with members of scrutiny committees enjoying powers to access information¹². In particular, regulations give enhanced powers to a scrutiny member to access exempt or confidential information. This is in addition to existing rights for councillors to have access to information to perform their duties, including common law rights to request information and rights to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
39. When considering what information scrutiny needs in order to carry out its work, scrutiny members and the executive should consider scrutiny's role and the legal rights that committees and their individual members have, as well as their need to receive timely and accurate information to carry out their duties effectively.
40. Scrutiny members should have access to a regularly available source of key information about the management of the authority – particularly on performance, management and risk. Where this information exists, and scrutiny members are given support to understand it, the potential for what officers might consider unfocused and unproductive requests is reduced as members will be able to frame their requests from a more informed position.
41. Officers should speak to scrutiny members to ensure they understand the reasons why information is needed, thereby making the authority better able to provide information that is relevant and timely, as well as ensuring that the authority complies with legal requirements.

While each request for information should be judged on its individual merits, authorities should adopt a default position of sharing the information they hold, on request, with scrutiny committee members.

42. The law recognises that there might be instances where it is legitimate for an authority to withhold information and places a requirement on the executive to provide the scrutiny committee with a written statement setting out its reasons for that decision¹³. However, members of the executive and senior officers should take particular care to avoid refusing requests, or limiting the information they provide, for reasons of party political or reputational expediency.

¹² Regulation 17 - Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10 Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

¹³ Regulation 17(4) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(4) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

Before an authority takes a decision not to share information it holds, it should give serious consideration to whether that information could be shared in closed session.

43. Regulations already stipulate a timeframe for executives to comply with requests from a scrutiny member¹⁴. When agreeing to such requests, authorities should:

- consider whether seeking clarification from the information requester could help better target the request; and
- Ensure the information is supplied in a format appropriate to the recipient's needs.

44. Committees should be aware of their legal power to require members of the executive and officers to attend before them to answer questions¹⁵. It is the duty of members and officers to comply with such requests.¹⁶

Seeking information from external organisations

45. Scrutiny members should also consider the need to supplement any authority-held information they receive with information and intelligence that might be available from other sources, and should note in particular their statutory powers to access information from certain external organisations.

46. When asking an external organisation to provide documentation or appear before it, and where that organisation is not legally obliged to do either (see annex 3), scrutiny committees should consider the following:

- a) **The need to explain the purpose of scrutiny** – the organisation being approached might have little or no awareness of the committee's work, or of an authority's scrutiny function more generally, and so might be reluctant to comply with any request;
- b) **The benefits of an informal approach** – individuals from external organisations can have fixed perceptions of what an evidence session entails and may be unwilling to subject themselves to detailed public scrutiny if they believe it could reflect badly on them or their employer. Making an informal approach can help reassure an organisation of the aims of the committee, the type of information being sought and the manner in which the evidence session would be conducted;

¹⁴ Regulation 17(2) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(2) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

¹⁵ Section 9FA(8) of the Local Government Act 2000; paragraph 2(6) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

¹⁶ Section 9FA(9) of the Local Government Act 2000; paragraph 2(7) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009.

- c) **How to encourage compliance with the request** – scrutiny committees will want to frame their approach on a case by case basis. For contentious issues, committees might want to emphasise the opportunity their request gives the organisation to ‘set the record straight’ in a public setting; and
- d) **Who to approach** – a committee might instinctively want to ask the Chief Executive or Managing Director of an organisation to appear at an evidence session, however it could be more beneficial to engage front-line staff when seeking operational-level detail rather than senior executives who might only be able to talk in more general terms. When making a request to a specific individual, the committee should consider the type of information it is seeking, the nature of the organisation in question and the authority’s pre-existing relationship with it.

Following ‘the Council Pound’

Scrutiny committees will often have a keen interest in ‘following the council pound’, i.e. scrutinising organisations that receive public funding to deliver goods and services.

Authorities should recognise the legitimacy of this interest and, where relevant, consider the need to provide assistance to scrutiny members and their support staff to obtain information from organisations the council has contracted to deliver services. In particular, when agreeing contracts with these bodies, authorities should consider whether it would be appropriate to include a *requirement* for them to supply information to or appear before scrutiny committees.

6. Planning Work

47. Effective scrutiny should have a defined impact on the ground, with the committee making recommendations that will make a tangible difference to the work of the authority. To have this kind of impact, scrutiny committees need to plan their work programme, i.e. draw up a long-term agenda and consider making it flexible enough to accommodate any urgent, short-term issues that might arise during the year.
48. Authorities with multiple scrutiny committees sometimes have a separate work programme for each committee. Where this happens, consideration should be given to how to co-ordinate the various committees' work to make best use of the total resources available.

Being clear about scrutiny's role

49. Scrutiny works best when it has a clear role and function. This provides focus and direction. While scrutiny has the power to look at anything which affects 'the area, or the area's inhabitants', authorities will often find it difficult to support a scrutiny function that carries out generalised oversight across the wide range of issues experienced by local people, particularly in the context of partnership working. Prioritisation is necessary, which means that there might be things that, despite being important, scrutiny will not be able to look at.
50. Different overall roles could include having a focus on risk, the authority's finances, or on the way the authority works with its partners.
51. Applying this focus does not mean that certain subjects are 'off limits'. It is more about looking at topics and deciding whether their relative importance justifies the positive impact scrutiny's further involvement could bring.
52. When thinking about scrutiny's focus, members should be supported by key senior officers. The statutory scrutiny officer, if an authority has one, will need to take a leading role in supporting members to clarify the role and function of scrutiny, and championing that role once agreed.

Who to speak to

53. Evidence will need to be gathered to inform the work programming process. This will ensure that it looks at the right topics, in the right way and at the right time. Gathering evidence requires conversations with:
 - *The public* – it is likely that formal 'consultation' with the public on the scrutiny work programme will be ineffective. Asking individual scrutiny members to have conversations with individuals and groups in their own local areas can work better. Insights gained from the public through individual pieces of scrutiny work can be fed back into the work programming process. Listening to and participating in conversations in places where local people come together, including in online forums, can help authorities engage people on their own terms and yield more positive results.

Authorities should consider how their communications officers can help scrutiny engage with the public, and how wider internal expertise and local knowledge from both members and officers might make a contribution.

- *The authority's partners* – relationships with other partners should not be limited to evidence-gathering to support individual reviews or agenda items. A range of partners are likely to have insights that will prove useful:
 - Public sector partners (like the NHS and community safety partners, over which scrutiny has specific legal powers);
 - Voluntary sector partners;
 - Contractors and commissioning partners (including partners in joint ventures and authority-owned companies);
 - In parished areas, town, community and parish councils;
 - Neighbouring principal councils (both in two-tier and unitary areas);
 - Cross-authority bodies and organisations, such as Local Enterprise Partnerships¹⁷; and
 - Others with a stake and interest in the local area – large local employers, for example.
- *The executive* – a principal partner in discussions on the work programme should be the executive (and senior officers). The executive should not direct scrutiny's work (see chapter 2), but conversations will help scrutiny members better understand how their work can be designed to align with the best opportunities to influence the authority's wider work.

Information sources

54. Scrutiny will need access to relevant information to inform its work programme. The type of information will depend on the specific role and function scrutiny plays within the authority, but might include:

- Performance information from across the authority and its partners;
- Finance and risk information from across the authority and its partners;
- Corporate complaints information, and aggregated information from political groups about the subject matter of members' surgeries;
- Business cases and options appraisals (and other planning information) for forthcoming major decisions. This information will be of particular use for pre-decision scrutiny; and
- Reports and recommendations issued by relevant ombudsmen, especially the Local Government and Social Care Ombudsman.

¹⁷ Authorities should ensure they have appropriate arrangements in place to ensure the effective democratic scrutiny of Local Enterprise Partnerships' investment decisions.

As committees can meet in closed session, commercial confidentiality should not preclude the sharing of information. Authorities should note, however, that the default for meetings should be that they are held in public (see 2014 guidance on '*Open and accountable local government*':

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf).

55. Scrutiny members should consider keeping this information under regular review. It is likely to be easier to do this outside committee, rather than bringing such information to committee 'to note', or to provide an update, as a matter of course.

Shortlisting topics

Approaches to shortlisting topics should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme, the kind of questions a scrutiny committee should consider might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

56. Some authorities use scoring systems to evaluate and rank work programme proposals. If these are used to provoke discussion and debate, based on evidence, about what priorities should be, they can be a useful tool. Others take a looser approach. Whichever method is adopted, a committee should be able to justify how and why a decision has been taken to include certain issues and not others.
57. Scrutiny members should accept that shortlisting can be difficult; scrutiny committees have finite resources and deciding how these are best allocated is tough. They should understand that, if work programming is robust and effective, there might well be issues that they want to look at that nonetheless are not selected.

Carrying out work

58. Selected topics can be scrutinised in several ways, including:

- a) **As a single item on a committee agenda** – this often presents a limited opportunity for effective scrutiny, but may be appropriate for some issues or where the committee wants to maintain a formal watching brief over a given issue;
- b) **At a single meeting** – which could be a committee meeting or something less formal. This can provide an opportunity to have a single public meeting about a

given subject, or to have a meeting at which evidence is taken from a number of witnesses;

- c) **At a task and finish review of two or three meetings** – short, sharp scrutiny reviews are likely to be most effective even for complex topics. Properly focused, they ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;
- d) **Via a longer-term task and finish review** – the ‘traditional’ task and finish model – with perhaps six or seven meetings spread over a number of months – is still appropriate when scrutiny needs to dig into a complex topic in significant detail. However, the resource implications of such work, and its length, can make it unattractive for all but the most complex matters; and
- e) **By establishing a ‘standing panel’** – this falls short of establishing a whole new committee but may reflect a necessity to keep a watching brief over a critical local issue, especially where members feel they need to convene regularly to carry out that oversight. Again, the resource implications of this approach means that it will be rarely used.

7. Evidence Sessions

59. Evidence sessions are a key way in which scrutiny committees inform their work. They might happen at formal committee, in less formal ‘task and finish’ groups or at standalone sessions.

Good preparation is a vital part of conducting effective evidence sessions. Members should have a clear idea of what the committee hopes to get out of each session and appreciate that success will depend on their ability to work together on the day.

How to plan

60. Effective planning does not necessarily involve a large number of pre-meetings, the development of complex scopes or the drafting of questioning plans. It is more often about setting overall objectives and then considering what type of questions (and the way in which they are asked) can best elicit the information the committee is seeking. This applies as much to individual agenda items as it does for longer evidence sessions – there should always be consideration in advance of what scrutiny is trying to get out of a particular evidence session.

Chairs play a vital role in leading discussions on objective-setting and ensuring all members are aware of the specific role each will play during the evidence session.

61. As far as possible there should be consensus among scrutiny members about the objective of an evidence session before it starts. It is important to recognise that members have different perspectives on certain issues, and so might not share the objectives for a session that are ultimately adopted. Where this happens, the Chair will need to be aware of this divergence of views and bear it in mind when planning the evidence session.
62. Effective planning should mean that at the end of a session it is relatively straightforward for the chair to draw together themes and highlight the key findings. It is unlikely that the committee will be able to develop and agree recommendations immediately, but, unless the session is part of a wider inquiry, enough evidence should have been gathered to allow the chair to set a clear direction.
63. After an evidence session, the committee might wish to hold a short ‘wash-up’ meeting to review whether their objectives were met and lessons could be learned for future sessions.

Developing recommendations

64. The development and agreement of recommendations is often an iterative process. It will usually be appropriate for this to be done only by members, assisted by co-optees where relevant. When deciding on recommendations, however, members should have due regard to advice received from officers, particularly the Monitoring Officer.

65. The drafting of reports is usually, but not always, carried out by officers, directed by members.
66. Authorities draft reports and recommendations in a number of ways, but there are normally three stages:
- i. the development of a 'heads of report' – a document setting out general findings that members can then discuss as they consider the overall structure and focus of the report and its recommendations;
 - ii. the development of those findings, which will set out some areas on which recommendations might be made; and
 - iii. the drafting of the full report.
67. Recommendations should be evidence-based and SMART, i.e. specific, measurable, achievable, relevant and timed. Where appropriate, committees may wish to consider sharing them in draft with interested parties.
68. Committees should bear in mind that often six to eight recommendations are sufficient to enable the authority to focus its response, although there may be specific circumstances in which more might be appropriate.

Sharing draft recommendations with executive members should not provide an opportunity for them to revise or block recommendations before they are made. It should, however, provide an opportunity for errors to be identified and corrected, and for a more general sense-check.

Annex 1: Illustrative Scenario – Creating an Executive-Scrutiny Protocol

An executive-scrutiny protocol can deal with the practical expectations of scrutiny committee members and the executive, as well as the cultural dynamics.

Workshops with scrutiny members, senior officers and Cabinet can be helpful to inform the drafting of a protocol. An external facilitator can help bring an independent perspective.

Councils should consider how to adopt a protocol, e.g. formal agreement at scrutiny committee and Cabinet, then formal integration into the Council's constitution at the next Annual General Meeting.

The protocol, as agreed, may contain sections on:

- The way scrutiny will go about developing its work programme (including the ways in which senior officers and Cabinet members will be kept informed);
- The way in which senior officers and Cabinet will keep scrutiny informed of the outlines of major decisions as they are developed, to allow for discussion of scrutiny's potential involvement in policy development. This involves the building in of safeguards to mitigate risks around the sharing of sensitive information with scrutiny members;
- A strengthening and expansion of existing parts of the code of conduct that relate to behaviour in formal meetings, and in informal meetings;
- Specification of the nature and form of responses that scrutiny can expect when it makes recommendations to the executive, when it makes requests to the executive for information, and when it makes requests that Cabinet members or senior officers attend meetings; and
- Confirmation of the role of the statutory scrutiny officer, and Monitoring Officer, in overseeing compliance with the protocol, and ensuring that it is used to support the wider aim of supporting and promoting a culture of scrutiny, with matters relating to the protocol's success being reported to full Council through the scrutiny Annual Report.

Annex 2: Illustrative Scenario – Engaging Independent Technical Advisers

This example demonstrates how one Council's executive and scrutiny committee worked together to scope a role and then appoint an independent adviser on transforming social care commissioning. Their considerations and process may be helpful and applicable in other similar scenarios.

Major care contracts were coming to an end and the Council took the opportunity to review whether to continue with its existing strategic commissioning framework, or take a different approach – potentially insourcing certain elements.

The relevant Director was concerned about the Council's reliance on a very small number of large providers. The Director therefore approached the Scrutiny and Governance Manager to talk through the potential role scrutiny could play as the Council considered these changes.

The Scrutiny Chair wanted to look at this issue in some depth, but recognised its complexity could make it difficult for her committee to engage – she was concerned it would not be able to do the issue justice. The Director offered support from his own officer team, but the Chair considered this approach to be beset by risks around the independence of the process.

She talked to the Director about securing independent advice. He was worried that an independent adviser could come with preconceived ideas and would not understand the Council's context and objectives. The Scrutiny Chair was concerned that independent advice could end up leading to scrutiny members being passive, relying on an adviser to do their thinking for them. They agreed that some form of independent assistance would be valuable, but that how it was provided and managed should be carefully thought out.

With the assistance of the Governance and Scrutiny Manager, the Scrutiny Chair approached local universities and Further Education institutions to identify an appropriate individual. The approach was clear – it set out the precise role expected of the adviser, and explained the scrutiny process itself. Because members wanted to focus on the risks of market failure, and felt more confident on substantive social care matters, the approach was directed at those with a specialism in economics and business administration. The Council's search was proactive – the assistance of the service department was drawn on to make direct approaches to particular individuals who could carry out this role.

It was agreed to make a small budget available to act as a 'per diem' to support an adviser; academics were approached in the first instance as the Council felt able to make a case that an educational institution would provide this support for free as part of its commitment to Corporate Social Responsibility.

Three individuals were identified from the Council's proactive search. The Chair and Vice-Chair of the committee had an informal discussion with each – not so much to establish their skills and expertise (which had already been assessed) but to give a sense about

their 'fit' with scrutiny's objectives and their political nous in understanding the environment in which they would operate, and to satisfy themselves that they will apply themselves even-handedly to the task. The Director sat in on this process but played no part in who was ultimately selected.

The independent advice provided by the selected individual gave the Scrutiny Committee a more comprehensive understanding of the issue and meant it was able to offer informed advice on the merits of putting in place a new strategic commissioning framework.

Annex 3: Illustrative Scenario – Approaching an External Organisation to Appear before a Committee

This example shows how one council ensured a productive scrutiny meeting, involving a private company and the public. Lessons may be drawn and apply to other similar scenarios.

Concerns had been expressed by user groups, and the public at large, about the reliability of the local bus service. The Scrutiny Chair wanted to question the bus company in a public evidence session but knew that she had no power to compel it to attend. Previous attempts to engage it had been unsuccessful; the company was not hostile, but said it had its own ways of engaging the public.

The Monitoring Officer approached the company's regional PR manager, but he expressed concern that the session would end in a 'bunfight'. He also explained the company had put their improvement plan in the public domain, and felt a big council meeting would exacerbate tensions.

Other councillors had strong views about the company – one thought the committee should tell the company it would be empty-chaired if it refused to attend. The Scrutiny Chair was sympathetic to this, but thought such an approach would not lead to any improvements.

The Scrutiny Chair was keen to make progress, but it was difficult to find the right person to speak to at the company, so she asked council officers and local transport advocacy groups for advice. Speaking to those people also gave her a better sense of what scrutiny's role might be.

When she finally spoke to the company's network manager, she explained the situation and suggested they work together to consider how the meeting could be productive for the Council, the company and local people. In particular, this provided her with an opportunity to explain scrutiny and its role. The network manager remained sceptical but was reassured that they could work together to ensure that the meeting would not be an 'ambush'. He agreed in principle to attend and also provide information to support the Committee's work beforehand.

Discussions continued in the four weeks leading up to the Committee meeting. The Scrutiny Chair was conscious that while she had to work with the company to ensure that the meeting was constructive – and secure their attendance – it could not be a whitewash, and other members and the public would demand a hard edge to the discussions.

The scrutiny committee agreed that the meeting would provide a space for the company to provide context to the problems local people are experiencing, but that this would be preceded by a space on the agenda for the Chair, Vice-chair, and representatives from two local transport advocacy groups to set out their concerns. The company were sent in

advance a summary of the general areas on which members were likely to ask questions, to ensure that those questions could be addressed at the meeting.

Finally, provision was made for public questions and debate. Those attending the meeting were invited to discuss with each other the principal issues they wanted the meeting to cover. A short, facilitated discussion in the room led by the Chair highlighted the key issues, and the Chair then put those points to the company representatives.

At the end of the meeting, the public asked questions of the bus company representative in a 20-minute plenary item.

The meeting was fractious, but the planning carried out to prepare for this – by channelling issues through discussion and using the Chair to mediate the questioning – made things easier. Some attendees were initially frustrated by this structure, but the company representative was more open and less defensive than might otherwise have been the case.

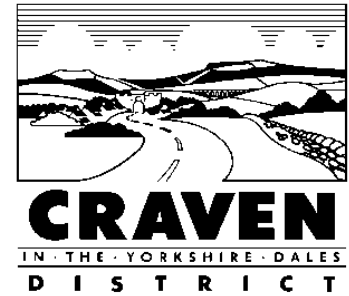
The meeting also motivated the company to revise its communications plan to become more responsive to this kind of challenge, part of which involved a commitment to feed back to the scrutiny committee on the recommendations it made on the night.

Select Committee – 5 June 2019

Work Programme

Report of the Democratic Services Manager

Ward(s) affected: All



1. Purpose of Report

- 1.1 To consider and agree Select Committee's work programme for the 2019/20 municipal year.

2. Recommendations

- 2.1 Members are asked to consider the matters outlined in this report and agree (or amend) the overall work programme (as presented at Appendix 1) as the basis for the Committee's work for 2019/20.

3. Background

- 3.1 At its meeting in April 2019, Select Committee considered a range of matters for possible inclusion within its overall work programme for 2019/20.
- 3.2 The latest work programme is attached as **Appendix 1** for consideration and agreement by Select Committee, subject to any identified and agreed amendments.
- 3.3 As requested at the April 2019 meeting, a copy of the latest Forward Plan is attached at **Appendix 2**. The Select Committee is asked to consider and note the Forward Plan insofar as it relates to the remit of the Select Committee and identify where specific work may be required.
- 3.4 The Select Committee has previously identified a need to review the Council's current position in relation to the environmental agenda, including plans for taking forward environmentally friendly initiatives. A copy of the report on Climate Change Policy Research is attached at **Appendix 3** for consideration by Select Committee.
- 3.5 In addition, Lead Members and Members of Corporate Leadership Team (CLT) were asked to identify possible areas of review by Select Committee. Details of any areas put forward for will be reported verbally at the meeting.
- 3.5 It's important to recognise that the work programme should not be considered a fixed and rigid schedule, it should be something that can be adapted to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.
- 3.6 However, when considering any developments and / or modifications to the work programme, effort should be made to:

- Avoid unnecessary duplication by taking into account any existing forums already monitoring a particular issue.
- Ensure that any review work to be undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Seek advice about available resources and relevant timings, taking into account the Committee's workload and the type of activity taking place.
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.

3.7 In addition, in order to deliver the work programme, the Select Committee may need to take a flexible approach and undertake activities outside the formal schedule of meetings, such as working groups. This flexible approach may also require additional formal meetings of the Select Committee.

4. Legal Implications

There are no legal implications arising from this report.

5. Contribution to Council Priorities

The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

6. Risk Management

There are no risk management issues associated with this report.

7. Equality Analysis

There are no direct implications arising from this report.

8. Consultations with Others

Solicitor to the Council and Monitoring Officer

9. Access to Information: Background Documents

There are no background documents.

10. Appendices

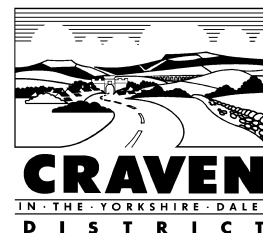
- Appendix 1 – Suggested work programme for 2019/20
- Appendix 2 – Forward Plan
- Appendix 3 – Report on Climate Change Policy Research

11. Author of the Report

Guy Close, Democratic Services Manager

Telephone: (01756) 706226 E-mail: gclose@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

SELECT COMMITTEE**WORK PROGRAMME 2019/20**

Date	Committee	Agenda
5 June	Select Committee	<ul style="list-style-type: none"> • Update on Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities (Guy Close, Democratic Services Manager) • Work Programme and Appointment of Working Groups (if any) (Guy Close, Democratic Services Manager).
26 June	Select Committee (Crime and Disorder)	<p>Select (Crime and Disorder) Committee:</p> <ul style="list-style-type: none"> • North Yorkshire Police, Fire and Crime Panel: Annual Update (County Councillor Les) • Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith) • North Yorkshire Community Safety Partnership : Update (Stacey Reffin, Community Safety Officer) • Craven Community Safety Hub: Update (Stacey Reffin, Community Safety Officer).
17 July	Select Committee	<ul style="list-style-type: none"> • Absence Management 2018-19 (Jacquie Hodgson, Human Resources Manager)
11 Sept	Select Committee	<ul style="list-style-type: none"> • Disabled Facilities Grants: Annual Performance Review (Nina Pinder, Housing Adaptations Manager) - To include a review of progress made against the recommendations contained in the recommendation tracking template.
16 Oct	Select Committee	<ul style="list-style-type: none"> • Commercial Waste Service: Evaluation report on the implementation and operation of the new business model (Wyn Ashton, Environment Services and Housing Manager)

Appendix 1

20 Nov	Select Committee	<ul style="list-style-type: none"> • Absence Management: Half Year Position 2019-20 (Jacquie Hodgson, Human Resources Manager) • Recommendation Tracking (Guy Close, Democratic Services Manager): - To include Bereavement Services update (Clair Cooper, Development Manager, Bereavement Services)
12 Dec	Select Committee (Crime and Disorder)	Select (Crime and Disorder) Committee: <ul style="list-style-type: none"> • Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith) • North Yorkshire Community Safety Partnership : Update (Stacey Reffin, Community Safety Officer) • Craven Community Safety Hub: Update (Stacey Reffin, Community Safety Officer) • Review of the effectiveness of any public spaces protection orders (Stacey Reffin, Community Safety Officer)
15 Jan	Select Committee	<ul style="list-style-type: none"> • Customer Services Call Handling Performance (Sharon Hudson, Communications, Customer Services and Partnerships Manager)
19 Feb	Select Committee	<ul style="list-style-type: none"> • ???
18 Mar	Select Committee	<ul style="list-style-type: none"> • ???
15 Apr	Select Committee	<ul style="list-style-type: none"> • Draft work programme for 2020/21 • Recommendation Tracking (Guy Close, Democratic Services Manager)

Potential areas for review by Select Committee in 2019/20

The following areas have been suggested as potential areas for review by Select Committee in the 2019/20 municipal year:

- **Development Control Review** – Potential new working group with a particular focus on enforcement.
- **Building Control Review** – Suggested as possible service review by the Director of Services in 2018/19
- **Waste Management** – Potential new working group, particularly focusing on commercial waste and lane end collections.
- **Joint Ventures Review** – Possible review of progress made against joint venture schemes.
- **Green Theme** – The Council's current position in relation to the environmental agenda and environmental impact and plans for taking forward environmentally friendly initiatives.

Craven District Council
POLICY COMMITTEE - FORWARD PLAN 2018/19
(updated on 30 January 2019)

[Note: The current Forward Plan of meeting dates and items which are likely to be considered by the Policy Committee is given below. The dates and items are subject to change and revised Forward Plans will be sent to Members as appropriate.

Corporate Leadership Team: Chief Executive (PS); Director of Services (PE); Strategic Manager (Finance) (NC); Strategic Manager (Planning and Regeneration) (DS); Solicitor to the Council & Monitoring Officer (AM); All Members

Date / Title of Report	Report Author	CLT Lead
5 MARCH 2019		
MOBILE INFRASTRUCTURE BUSINESS RATE RELIEF (TENTATIVE)	A Laycock	DS
ATTRACTING FAMILIES ACTION PLAN	D Smurthwaite	DS
FUTURE HIGH STREET FUND	D Smurthwaite	DS
TOUR DE YORKSHIRE 2019	S Hudson	CX
ELECTRIC CHARGING POINTS	H Smith	PE
CHANGES TO THE PARKING PLACES ORDER	H Smith	PE
COMMUNITY LED HOUSING PROGRESS REPORT	W Ashton	PE
LAND AT AIREDALE AVENUE, SKIPTON	TBC	PS
LAND AT BACK GATE, INGLETON	TBC	PS
REVENUE BUDGET MONITORING Q3 18/19	J Horden	NC
CAPITAL PROGRAMME MONITORING Q3 18/19	J Horden	NC
PERFORMANCE MONITORING Q3 18/19	R Steel	NC

16 APRIL 2019 - CANCELLED

LAND AT HORSE CLOSE, SKIPTON	TBC	PE/AM
COUNCIL DEPOT AT ENGINE SHED LANE	TBC	PE

18 JUNE 2019

CAPITAL PROGRAMME OUTTURN 2018/2019	JH	NC
PERFORMANCE MONITORING – QUARTER 4 2018/2019	RS	NC
FOREST OF BOWLAND AOB MANAGEMENT PLAN 2019 - 2024	AL	PE
MOBILE INFRASTRUCTURE BUSINESS RATE RELIEF	A Laycock	DS

DISCRETIONARY RATE RELIEF POLICY	DD	NC
LAND AT HORSE CLOSE, SKIPTON	<i>TBC</i>	PE/AM
COUNCIL DEPOT AT ENGINE SHED LANE	<i>TBC</i>	PE
<i>SKIPTON TOWN HALL – UPDATE (TBC)</i>	<i>TBC</i>	PE
LEEDS LIVERPOOL CANAL & RIVER AIRE GREEN BLUE ROUTES	DS	DS
HOMELESSNESS PREVENTION SUPPORT SCHEME	CW	PE

23 JULY 2019

FINAL OUTTURN REVENUE BUDGET MONITORING REPORT 2018/19		
TREASURY MANAGEMENT OUTTURN 2018/19		
BAD DEBT WRITE-OFFS		

17 SEPTEMBER 2019

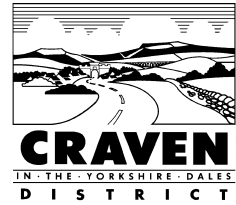
REVENUE BUDGET MONITORING REPORT Q1 2019/20		
CAPITAL PROGRAMME MONITORING REPORT Q1 2019/20		
PERFORMANCE MONITORING REPORT Q1 2019/20		

ITEMS FOR 2019/2020

Leeds Credit Union Partnership Arrangement Update (as requested at Policy Committee on 23/10/2018)

Climate Change Policy Research

12 April 2019



Purpose of Report – To feedback on research recently conducted regarding policies adopted by surrounding local authorities in relation to climate change.

Introduction

A total of nine councils in the area were investigated which resulted in four councils of particular interest to the research. These Councils were, Scarborough Borough Council, York City Council, East Riding of Yorkshire Council, and Ryedale District Council.

Council Policies Summarised

Scarborough Borough Council (page 4-13)

Has a Sustainability Policy in place with targets dated 2006-2011 that aims to “safeguard and improve the lives of people in the Borough now and in the future by adopting through our own operations, and the encouragement of others, the principles of sustainability”.

Key Principles in the policy with direct regard to climate change are as follows:

- Minimise the consumption of energy, water and other natural resources and ensure that those we use are used efficiently
- Minimise the production of waste and reduce the impact of its disposal
- Reduce or prevent pollution and minimise emissions of greenhouse gases wherever possible
- Protect and enhance the diversity of nature
- Increase the use of local resources to satisfy local needs
- Pursue the social, health and economic needs of the local community while minimizing environmental impacts.

Implementation – The Council states that the Sustainability Working Group will take corporate overview of performance in the areas, monitoring and investigating underperformance in relation to targets. The Working Group will also monitor all other policies to ensure they remain fit for purpose in relation to sustainability issues. The Sustainability Officer will primarily implement and undertake sustainable development initiatives set by the Sustainability Working Group.

York City Council (page 14-41)

York City Council has created an extensive plan containing a Climate Change Framework with 10 key areas. The framework is a solution to the Climate Change Challenge in York.

The key areas are as follows:

- Sustainable homes
- Sustainable buildings
- Sustainable energy
- Sustainable waste management
- Sustainable transport system
- Sustainable low carbon economy
- Sustainable low carbon lifestyles

- Sustainable planning, agriculture and land use
- Sustainable Without Walls Partnership
- Preparing for climate change in York

Implementation – The solution is a five-year framework and targets were to begin being delivered through the Climate Change Action Plan for York 2010-2013. The targets are being monitored by the Climate Change Subgroup of the Environment Partnership Board.

Timescales – The framework is to be initially reviewed and refreshed every five years. The accompanying action plan reviewed every three years. Monitoring of the action plan to occur annually and every two years a progress report will be publically available from the Without Walls Partnership website.

East Riding of Yorkshire Council (page 42-43)

ERYC 5 key environmental themes in their concise Environmental Policy and they are:

- Reduce or manage the local causes of climate change through appropriate mitigation;
- Adapt council services making them more resilient to the predicted impacts of climate change, and support external partners and communities to become more resilient;
- Ensure that sustainable resource management is enshrined within the delivery of all Council services, such as waste management and procurement;
- Contribute to the creation and maintenance of a sustainable built environment through appropriate planning and development management measures; and
- Reduce our impact on the natural environment by protecting and enhancing the diversity of wildlife and natural habitats and managing our green spaces.

Implementation – The objective within the delivery plan will be delivered in the first instance using existing council partnership policies and strategies and their action plans. Sustainable Development working with the relevant lead officer/team using the Council's environmental management system. The Council will report on key environmental successes through the Environmental Statement on an annual basis that is publicly available.

Ryedale District Council 44-50)

A recent review undertaken by Ryedale District Council's (RDC) Scrutiny Committee investigated Councils policies with regard to climate change similar to the research we conducted. The main focus of the review was RDC's position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction target from 2°C to 1.5°C Global Temperature Rise.

Implementation recommendations:

- (1) Leadership and influence – RDC will take a leadership role to promote the reduction of carbon emissions in Ryedale.
- (2) Assets and Estates – RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to management of its Estate and Assets.
- (3) Service Delivery – RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to its service delivery.

Monitoring Review – RDC will closely monitor and review progress towards implementation of recommendations 1,2 and 3.

Through correspondence with RDC I was made aware that the Scrutiny Committee was conducting extensive research similar to ourselves.

Scarborough Borough Council Sustainability Policy

Introduction

What is sustainable development? There are many definitions available but they all ultimately have the same meaning. The Brundtland Report definition is:

“‘sustainable development’ is development that meets the needs of the present without compromising the ability of future generations to meet their own needs”.

We live in an age dominated by concerns about the environment, sustainable development, cultural conflict, poverty and war. Individuals, organisations and governments are being encouraged to think about the impact of their actions on the environment. Crucially this includes the impact of their energy use both in terms of using finite fossil fuel resources and the effect of the associated emissions of carbon dioxide on the atmosphere. This latter impact is commonly known as the “carbon footprint” and virtually all our activities have an impact on our carbon footprint from simply boiling a kettle to flying to a holiday destination.

Scarborough Borough Council is committed to ensuring that, through its own activities, we have a minimal impact on the environment. In addition we actively seek to encourage both residents and visitors to minimise their own impact on their environment and will facilitate, as far as possible, this process.

This Policy sets out the Borough Council’s aims in relation to Sustainable Development, the principles we will adhere to and the mechanism by which sustainable development will form a cornerstone of all future Borough Council policies, strategies, activities and future developments.

Documents relevant to this Policy are listed in the attached Appendix B.

Aim

The aim of this Sustainability Policy is to safeguard and improve the lives of people in the Borough now and in the future by adopting through our own operations, and the encouragement of others, the principles of sustainability as set out in this policy.

Objectives

Scarborough Borough Council is committed to caring for the environment and the principles of sustainability. The Council, in partnership with the community, recognises its responsibility for the environment, for the Borough’s current and future prosperity and the health and wellbeing of its residents.

One of our key aims is **Creating Quality Environments** and it is acknowledged that one of the Borough’s greatest assets is its heritage - both the natural and built environment. The quality of the environment affects all our day-to-day lives. We need to protect it now, and manage, and improve it for the future

We will integrate the principles of sustainability across all our activities and encourage others to do the same. We will integrate sustainability measures into strategies, policies and service plans to assist in delivering the Corporate Plan, Sustainable Community Strategy, Local Area Agreement priorities and other key policies and strategies

Relevant Performance Indicators and Corporate Targets

All relevant performance indicators and corporate targets are as set out in Appendix A. All policies and targets will be regularly reviewed in the light of new technology and legislation and other relevant changes.

Whilst it is important that the Council strives to achieve all these targets, the key targets identified under this policy are:

Corporate Plan Targets

- We have achieved a demonstrable 10% reduction in energy usage compared with 2006 by 2011
- We have achieved our Home Energy Conservation Act target of a 30% reduction in domestic CO2 emissions (baseline 1996) by 2011
- All homes in the Borough have a kerbside collection of at least two items for recycling (achieved in 2007) by 2011
- The level of household waste recycled and/or composted in the Borough has increased to at least 40% by 2011

LAA/National Indicator Targets

- LAA NI 185: Percentage CO2 reduction from local authority operations
- LAA NI 186: Percentage reduction of the per capita CO2 emissions in the local authority Area
- NI187: Tackling fuel poverty
- NI188: Adapting to climate change
- LAA NI 197: Improving local biodiversity

We aim to achieve and where possible improve upon the above targets.

Principles

In all our activities our aim shall be to:

- Minimise the consumption of energy, water and other natural resources and ensure that those we use are used efficiently
- Minimise the production of waste and reduce the impact of its disposal

- Reduce or prevent pollution and minimise emissions of greenhouse gases wherever possible
- Protect and enhance the diversity of nature
- Increase the use of local resources to satisfy local needs
- Pursue the social, health and economic needs of the local community while minimising environmental impacts

In our operations we will:

- Work corporately to place sustainability at the heart of our strategies and programmes.
- Develop and implement systems to monitor our sustainable performance against sustainability targets
- Consider the environmental consequences of our present and future activities and adopt working practices that minimise damage to the environment
- Limit the risk of environmental accidents and ensure emergency plans are in place should such an event occur
- Ensure that all the Council's suppliers recognise and take steps to address environmental matters relating to their products and services, and encourage environmental standards at least equal to our own
- Look for continuous improvement and report publicly on our environmental performance
- Ensure that employees have access to appropriate training to raise awareness and competence in sustainability principles and their application
- Through the Local Development Framework (LDF) and other planning policy guidance, promote sustainable development principles and enhanced standards in new developments and regeneration projects.

To achieve this we will use our influence as a community leader to:

- Foster a shared sense of purpose and responsibility amongst all the people of the Borough toward sustainable development
- Promote sustainable development within the community and raise awareness about sustainability
- Encourage others to behave in a sustainable manner through good example and best practice
- Work in partnership with other organisations to promote the social, environmental and economic well-being of the Borough
- Use our influence within the Local Strategic Partnerships to encourage the application of sustainability principles within the Borough

Implementation

The Sustainability Working Group will take a corporate overview of the Borough Council's performance in these areas, monitor and investigate any underperformance in relation to relevant targets and develop new initiatives to support sustainability in the Borough.

The Working Group will also take an overview of all policies and strategies and ensure that these are monitored and updated as necessary to ensure they remain fit for purpose in relation to sustainability issues.

The Sustainability Officer will primarily implement and undertake sustainable development initiatives and projects set by the Sustainability Working Group both within the Council and in conjunction with the residential and business communities of the Borough.

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APPENDIX A

SBC Corporate Plan 2006-2011

We will have met our target for 2011 if:

- We have achieved a demonstrable 10% reduction in energy usage compared with 2006
- We have achieved our Home Energy Conservation Act target of a 30% reduction in domestic CO2 emissions (baseline 1996)
- All homes in the Borough have a kerbside collection of at least two items for recycling
- The level of household waste recycled and/or composted in the Borough has increased to at least 40%

National Performance Indicators/LAA Targets

NI/LAA No. & Description	Indicator	2008/2009 Target	2009/2010 Target	2010/11 Target
NI 170	The proportion of previously developed land that has been vacant or derelict for more than 5 years	Less than 1%	Less than 1%	Less than 1%
LAA NI 185	Percentage CO2 reduction from local authority operations	Baseline to be established	TBC	TBC
LAA NI 186	Percentage reduction of the per capita CO2 emissions in the local authority Area	-3.5% on baseline	-7% on baseline	-10.5% on baseline
NI 188	Adapting to climate change - progress on assessing and managing climate risks and opportunities, and incorporating appropriate action into local authority strategic planning against levels 1-4	1	1	2
LAA NI 189	Percentage of agreed actions to implement long term flood and coastal erosion risk management plans that are being undertaken satisfactorily	60%	60%	60%

		2008/2009	2009/2010	2010/11
NI/LAA No. & Description	Indicator	Target	Target	Target
NI 191	Number of kilograms of household waste collected that is not sent for reuse, recycling or is not composted or treatment by anaerobic digestion per head of the population.	610 kg	605 kg	600 kg
LAA NI192	Percentage of household waste arisings, which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	36%	40%	42%
LAA NI 193	Municipal waste land filled *	62%	61%	60%
NI 194	Level of air quality – reduction in NOx and primary PM10 emissions through local authority's estate and operations.	Targets to be set once baseline established		
NI 195a	% of land and highways with unacceptable levels of litter	1%	1%	1%
NI 195b	% of land and highways with unacceptable levels of detritus	4%	4%	4%
NI 195c	% of land and highways with unacceptable levels of Graffiti	0%	0%	0%
NI 195d	% of land and highways with unacceptable levels of Flyposting	0%	0%	0%
NI 196	The year on year reduction in total number of incidents and increase in total number of enforcement action taken to deal with the illegal disposal of waste or 'fly-tipping'	1	1	1
LAA NI 197	Improved local biodiversity – proportion of local sites where positive	63 SINCS 8.6%	78 SINCS 10.7%	98 SINCS 13.4%

		2008/2009	2009/2010	2010/11
NI/LAA No. & Description	Indicator	Target	Target	Target
	conservation management has been or is being implemented *			
NI 187	Tackling fuel poverty – people receiving income based benefits living in homes with a low energy efficiency rating	Targets to be set once baselines established		

* County wide targets

Critical Success Factors – Annual Improvement Plan 2008/09 Targets

Aim - Becoming a greener Council

In 2007/08 we have:

- Reduced Energy Consumption in Council buildings by 3.31% during the year, exceeding our target of 2%.
- Implemented a new recycling scheme across the Borough from September 2007. The Council now provides an alternative weekly collection of recyclables and non-recyclables to every household in the Borough and the amount of household waste recycled has significantly increased.

In 2008/09 we will:

- Reduce Energy Consumption in Council Buildings by at least 2% during the year.
- Continue to increase levels of recycling of household waste, through effective education and promotion allied to effective enforcement, to reach 40% by 2010.
- Develop a Sustainability Policy.

Local Performance Indicators

Creating Quality Environments		2006/2007	2007/2008	2007/2008	2008/2009	2009/2010	2010/2011
		Actual	Target	Actual	Target	Target	Target
Asset Management Unit							
pPI 4B	Energy Consumption (kwh per m ² GIA)	362.45kwh	362kwh	171.42kwh	151.50kwh	150kwh	150kwh
pPI 4C	Water Consumption (volume m ³ GIA)	3.14	3.1	3.00	3.050	3.000	3.00
pPI 4D	CO2 Emissions (tonnes of CO2 per m ² GIA)	0.094	0.093	0.0178	0.0176	0.0174	0.0172

APPENDIX B - Other Relevant SBC Policies and Strategies (Excluding the LDF/Planning)

- Community Strategy
- Corporate Plan
- Asset Management Plan
- Biodiversity Action Plan
- Car Parking Strategy
- Coastal Defence Strategies
- Contaminated Land Strategy
- Cycling Strategy
- Economic Development Strategy
- Empty Homes Strategy
- Energy Strategy
- Fuel Poverty Strategy
- Home Energy Conservation Act (HECA)
- Home working Policy
- Housing Renewal Strategy
- Housing Strategy
- LA21/Environment and Sustainability Strategy – to be replaced by this Policy
- Parks and Green Spaces Strategy
- Pedestrian Strategy
- Social Inclusion Strategy
- Sustainability through Procurement Policy and SME Enterprise Concordat
- Transformational Government Strategy
- Travel Awareness Strategy
- Travel Plan

- Waste Strategies including the York and North Yorkshire Waste Management Strategy and the Scarborough Borough Council Waste Strategy

Other relevant information

In 1983, the United Nations commissioned a special international group, called the World Commission on Environment and Development (WCED), to study long-term strategies of development. The WCED worked for three years and interviewed hundreds of people from all over the world, seeking their views on development.

In 1987, the WCED published the document entitled: "*Our Common Future: A Global Agenda for Change*" (Oxford University Press, 1987). The key recommendation of the commission was its advocacy for "Sustainable Development".

Other milestone documents

- Asset and Risk Management Document produced by the Asset and Risk Management Unit
- Audit Commission inspection documents incorporating sustainability issues relating to several Councils provided by the Policy and Performance Management Unit
- Climate change and sustainability: The crucial role of the new local performance framework (DEFRA)
- Community Strategy
- Corporate Plan (SBC)
- Development of a Sustainability Policy: briefing document issued by Corporate Policy and Projects Officer, SBC, on sustainable development definitions and details of National and Local targets
- Friends of the Earth documents including: Briefing "How to create a green Scarborough" dated August 2008.
- IPCC report 2007
- Local Area Agreement (LAA)
- Local Strategic Partnership
- Nottingham Declaration
- North Yorkshire County Council Sustainable Development Policy Statement
- North Yorkshire Strategic Partnership – the North Yorkshire Local Area Agreement 2008/11
- North Yorkshire Strategic Partnership Sustainable Community Strategy for North Yorkshire 2008/18
- Planning and Sustainable Development document issued by the Forward Planning Department
- Regional Spatial Strategy
- Report of LGA Climate Change Commission
- Research paper entitled "A Definition of Carbon Footprint" by Thomas Wiedmann and Jan Minx published by ISA Research in 2007
- Stern Report
- Sustainable Communities Strategies and the Role of the Local Strategic Partnership – document prepared by Community Partnerships Manager, SBC

- Yorkshire and Humber Climate Change Adaptation Study produced by the Yorkshire and Humber Assembly with Royal Haskoning
- Yorkshire and Humber Assembly document: Integrated Regional Framework
- UK Sustainability Strategy

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A Climate Change Framework for York



2010 - 2015

SUSTAINABLECITYYORK

WITHOUT WALLS
building a future for york

 **CITY OF
YORK**
COUNCIL
14

Foreword

The City of York is committed to tackling climate change. The Sustainable Community Strategy for York acknowledges tackling climate change as an important and urgent issue facing the city.

Across York, the Council and partners have already made progress and taken steps to address climate change. For instance, the city is encouraging residents to recycle more, take up energy efficiency grants to help with the cost of installing loft and cavity wall insulation, and to cycle more. Community initiatives, including work with schools and community teams, are also proving an effective way to help raise awareness and change behaviors.

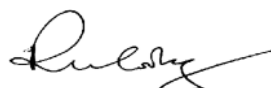
However, tackling climate change requires everybody – individuals, government and businesses – to take action together. To ensure a coordinated approach is taken in York, the first Climate Change Framework and Climate Change Action Plan have been developed. This was endorsed by the Without Walls Partnership and approved by the City of York Council on 19th October 2010.

The aim of these documents is to demonstrate and help resident, businesses and organisations

to take individual and collective action to reduce York's carbon emissions and the impact a changing climate may have on the city.

The Framework developed is ambitious and commits the city to 40 per cent reduction in carbon emissions by 2020. The first action plan for 2010-2013 will begin to deliver a series of programmes to ensure York meets this 2020 target.

We hope these documents will raise awareness of what the city is already doing, and what we can all do now and in the future to tackle climate change and create a low carbon, sustainable city.

A handwritten signature in black ink, appearing to read "Ron Cooke".

Sir Ron Cooke
(Chair of the Without Walls Partnership)

A handwritten signature in black ink, appearing to read "J. M. Alexander".

Councillor James Alexander
(Leader of City of York Council)

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1 Introduction

There is an overwhelming body of scientific evidence highlighting the serious and urgent nature of climate change. Climate change is caused by natural and human induced factors. Natural causes such as the Earth's changing orbit, or variations in the sun's activity can cause changes in our climate. However, human activities such as burning fossil fuels which produce harmful greenhouse gas emissions such as carbon dioxide (CO₂) and changes in land use from the removal of trees and vegetation are also causing our climate to change and warm.

The Intergovernmental Panel on Climate Change (IPCC) the world's most authoritative body on climate change, concluded that the amounts of the major greenhouse gases (CO₂, methane and nitrous oxide) have all increased significantly since pre-industrial times because of human activities. Such changes will have significant global and local impacts on human society, and on the built and natural environment, with increases in temperatures, drought, extreme rainfall and greater risks of abrupt changes in climate.

Average temperatures have increased in the United Kingdom since 1659. Summers have become hotter and drier; winters wetter and milder. Scientific models suggest that our climate will continue with this trend, resulting in some extreme weather events becoming more common, and others less common. Sea levels will also continue to rise.

We have started to see the adverse effects of a changing climate. Over recent years the United Kingdom has seen significant flood events, in York in 2000, Boscastle in 2004, in Carlisle in 2005, and widespread across South Yorkshire, Humberside and Gloucestershire in the summer of 2007. These events tragically resulted in some loss of life and

caused extensive flood-related damage to homes, businesses, industry and transport networks.

Other events across the United Kingdom in recent years have included the record high temperatures during the 2003 heatwave and again in 2006, and the tornadoes that affected Selsey Bill in 1998, Birmingham in 2005, and London in 2007, wreaking damage to infrastructure and buildings.

To avoid the adverse effects of climate change we need to move away from our current harmful practices and away from a dependency on finite fossil fuels, into a new low carbon era. Our government is committed to this and the former government passed the Climate Change Act 2008. This act binds England and Wales to an 80 per cent reduction in CO₂ emissions by 2050.

At a regional level Yorkshire and Humber has a climate change plan and regional adaptation study. These have been created to take positive steps to address climate change and better prepare and reduce the impact climate change will have across the region.

Action in York – The Sustainable Community Strategy

Locally, in York the Without Walls Partnership (WoW) (a group of organisations striving to improve quality of life for people in the city and known officially as the Local Strategic Partnership (LSP)) has committed to tackling climate change as part of York's Sustainable Community Strategy, a strategy that will improve the quality of life for everyone in the city over the next 20 years.

One overall aim of this strategy is to ensure that York is a sustainable city which tackles climate change and reduces its impact on the environment while maintaining the city's special qualities and enabling it to grow and thrive.

2 The Climate Change Challenge in York

Production based, area-wide emissions

Since 2005, York’s carbon emissions from end users (emissions based on the energy consumption from industry, businesses, the public sector and residential housing; along with fuel data on York’s roads (excluding major roads such as motorways) have begun to fall from just under 1.3 million tonnes of CO2 emissions to just under 1.2 million tonnes of CO2 emissions in 2008. Figure 1 illustrates the decrease in carbon emissions per sector since 2005.

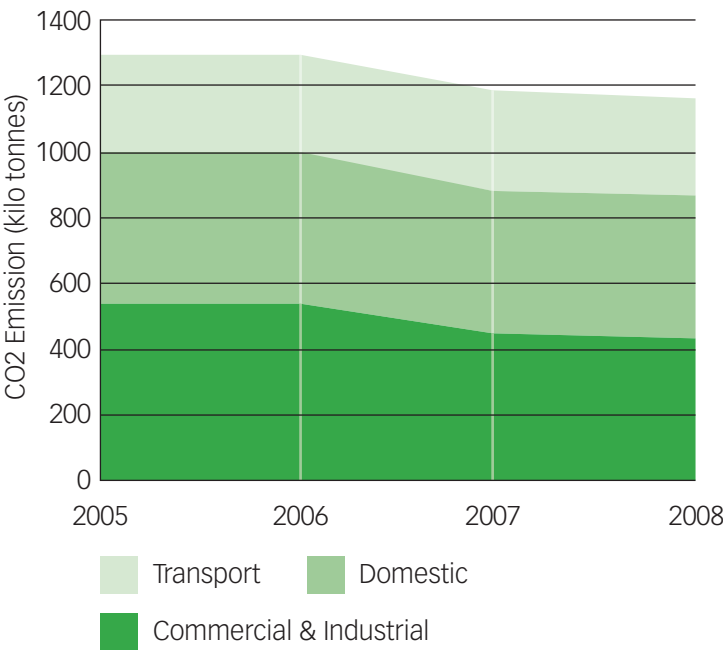


Figure 1: kilo tonnes of CO2 emissions for York (Source York VantagePoint Scenarios and Action Plan Study 2010)

In 2008, York’s carbon emissions originated from 3 major sources – 41 per cent from our businesses and industries, 35 per cent from our homes and 24 per cent from road transport across the city (York VantagePoint Scenarios and Action Plan Study 2010).

Year	Domestic	Commercial & Industrial	Transport	TOTALS (t)
2005	0	0	0	0
2020	29,000	59,000	69,000	156,000
2031	41,000	89,000	119,000	248,000
2050	62,000	140,000	206,000	408,000

Table 1: Growth in CO2 pa emissions by sector for target years (Source York VantagePoint Scenarios and Action Plan Study 2010)

When measured as an average per person carbon emissions have reduced by 13 per cent to approximately six tonnes per person in 2008.

However, York is still growing as a city. The table above shows the estimated growth by sector, and at various time intervals up to 2050. Between 2005 – 2050 it is estimated that York’s carbon emissions will grow by at least 31 per cent.

In York if we are to reduce carbon emissions in line with the national Climate Change Act (2008), by 2050, we will need to have saved just under 1.4 million tonnes of CO2. This equates to saving more carbon than we emitted in total across the entire city in 2008¹.

Consumption based emissions

The challenge does not stop there. The previous data does not show the full picture.

If we include all direct and indirect CO2 emissions associated with our everyday lives the challenge to reduce CO2 emissions in York becomes even greater.

¹ Due to a lack of emissions data in 1990 for York the national target is corrected to a 76% saving for York based on a 2005 baseline. This ensures that the CO2 savings that occurred between 1990 and 2005 are accounted for and allows York to align with the national targets from its starting point in 2005.

In 2009 the Stockholm Environment Institute calculated the average York residents' carbon footprint. This included the total amount of carbon emissions that resulted directly from residents' consumption of goods and services (e.g. car use) as well as indirect emissions arising in the manufacture and supply of goods and services consumed (e.g. transporting the raw materials to manufacture a product or service).

The results showed that the average York resident, including direct and indirect emissions, has a carbon footprint of 12.58 tonnes of carbon dioxide per year.

This comprehensive carbon footprint of an average York resident shows where York's residents' carbon emissions come from. Figure 2 illustrates this.

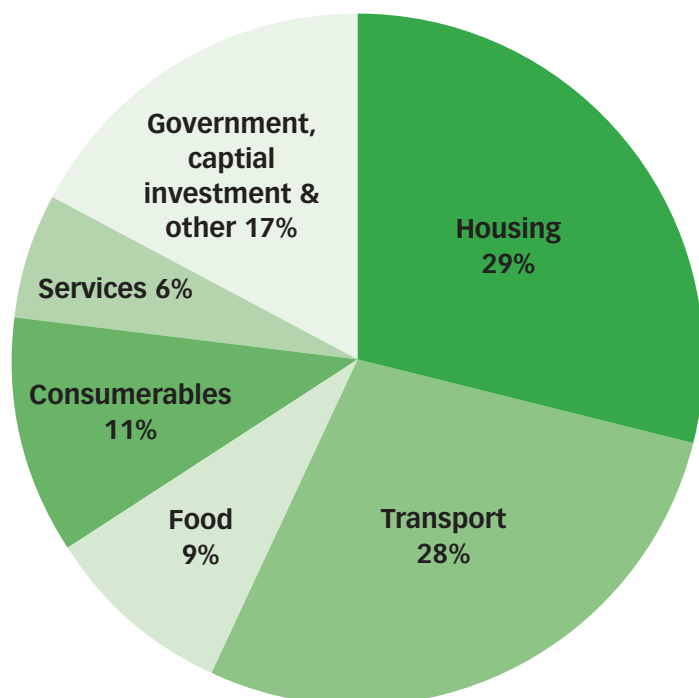


Figure 2: The carbon footprint of an average York resident (Stockholm Environment Institute 2009)

They can be broken down by the themes of housing, transport, food, consumables and services:

- Housing (3.62 tonnes) covers gas, electricity and fuel use in the home but also includes construction, rental and maintenance of dwellings.
- Transport (3.54 tonnes) incorporates car use and maintenance, as well that of other private vehicles and public transport.
- Food (1.08 tonnes) covers spending on food and drink and includes catering, eating out and alcoholic beverages.
- Consumables (1.38 tonnes) covers annual expenditure on 17 categories of household consumption items including clothing, tobacco, newspapers and household appliances.
- Services (0.78 tonnes) covers annual expenditure on 13 categories of service from insurance to financial advice to private education.
- An additional 2.18 tonnes of carbon dioxide is added to every individual's footprint to complete the total footprint. These additional impacts cover spending by Government and capital spending not addressed by the other themes. This includes the impact of public administration, health and education.

The York footprint of 12.58 tonnes of CO₂ is an average and there is variation within the city with some residents' footprint being higher or lower than this level.

There are four key areas within the carbon footprint where the city's partners can drive action to make a real difference to reducing CO₂ emission in York. These include transport, housing, food and public services. Together these account for over 70 per cent of a resident's carbon footprint in York.

In order for York to play its part in helping the United Kingdom to meet its national 80 per cent

reduction target in CO2, emissions by 2050, the city will need to look at a series of actions focusing on the areas where it can have the

greatest influence and impact (and including the 4 main categories from figure 2: transport, housing, food and public services).

3 The solutions to York’s climate change challenge

A climate change framework and climate change action plan for York

Tackling climate change requires international action as well as national and local action. Governments, businesses and organisations all need to take action, residents and communities too. We all can make a difference and make changes today that will contribute to tackling future climate change. Some actions are easier than others and some will require big changes to the way we currently live. However, inaction will result in even bigger changes.

To help York tackle climate change this climate change framework and an associated climate change action plan have been created. The Framework will enable York to coordinate and drive forward actions to reduce CO2 and other emissions across the city.

The Framework demonstrates the actions already on-going across the city. It highlights the longer-term direction, and key areas the city needs to address, initially up to 2015, but this will be reviewed and refined every five years up until 2050.

The Climate Change Framework for York is to be used by organisations across the city to inform and develop coordinated climate change action that residents, businesses, and statutory organisations, like the City of York Council and the WoW partnership, can use to play their part in tackling climate change.

The accompanying Climate Change Action Plan for York will deliver actions that will meet the Framework’s overarching targets and objectives. Figure 3 illustrates the composition of the Framework and Action Plan.

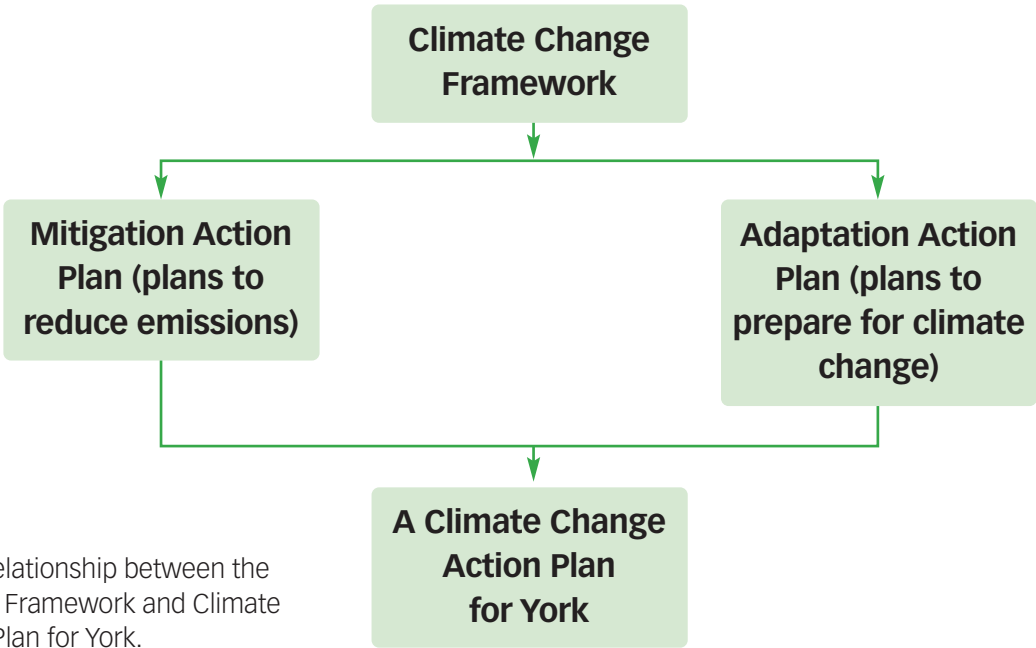


Figure 3: The relationship between the Climate Change Framework and Climate Change Action Plan for York.

The Climate Change Action Plan for York is a combination of two specific action plans. The plans are broken into mitigation, actions that will reduce emissions from across York, and adaptation, actions that will help York to better prepare and adapt to the predicted changes in climate caused by increased concentrations of greenhouse gases from human activities. This is summarised below in figure 4.

Strategy. All are vital in delivering on the Climate Change Framework's targets and objectives.

Developing the Climate Change Framework and Action Plan

Consultation drafts of both the Climate Change Framework and Climate Change Action Plan were developed by the York Environment Partnership's Climate Change subgroup over a 2 year period.

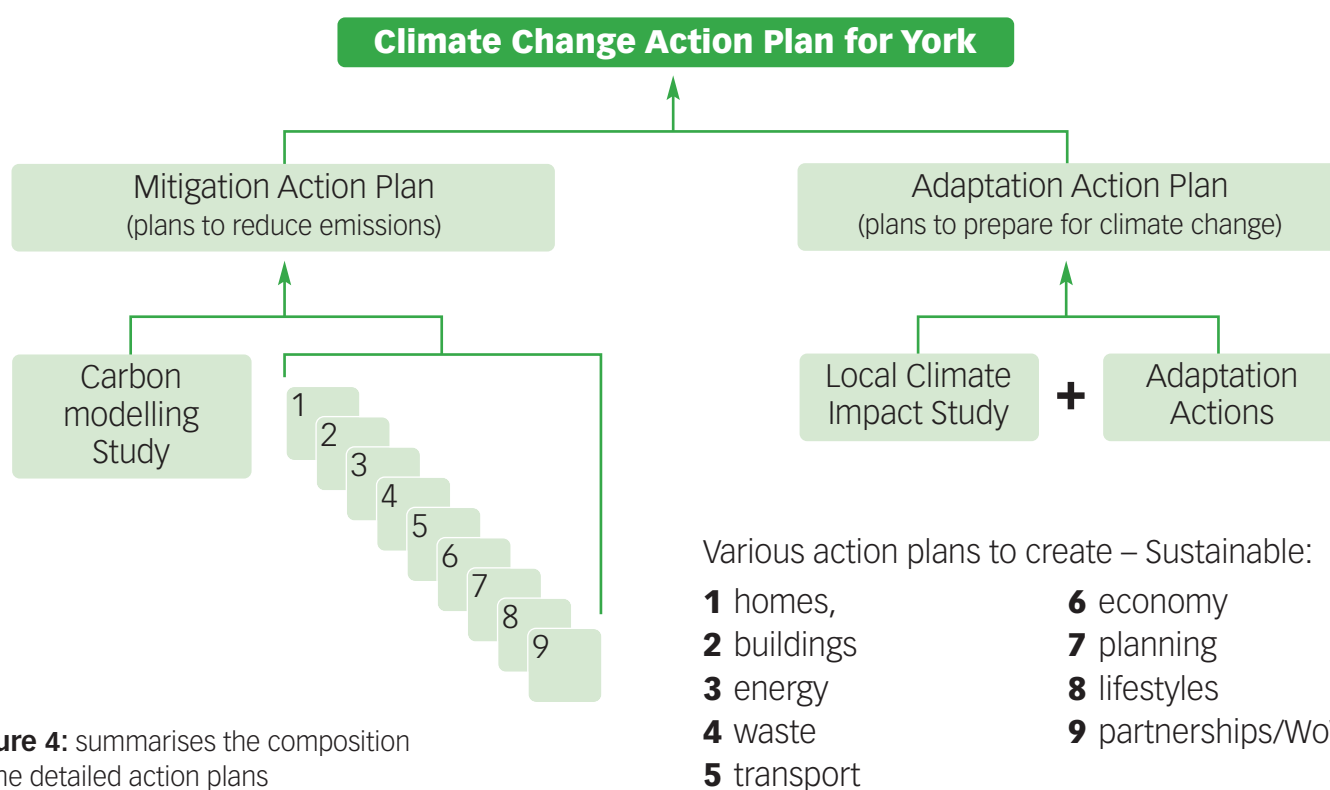


Figure 4: summarises the composition of the detailed action plans

Figure 5 illustrates the position of the Climate Change Framework and Action Plan, alongside the emerging Low Emission Strategy (LES) and other key development plans and strategies for the city. The LES is a strategy that will control harmful gas and CO2 emissions from fuel use in buildings and vehicles. Both will help meet York's strategic ambition of creating a sustainable city. It also illustrates the role of delivery mechanisms such as Local Development Framework, Local Transport Plan 3 and the Private Sector Housing

They were also developed through public consultation.

During the months of June to September 2010 a series of public consultation events and questionnaires were used to enable residents and local organisations to input into the development of the proposed city-wide plans. Public events, focus group meetings, presentation, ward committees/events and marketing were carried out to maximise coverage of the consultation.

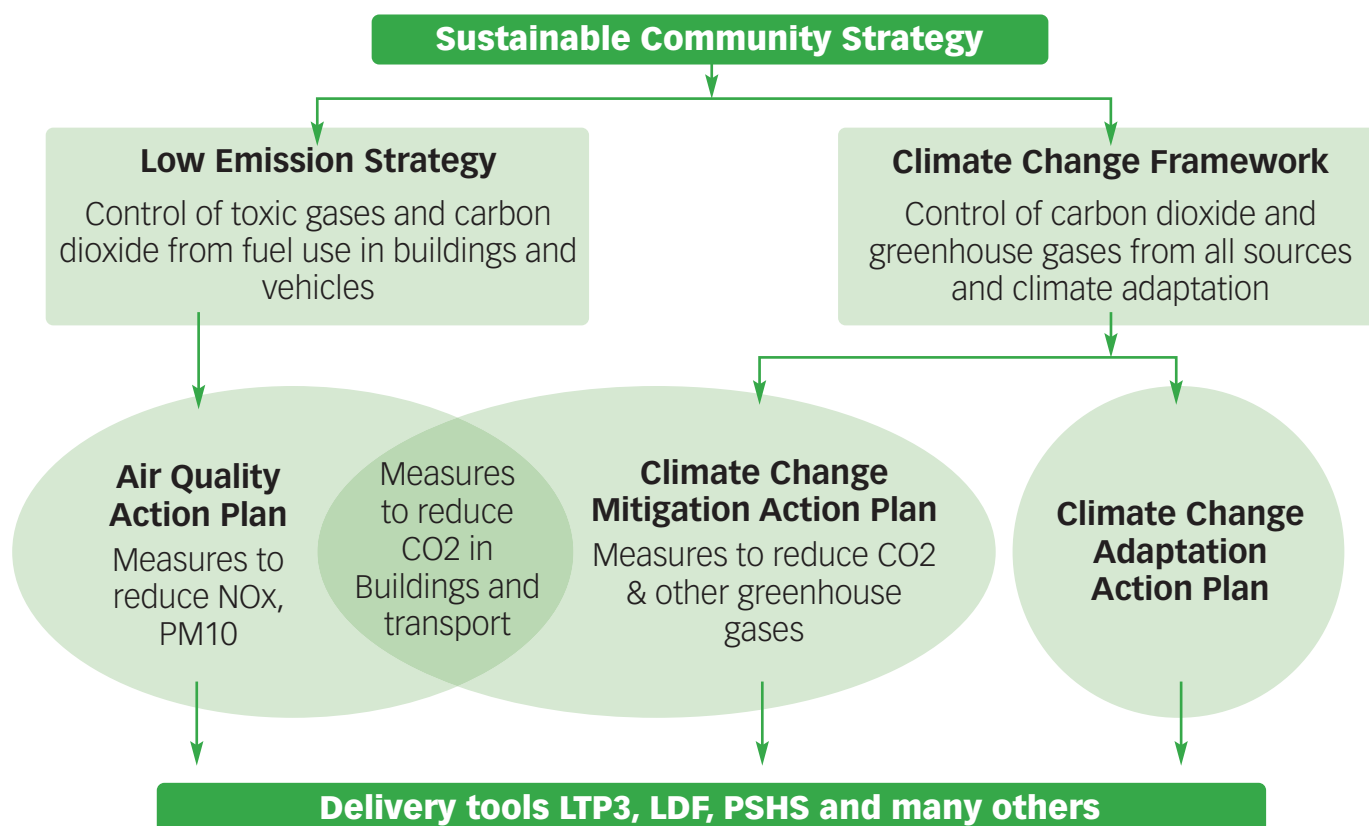


Figure 5: The strategic position of the Climate Change Framework and Action for York

Through the public consultation held in 2010 a number of responses were received and amendments made.

Consultation responses

Over one hundred responses were received. The summary below describes the main results of the consultation:

- an overwhelming majority of respondents agreed to some degree that it was important for the Council and WoW partnership to have clear plans on tackling climate change.
- all respondents agreed that the proposed 10 key areas to address were creating sustainable homes, sustainable buildings, sustainable energy, sustainable waste management systems, sustainable transport systems, sustainable low carbon economy, low carbon lifestyles, sustainable planning, agriculture and

land use, sustainable Without Walls Partnership, and a prepared, resilient York, ready for the predicted changes in the city's future climate.

The main areas identified as needing strengthening in the documents included:

- delivering initiatives to support local food networks and food security.
- delivering sustainable schools initiatives.
- mechanism for creating a sustainable transport system.
- better education and awareness.

These revisions above have been made and are included in this approved versions of the Climate Change Framework for York (and associated action plan). Such changes were approved by the City of York Council Executive on 19th October 2010.

4 The Climate Change Framework

Overall Vision

To reduce greenhouse gas emissions across York and better prepare and adapt York's communities and businesses for the likely impacts associated with climate change.

Headline Objectives

- ▶ to reduce York's CO₂ and other greenhouse gas emissions in line with government and local targets.
- ▶ to coordinate CO₂ and other greenhouse gas emission reduction initiatives across York
- ▶ to coordinate actions to better prepare York for future climate change.
- ▶ to make full use of the potential for low carbon, renewable, localised sources of energy generation across York.
- ▶ to raise awareness and understanding of climate change throughout the Without Walls Partnership, City of York Council, and within communities, businesses and organisations across York.
- ▶ contribute to the city's Sustainable Community Strategy and the creation of a sustainable, environmentally friendly city.

Headline targets

This climate change framework sets out and commits the city to long term overarching targets associated to reductions in greenhouse emissions arising in York.

- ▶ The City of York will look to reduce end user CO₂ emissions (emissions based on the energy consumption from the business and public sector and residential housing, along with fuel data for road transport use) within its boundaries. It will:

Reduce CO₂ emissions (end user) by 40 per cent by 2020 (based on a 2005 baseline) and 80 per cent* by 2050 (based on a 1990 baseline).

- ▶ The City of York will also look to reduce its average residents' carbon footprint (including direct and indirect emissions) and will:

Reduce the average residents' carbon footprint from 12.61 tonnes in 2006 by 80 per cent to 3.36 tonnes by 2050 (based on a 2006 baseline).

- ▶ York will also adapt to a changing climate:

City of York Council and the Without Walls Partnership to have in place by 2050 effective measures that will better prepare York communities, businesses, organisations and vital infrastructure from the effects of a changing climate.

- ▶ The City of York will also make full use of the potential for low carbon, renewable, localised sources of energy generation:

To exceed the following renewable energy targets of 39MW of installed renewable electricity capacity and 15MW of installed renewable heat capacity by the year 2020 and 40MW of installed renewable electricity and 18MW of installed renewable heat capacity by the year 2031.

- ▶ As CO₂ emissions contribute the most out of all greenhouse gases towards climate change, this framework focuses and sets targets to address CO₂ emissions only. Targets will also be set in future frameworks, where data is available, for other greenhouse gases. To date, data is only available for CO₂ emissions.

- * Please note that an adjustment needed to be made to the 80 per cent CO2 reduction target (in line with the Climate Change Act 2008) above as there is no comprehensive baseline data for York's emissions in 1990. The most comprehensive data set available to York is from 2005. In between 1990 and 2005 CO2 saving were made and this needs to be reflected in the target when using a 2005 baseline. As detailed in the City of York Baseline Report (2011) this adjustment equates to a 4 per cent reduction in emissions for York over this period of time. Therefore, the actual target, based on a 2005 baseline, for York is a 76 per cent reduction by 2050.

Other commitments

- The above targets for reductions in CO2 emissions by 2020 are in line with the city's voluntary commitments to the Covenants of Mayors² and the Friends of the Earth (FoE) 'Get Serious' campaign³. The Covenant of Mayors (CoM) is a European initiative to curb local authorities CO2 emissions. This requires the city to reduce its CO2 emissions by at least 20% by 2020. The FoE campaign calls for council's to do their bit to tackle climate change and create a greener future for everyone by reducing the city's CO2 emissions by 40% by 2020. (An additional Sustainable Energy Action Plan, with details on the York's COM campaign is also available from May 2011).

5 The 10 areas of the Climate Change Framework

In order to tackle climate change, and meet the headline targets above, York will focus action in the following areas. These areas are chosen as the Council and its partners have control and/or influence over such areas:

These areas will focus on delivering:

- sustainable homes**
- sustainable buildings**
- sustainable energy**
- sustainable waste management systems**
- sustainable transport systems**
- sustainable low carbon economy**
- low carbon lifestyles**
- sustainable planning, agriculture and land use**
- sustainable Without Walls Partnership**
- preparing for climate change in York**

Areas 1- 9 above address the major sources of CO2 and greenhouse gas emissions arising from across the city. All actions that will follow in the Climate Change Action Plan will use the principles set out in the management hierarchy below. This will ensure an effective approach that when combined, all actions this Framework and accompanying action plan, will create an effective approach to reducing CO2 and greenhouse gases.

Area 10 of the Framework looks at how the city will prepare and adapt to a changing climate. This is known as climate change adaptation.

Current and future action

The following section describes the current actions happening across York in all 10 key areas of this framework. It also identifies the future direction that York should travel in for all 10 key areas.

² www.eumayors.eu/about_the_covenant/index_en.htm

³ www.foe.co.uk/what_we_do/get_serious_index.html

The Greenhouse Gas Management Hierarchy

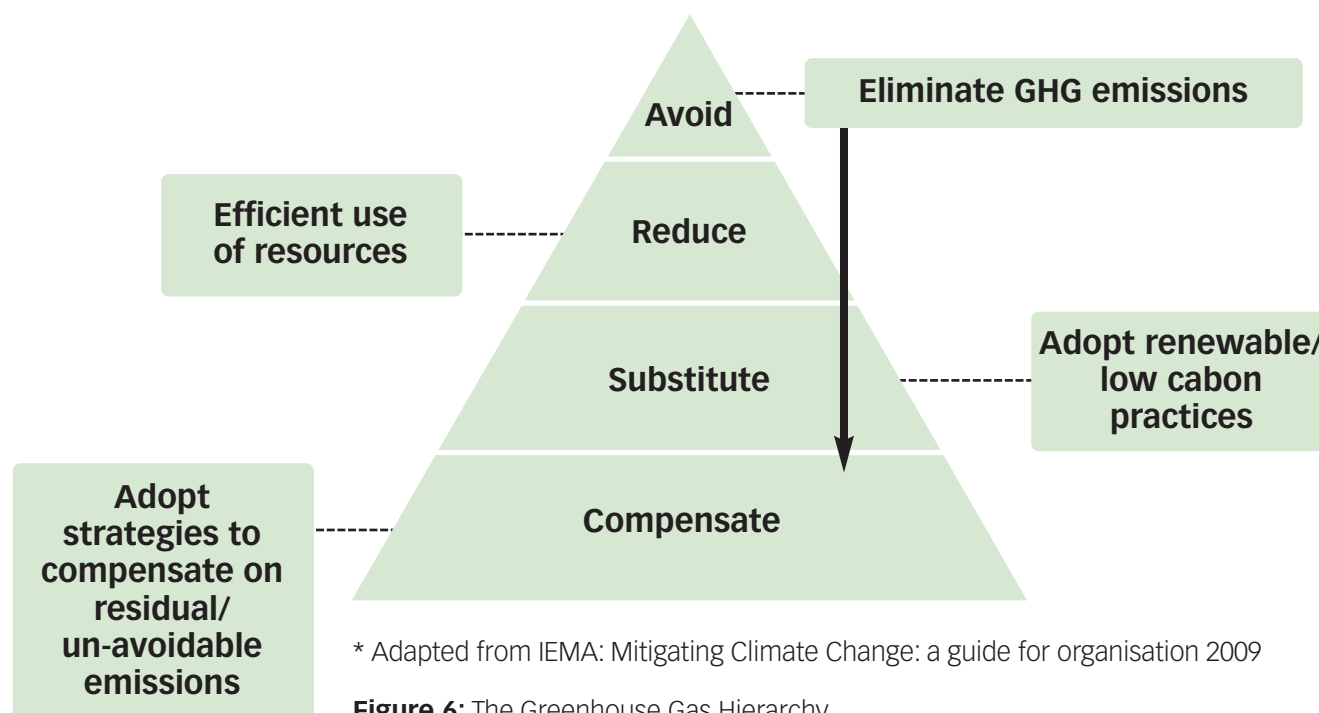


Figure 6: The Greenhouse Gas Hierarchy

Here in York we will focus and drive forward the creation of:

1 Sustainable homes

In 2008, 37 per cent of York's carbon dioxide emissions came from our homes. Improving energy efficiency through measures such as loft and cavity wall insulation, energy efficient appliances and lighting can save CO₂ emissions originating from our homes.

What the city is currently doing:

- From April 2009 to March 2010 the City of York Council in partnership with the Energy Saving Trust advice centre for York, North Yorkshire and Humber provided verbal energy advice to over 6977 residents of York. 1533 residents also completed an Energy Saving Trust Home Energy Check and received a free personalised report on saving energy in their home.
- A variety of grants are also available to

residents in York through the Energy Saving Trust advice centre for York, North Yorkshire and Humber and the Energy Partnership. From 2009-10, 441 energy efficiency grants were offered to residents across York to improve energy efficiency in homes.

- The Council's housing stock is being refurbished to a new high standard known as the Decent Homes Standard, which, through schemes such as loft insulation, replacement boilers and rendering programmes, will save over 3000 tonnes of CO₂.
- All new homes in York are designed and built to high environmental standards through the planning process and the City of York Council's Interim Statement: Sustainable Design and Construction (2007).
- City of York Council, University of York and the Joseph Rowntree Housing Association are leading the way in building energy efficient

homes. For example, planning permission was granted in October 2010 for the development of 19 new council houses that will be built to high standards including biomass boilers to heat the home from a carbon neutral source, photovoltaic panels to generate electricity from the sun and high levels of insulation to keep the homes warm in the winter.

- ▶ The Council and the Energy Partnership are currently running a project known as Hotspots to tackle fuel poverty and to look in particular at insulation and accessing cheaper fuel prices/reduce consumption in certain homes across York.
- ▶ The Council and the Energy Partnership also run an area based scheme to improve energy efficiency in homes across certain wards in the city. From March 2010 – February 2011 424 homes received energy efficiency measures through this programme.

What York needs to do to create sustainable homes in the future:

The city will begin to dramatically reduce CO₂ emissions from domestic properties by accelerating city-wide programmes and educational campaigns to increase the use of energy-efficient appliances and measures such as loft and cavity wall insulation in existing homes and in all new homes.



A list of planned actions to achieve sustainable homes in York is detailed in the Climate Change Action Plan for York 2010-2013.

2 Create sustainable buildings

In 2008, 37 per cent of York's carbon dioxide emissions came from the city's industries, businesses and non-residential buildings. Ensuring that all existing and new non-domestic buildings are energy efficient, sustainably designed, built and operated is vital to creating a low carbon, sustainable city.

What the city is currently doing:

- ▶ The City of York's Interim Planning Statement on Sustainable Design and Construction (2007) ensures that all new residential and non-residential developments built in York meet high sustainable design and construction standards, and where feasible, generate onsite renewable energy.
- ▶ The Council is also leading the way in high environmental standards. For example, the EcoDepot at Hazel Court has a wind turbine and roof mounted solar panels. The new Headquarters for the Council will also be designed to excellent sustainable standards.
- ▶ The Council has set a 25 per cent reduction in CO₂ emissions by 2013 from across its estate and transport fleet. A carbon management programme is in place to reach this target and an estimated 7000 tonnes of CO₂ savings will be made. Other organisations from across the city are doing the same such as University of York who have pledged to reduce CO₂ emissions by 20 per cent across their Heslington West and East campuses.
- ▶ The Council is also committed to the national carbon reduction initiative 10:10. The Council has committed to a 10 per cent reduction in CO₂ emissions across its buildings and fleet from March 2010 – March 2011. It has also been encouraging the city's residents, schools and organisation to do the same in 2010.

- ▶ The Council also has a Sustainable Schools Corporate Strategy that will help schools to reduce their carbon footprint and embed sustainability into the heart of the school's operations and curriculum.
- ▶ The Council and partners are also leading the way by ensuring that new leisure facilities and primary and secondary school buildings are designed to the highest environmental standards such as Yearsley swimming pool and Joseph Rowntree School. Other organisations such as St Nicholas Fields Environment Centre are also leading the way in sustainable building design and operation with recycling, composting, rainwater harvesting and a wind turbine on site. The University of York is also committed to reducing its carbon emissions across the whole campus, including the new Heslington East development and its large biomass boiler to provide a carbon neutral source of energy to the campus. This new campus is also being built to high environmental standards.
- ▶ The North Yorkshire Green Business Club promotes advice on energy efficiency improvements, grants and renewable energy across the city to businesses. Additional support is also currently available through Business Link Yorkshire and the Carbon Trust.
- ▶ City of York Council in partnership with regional partners CO2 Sense are offering small to medium sized businesses in York a comprehensive package of support, advice and financial incentives to reduce carbon emissions, save water and energy, recycle and reduce waste and save money.

What York needs to do to create sustainable buildings in the future:

The city will begin to dramatically reduce CO2 emissions from non-domestic properties by accelerating city-wide programmes and educational campaigns to increase the use of energy-efficient appliances and measures such as loft and cavity wall insulation in existing non-domestic buildings and in all new buildings.



A list of planned actions to achieve sustainable buildings in York is detailed in the Climate Change Action Plan for York 2010-2013.

3 Sustainable energy

In our homes, businesses, and when we travel, we use energy generated from fossil fuels that emit CO2 emissions. In order to tackle climate change we need to reduce this dependency and dramatically reduce all polluting emissions we generate from the energy we use. We need to opt for lower polluting forms of energy that reduce the detrimental impacts on our environment. We need to look for local solutions such as wind, solar, biomass/biofuels, ground and air source heating systems and also district wide heating schemes.

What the city is currently doing:

- ▶ The Council, the Energy Saving Trust advice centre for York, North Yorkshire and Humber, and the Energy Partnership currently promote the up-take of renewable energy and associated grants across the city.
- ▶ The City of York Interim Planning Statement on



Sustainable Design and Construction (2007) ensures that all new residential and non-residential developments built in the city meet high sustainable design and construction standards, and where feasible, generate onsite renewable energy. To date under 10 Mega Watt capacity is generated across the City.

- The Council has undertaken a Renewable Energy Strategic Viability Study for York. This will assist York to create suitable, and viable renewable energy/low carbon technology projects across the city. It will also help to create planning policy and guidance to maximise opportunities for appropriate renewable/low carbon technology development.
- The Council is leading by example and has set itself high sustainable and renewable energy targets for new schools and buildings it constructs and operates. For example the Eco-Business Centre is heated using ground-source heating and other sites such as Joseph Rowntree School and the Deangate Skills Centre heat their buildings from biomass sources.
- The city has a number of other installations already. One partner leading the way is St Nicholas Field Environment Centre who have a wind turbine. The University of York are also committed to installing renewable energy as part of their Heslington East Campus, as too are some of the big development sites such as Terry's and Nestle South.
- The University of York, in collaboration with other White Rose Universities, has created The Centre for Low Carbon Futures, a new research centre focusing on research, development and demonstration (RD&D) of low carbon innovations. Various projects are ongoing including biofuel projects (see below) and also technologies to capture carbon and store it to

prevent it entering the atmosphere.

- Science City York is also leading in the innovation side of renewable energy in the city and has successfully secured two million pounds of direct investment into two nationally significant bio-demonstration projects being undertaken by the University of York and Food and Environment Research Agency (Fera). The bio-demonstrators are being developed by Fera, Green Chemistry and the Centre for Novel Agricultural Products and are an exciting vision of how the world might realise the potential of renewable resources. Science City York is also hoping to secure funding to support the creation of a semi-scale bio-refinery at Fera, enabling the scaling up of laboratory research examining the potential for the production of chemicals and bio-fuels from waste materials.

What York needs to do to create sustainable energy generation in the future:

The city will begin to understand and make full use of the potential for low carbon, renewable, localised sources of energy generation, and will begin to reduce York's reliance on fossil fuels for energy generation in the city's buildings.



A list of planned actions to achieve sustainable energy generation in York is detailed in the Climate Change Action Plan 2010-2013. However please note that considerable investment may be required to deliver certain projects and to support the targets of this framework.

4 Sustainable waste management

The disposal of waste contributes to climate change both directly through the production of greenhouse gases such as methane (when organic waste begins to breakdown and biodegrade in landfill sites), and indirectly through the production of CO₂ emissions from the use of energy to sort and transport unwanted waste. Energy is also used to extract, manufacture and transport new products, which also contribute to CO₂ emissions. If we reduce, reuse and recycle waste we can reduce methane and CO₂ emissions across York.

What the city is currently doing:

- The Council have implemented kerbside recycling collections or provided communal recycling facilities to 81,790 households (as of 31st March 2010). The Service is being extended so that all households are provided with a kerbside collection for a minimum of 2 recycling materials by March 2011.
- The Council have rolled out a city-wide three box scheme to standardise the storage and presentation of recyclables. This makes it easier for residents to recycle, improves the efficiency of collection and improves appearance of streets on collection days.
- The Council has implemented kerbside recycling collections to 77 schools and other education establishments.
- The Council have achieved 43.26% recycling/composting rate for household waste in 2009/10.
- The Council has achieved average municipal waste recycling and composting rate of 68.09% at the Household Waste Recycling Centres in 2009/10.
- The Council has reduced residual household waste collected per household from 629kg in 2008-9 to 614kg in 2009-10. This represents a 2.38% reduction.
- The Council is developing a waste management strategy on the concept of zero waste. This is defined as being a simple way of summarising the aim to go as far as possible in reducing the environmental impact of waste. It is a visionary goal which seeks to prevent waste occurring, conserves resources and recovers all value from materials. The initiative is in line with the waste hierarchy with a focus on waste prevention, then reuse, then recycling and finally ensuring that all value is recovered from materials.
- The Council is committed to the Zero Waste Places Standard and will apply for accreditation to the scheme. This initiative will develop innovative and exemplary practice in sustainable waste management where waste is reduced and resources are conserved, reused and recycled.
- The Council is also delivering a programme of targeted campaigns including home composting, food waste, packaging, real nappies, charity shops and schools education.
- The Council, through its More for York efficiency programme, has also invested in route optimisation software that will improve route efficiency, save fuel and reduce carbon emissions.
- The Council also supports community led waste initiatives such as the York Rotters who encourage residents to compost and minimise the amount of waste they create.
- The Council works closely with the York and North Yorkshire Waste Partnership on a variety of strategies such as the "Let's Talk Less Rubbish" Joint Municipal Waste Management Strategy for York and North Yorkshire County Council and the District Councils within North Yorkshire. This includes delivering the Waste Private Finance Initiative to provide a waste treatment facility as an alternative to sending residual waste to landfill.

- The Council also works closely with the York and North Yorkshire Waste Partnership on a variety of waste minimisation campaigns. These include promoting home composting, reducing junk mail, Love Food Hate Waste national campaign (reducing food waste) and Choose 2 Reuse (donating, buying and volunteering at charity shops).

What York needs to work towards to create a sustainable waste management system in the future:

The city will continue to reduce greenhouse gas emissions from waste and will continue to minimise waste and reuse and recycle resources.



A full list of planned actions to achieve the continued development of a sustainable waste management system is detailed in the Climate Change Action Plan for York 2010-2013.

5 Sustainable transport system

In 2008, 24 per cent of York's carbon emissions came from transport. The Council and its partners are striving to reduce this figure by reducing the need to travel, and where people do have to travel, make them less reliant on their cars by walking, cycling and taking public transport. They are also striving to help businesses and residents to drive more fuel efficiently and to lift share more frequently.




What we are currently doing:

- York has a new Local Transport Plan which will tackle congestion and improve accessibility, road safety, and air quality for the city. It also contains schemes that address issues such as the development of an integrated transport

network; encouragement of modal shifts away from the use of private car to sustainable transport modes such as public transport; and walking and cycling.

- The Council and partners are seeking to create new Park and Ride sites across the city to reduce congestion and pollution in the city centre.
- To encourage and increase bus use, the Council and partners have improved bus stops across the city, and installed equipment to give buses priority at traffic signals.
- To encourage the use of public transport the council and Network Rail have been developing a proposal for a new railway station at Haxby.
- The Council and partners are promoting and supporting multi-modal schemes such as improved facilities for cyclists and pedestrians. Such work includes a new school safety zone at Millfield Lane.
- To encourage more walkers in the city, the Council and partners have improved footways and space for pedestrians through minor improvement schemes such as the footway-widening scheme at Walmgate near Walmgate Bar.
- To encourage more cyclists, the Council and partners have improved cycling facilities across the city including, for example, the Beckfield Lane Cycle Route and the cycle route on Water End.
- To encourage parents and children to walk or cycle to school, the council promotes schemes to provide safe routes to schools across the city and provide cycle storage facilities at schools. For example, phase two of the safe route to Archbishop Holgate's School was completed and five primary schools received cycling parking installations.
- To support cycling in the city, the Council applied for and successfully secured funding to implement 'Cycling City York' a major programme

to encourage more cycling across the city. York has also been awarded just under five million pounds to support new sustainable transport projects and schemes.

-  The Council and partners have submitted a bid to install electric plug-in points across the city to promote the uptake of electric vehicles across the city. To date York has some electric vehicle plug in points including a point at Waitrose. (More work addressing transport emissions can be seen in section 6 of this document).
-  The Council is also reviewing its fleet and looking to reduce transport emissions. Such work may include route optimisation software and trials with electric or dual fuelled/biofuelled vehicles.
-  The Local Transport Plan 2006-2011 (LTP2), was replaced in 2011 with Local Transport Plan 3 (LTP3). One of the objectives will be to reduce transport emissions within the city's networks. This will also link into the emerging Low Emission Strategy that will look to reduce emissions from transport for not only CO2 but for nitrogen oxides and particulates.

What York needs to work towards to create a sustainable transport system in the future:

The city will continue to implement measures to help people make smarter, sustainable travel choices, supported by a comprehensive, low emission, transport network. This will be achieved through the emerging Low Emission Strategy, Local Transport Plan 3 and the Local Development Framework (including the Core Strategy). All will help deliver reductions in carbon emissions and other harmful pollutants.



A full list of planned actions to achieve the continued development of a sustainable transport system is detailed in the Climate Change Action Plan for York 2010-2013.

6 Sustainable low carbon economy

Here in York businesses need to play a major role in reducing the city's carbon emissions.


Most businesses currently produce a lot of unnecessary waste, consume vast amounts of energy generated from polluting fuels such as coal, and are resource inefficient. As a city we need to create low carbon businesses who produce and procure sustainable goods and services, and who are reducing their energy consumption, saving on their fuel costs and reducing carbon emissions.

We also need to have businesses who have minimised the amount of waste generated, maximised the amount of waste reused and recycled.

Such businesses will also be actively encouraging and promoting walking, cycling, bus travel and lift share within their organisations and to their customers/clients.

York also has Science City York, Fera and University of York who are national leaders in bio-renewable technologies, fossil fuel replacement fuels and planet based feedstocks of the future.

What the city is currently doing:

-  The North Yorkshire Green Business Club promotes advice on energy efficiency improvements, grants and renewable energy across the city to businesses. Additional support is also currently available through regional support agencies such as CO2Sense, Business Link Yorkshire and the Carbon Trust.

- The WoW are also supporting businesses and helping them tackle climate change. The City of York Council in partnership with WoW, and regional partners CO2 Sense, are offering small to medium sized businesses in York a comprehensive package of support, advice and financial incentives to reduce carbon emissions, save water and energy, reduce waste and save money
www.york.greenerbusiness.org.uk/articles/regional/home
- Visit York are encouraging the tourism industry in York to become more sustainable and are running a Green Tourism Business Scheme.
- The WoW, including key partners such as Higher York, have created a Green Jobs Task Force (and associated action plan) which will promote low carbon development, demonstrate leadership in the reshaping of low carbon services across York, work with employers and skills providers to provide the necessary skills to support a green jobs sector, and will identify and support innovation across the city.
- Higher York has developed a Construction Academy at the University of York's Heslington East Campus. The Academy looks to engage construction companies with local communities and the city to support education, skills and employment. It also looks at the green agenda including green jobs, transport, renewable energy, green procurement practices and the ongoing development of skills and jobs for local people on the sites that are developed.
- The Council has commissioned a renewable energy feasibility study highlighting the potential for generating energy from renewable sources in the city. Such a study is vital in guiding York towards a low carbon economy, and will lead to the development of renewable

energy generation projects across York (including projects for the commercial sector).

- The University of York, in collaboration with other White Rose Universities, has created The Centre for Low Carbon Futures, a new research centre focusing on research, development and demonstration (RD&D) of low carbon innovations. Various projects are ongoing including a project on the low carbon economy. For more details see page 14.
- Science City York and FERA are leading innovation nationally and locally via two nationally significant bio-demonstrator projects being undertaken. It is hoped to support development that can assist in the future to create a low carbon economy utilising waste as a resource of the future. These programmes will also generate new employment opportunities and GVA. See page 14 for more details.

What York needs to work towards to create a low carbon economy in the future:

The city will have accelerated programmes and educational campaigns that support businesses and organisations to reduce carbon emissions and waste across their operations, fleet and workforce. The city's economic strategies and spatial plans must also support the targets of this framework and action plan and help create green jobs and skills to enable York to transform its economy into a low carbon economy.



A full list of planned actions to achieve the continued development of a low carbon economy is detailed in the Climate Change Action Plan for York 2010-2013.

7 Sustainable low carbon lifestyles

York also needs its residents to make changes today to reduce our carbon footprint and combat climate change. As residents we can all reduce our footprint by reducing the amount of energy we use in our homes and through smarter transport choices such as walking and cycling. We can also choose to reuse, recycle and compost more of our waste and to use less and buy more locally produced goods.

What the city is currently doing:

- There is a variety of projects already ongoing across the city to support residents reduce their carbon footprint. Some of these actions are mentioned above and below in other action areas and illustrate the support and guidance that is already available to residents in areas such as home energy efficiency, renewable energy, sustainable design and construction, sustainable waste management and smarter, sustainable travel choices. Top tips for actions that residents can take today can be found at the rear the Climate Change Action Plan 2010-2013. The Council and WoW websites are also full of guidance and advice. There is also a Sustainable City leaflet available with comprehensive advice for residents and businesses.
- The Environment Partnership has run a 15-month Green Neighbourhood Challenge, funded by the Without Walls Partnership's Local Authority Delivery Fund and managed by the Stockholm Environment Institute. This campaign worked with just under 100 residents to reduce their carbon footprint. Advice, guidance and financial rewards were offered to participants for a six-month period to support them to cut their CO₂ emissions by 10 per cent. The challenge has led to a reduction in CO₂ emissions and is now going to be replicated in other parts of the city. Some teams have also continued to work together. One example is the Planet Scarcroft group who plan to run a composting scheme next year. Two new community challenges will also be carried out in 2011, including one at New Earswick that is funded through the Joseph Rowntree Foundation.
- Also through the WoW Local Authority Delivery Fund, and co-ordinated by the Friends of St Nicolas Fields Environment Centre, there is the Sustainable City Schools programme. This programme is helping 12 schools and their local communities to reduce their carbon footprint and tackle climate change. Linked to this there is also a variety of educational support across York to help schools embed low carbon, sustainable lifestyles in the pupils. Such work includes the City of York's Sustainable Schools Strategy and Action Plan and courses run by Centre for Global Education York at York St John's University. Various competitions are also held with schools and events such as national walk to school week and a green energy challenge.
- In partnership with North Yorkshire councils, and funded through Regional Improvement and Efficiency Partnership (RIEP), a sub-regional climate change conference was held for young people in 2011.
- Also in partnership with all North Yorkshire councils, and funded through the RIEP, events have been held to raise climate change awareness amongst elected members and senior members of staff across the sub-region.
- There is also a programme run by the Energy Partnership called Hotspots which aims to increase income for the most vulnerable in York via installing energy efficiency measures.
- The city holds various events such as Farmers' markets and festivals to promote local food and produce.

- The city offers schemes such as allotments for residents to use to grow food.
- The city recently launched the Edible York programme. Edible York is working towards a vibrant local food economy. By creating food-growing spaces across the city, mapping and redistributing existing edible sources and connecting food growing projects, the programme will make it easy for everyone to access fresh food in York.
- The city also has a York in Transition group. This group is part of a national transition initiatives and is developing a practical vision for York beyond its present-day dependence on fossil fuels. Many local events have been held to raise awareness of peak oil and climate change related matters. Recent events have included viewings of eco related films, eco-friendly family days, an alternative energy event, skills share events and a food for free day. The successful Edible York programme also began through this group.

What York needs to work towards to create low carbon lifestyles in the future:

York residents will be well-informed and living a greener, more sustainable lifestyle saving energy in their homes, reducing, reusing and recycling waste, walking and cycling and using public transport more, growing their own food and buying local produce.



A full list of planned actions to achieve the continued development of low carbon lifestyles across York are detailed in the Climate Change Action Plan for York 2010-2013.

8 Sustainable planning, agriculture and land use

The planning system in York can have a great impact on reducing present and future CO2 emissions. It also can play a vital role in creating sustainable communities whereby buildings are built to the highest sustainability standards and energy demand is low and met from localised, renewable or low carbon sources. These communities are also thriving, healthy, inclusive, environmentally friendly and well served and accessible. The planning system can also help York to prepare and adapt to future climate change by making sure the city's new and existing developments are designed to cope with a changing climate.

Our natural environment in York, and in all new developments, can also play a role in tackling climate change by absorbing and removing carbon from the atmosphere, providing shelter for flora and fauna, reducing pollution, and providing shading in the warming summers. Open green spaces across any city can also reduce the impacts of climate change by slowly releasing water, and thus, reducing flood risks at times of high intensity rain storms. Other benefits of open green spaces are considerable. In addition to providing a place for relaxation, education, exercise, cultivation and for the well being of people, they also provide refuge for wildlife and plants displaced through new developments or in a changing climate.

Agriculture is also responsible for generating CO2 emissions through carbon intensive farming practices; it too needs to be part of the solutions for tackling climate change in York.

What the city is currently doing:

- The Council's emerging Local Development Framework (LDF) will set out the planning vision

for York, including developing York as an environmentally friendly city. The LDF will set out both the level and broad location of growth in York over the next 20 years. As such, one of its main aims is the creation of sustainable communities that are mixed-use and compact developments in accessible locations. They also reduce the need to travel, promote and contribute to walking, cycling and public transport, are sustainably designed and constructed and fuelled by localised low carbon/renewable energy sources. By providing such sustainable design features this will facilitate residents and businesses to adopt more sustainable practices.

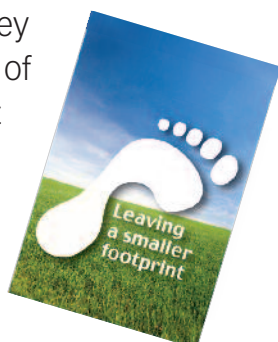
- The Council's Draft Local Plan policy GP4a and associated supplementary planning policy guidance - Interim Planning Statement Sustainable Design and Construction 2007 - currently ensure that all new residential and non residential developments built in the city meet high sustainable design and construction standards, reduce carbon emissions, and where feasible, generate onsite renewable energy. These requirements are assessed through methods such as the Building Research Establishment Environmental Assessment Method (BREEAM) and the Code for Sustainable Homes.
- The Council's Draft Local Plan also requires that no planning permissions are granted in areas of high flood risk as determined by the Environment Agency.
- The Council's current Draft Local Plan policy T13a requires developments which are likely to employ more than 30 employees, or a residential site with more than 20 units, to submit a travel plan including; modal split targets, time scales, measures and sanctions to be taken to meet these targets as well as measures to monitor the effectiveness of the plan.
- The Council produces development briefs for large-scale development sites such as Derwenthorpe, Germany Beck, Castle Piccadilly, Nestle South and Terry's. Such briefs address the issues of climate change by stating their requirements to reduce the ecological footprint of new development and by requiring a Sustainability Statement that meets all of the requirements under City of York Draft Local Plan, policy GP4a and associated supplementary planning policy guidance (Interim Planning Statement Sustainable Design and Construction 2007).
- Policy L1 of the Draft Local Plan also requires the provision of public open space, and addresses the creation of open space, habitats for species and ensures that drainage capacity is adequate and that flood risk and surface run off is not increased, and where possible, reduced across the city.
- Through the City of York's emerging Local Development Framework, the Council has undertaken a biodiversity audit and biodiversity action plan. The audit will review the biodiversity value of existing and potentially new locally significant wildlife sites (SINCs). The baseline information set out in the audit will be used to prioritise further action through a biodiversity action plan which will act as a framework for biodiversity issues within York.
- Through the Council's emerging Local Development Framework a strategic approach to green infrastructure is being taken. The Council intends to adopt a green infrastructure strategy supplementary planning document (SPD) that will be a flexible means of setting out the detailed objectives, recommendations and actions for green infrastructure in York.
- Through the Council's emerging Local Development Framework a strategic LES and supplementary planning document will be

adopted to protect air quality across York.

- In Partnership with the Leeds City Region, and also through a regional fund called the Climate Change Fund, planning officers and historic environment conservation officers are being up-skilled and provided with resources to help them deliver sustainable planning and land-use.

What York needs to work towards to create sustainable planning, land-use and agriculture in the future:

Planning in York will help create an environmentally-friendly city with a diminishing ecological and carbon footprint. The natural environment will be protected and enhanced and play a key role in reducing the impact of climate change. The impact of agriculture should also be investigated to help this carbon intensive industry to help tackle climate change.



A full list of planned actions to achieve sustainable planning, land-use and agriculture are detailed in the Climate Change Action Plan for York 2010.

9 Sustainable WoW

The Without Walls Partnership (WoW) is made up of public and private organisations from across York. Collectively this group can play a vital lead role in cutting CO2 emissions in York. It can also assist the city by coordinating actions from across its partnership that will better prepare York for future climate change.

What the WoW is currently doing:

- The WoW in the Sustainable Community Strategy is committed to creating a sustainable York, to the creation of this climate change framework and associated action plan for York and to reducing the city's emissions in line with the Climate Change Act 2008.
- The WoW have recently funded a series of programmes to reduce CO2 emissions across the city, including schemes to support schools, community projects to support residents and community outreach schemes to promote energy efficiency and reduce fuel poverty.
- The WoW is also supporting businesses and helping them tackle climate change. In partnership with CO2Sense, a web-based support package is available with free consultancy support. There are also a number of businesses already making great steps towards becoming more sustainable and this too will be promoted and showcased across the city.
- The WoW, including the Economic Development Partnership, Lifelong Learning Partnership, Higher York and the Environment Partnership Board are investigating the feasibility of increasing the skills needed to generate a green sector in the city. A Green Jobs Task Force has been created to oversee this work.
- The WoW is assisting the Council to guide the development of the Local Development Framework and Core Strategy that will reduce the ecological and carbon footprint of York in line with the WoW's Sustainable Community Strategy.
- The WoW has received climate change presentations to raise awareness amongst members of the issues facing the city.
- In partnership with the WoW, a local climate impact study for York has been carried out. This study will help the city to understand its present and future vulnerability to a changing

climate. The WoW and the Council are also developing actions with partners to ensure York is prepared for a changing climate.

What WoW needs to work towards in the future:

WoW will drive forward carbon reduction and climate change adaptation actions across the partnership and the wider communities of York.

WITHOUT WALLS

building a future for york

A full list of planned actions for the WoW is detailed in the Climate Change Action Plan 2010-2013.

10 Preparing for climate change

As a city we can dramatically reduce our CO2 emissions and help to tackle climate change in the future. However, we need to also prepare for some of the changes that will happen due to actions we have already taken, and the emissions we have already generated.

What the city is currently doing:

- The Council and the WoW are committed to preparing and adapting the city to a changing climate. Currently they have prepared a local climate impact profile to understand the likely impacts of climate change for York up until 2050. The Council are looking at key areas of risk and the major actions that need to be taken in the coming years. A citywide, in-depth action plan will be created to ensure York begins to better prepare for future climate change. This action plan will be for York agencies and organisations to initiate and for them to ensure York can minimise the impact climate change might have on the city's communities, businesses, utilities, the built and natural

environment and the emergency services.

- Residents can also be better prepared, especially regarding the risk of flooding. Advice is already issued by the council and key agencies, such as the Environment Agency on what to do in a flood situation. Residents can also find out how to protect their homes through the Environment Agency. Residents in a flood-risk area can also get warnings sent direct to their phone, text message or e-mail from the Environment Agency.
- The Council has adopted a sandbag policy for times of flooding. In accordance with the Environment Agency flood warnings, the Council will sand bag at risk buildings subject to available resources and labour.
- In times of emergency the Council also has plans, which, after a major incident, look at issues such as road diversions, equipment needed to tackle the incident and measures to minimise the effects of the incident.

What York needs to work towards to prepare York in the future:

The city will continue to investigate and communicate the likely future impacts of climate change in York to ensure our businesses and communities are better prepared and protected.



A full list of planned actions to achieve this are detailed in the Climate Change Action Plan for York 2010-2011.

6 Other emissions

The focus of this framework centres on reducing CO₂ emissions (and methane emissions through sustainable waste management), however, in the city other greenhouse gases such Nitrogen Oxides (NO₂) are considered and addressed through Air Quality Management Areas (AQMA), the Local Transport Plan 3 and the emerging Local Development Framework.

In January 2002 the Council declared an Air Quality Management Area (AQMA) based on predicted exceedances of the annual average nitrogen dioxide objective in five areas of the city. The declaration of the AQMA placed a legal duty on the Council to improve air quality in the city and to demonstrate that it is actively pursuing the 40ug/m³ annual objective. In order to demonstrate a commitment to improving air quality the Council prepares Air Quality Action Plans (AQAP). The Council's current air quality action plans identifies measures the Council intends to take to improve air quality in the city.

The Council has already achieved a lot in terms of modal shift to walking, cycling and public transport, but the levels of NO₂ are still deteriorating.

To ensure air quality is improved across York, this framework and accompanying climate change action plan for York will sit alongside a Low Emission Strategy (due to be delivered from 2011). This emerging strategy will control harmful gases from fuel use in buildings and vehicles. Figure 3 illustrated the remit of the Low Emission Strategy.

What the city is currently doing

- ▶ The Council is currently considering the impact of a number of low emission measures across the city and is developing a Low Emission Strategy (LES) for York (due to be developed in 2011).

- ▶ Although the LES for York has not yet been produced, progress has already been made towards attracting low emission technology to the city. The most notable developments so far include:
 - ▶ installation of two electric car recharging bays at the new Waitrose store, achieved via officer negotiation with the developer.
 - ▶ planned introduction of some hybrid and electric buses on the A19 south corridor from December 2010 (to assist with improving air quality in the recently declared Fulford AQMA).
 - ▶ drawing up of a section 106 agreement for electric vehicle charging points, car club and contributions towards air quality monitoring for the Nestle South development site.
 - ▶ inclusion of a requirement for low emission measures in the York North West Area Action Plan.
- ▶ The Council created a 'carwise' publication in December 2008, which promotes alternative fuelled vehicles as well as walking, cycling and efficient use of vehicles.
- ▶ Discounts for low emission and small vehicles were introduced on parking permits in 2006. For example if you drive a low emission car you pay less to park it outside you house.
- ▶ A citywide car club was implemented in 2006 and significantly expanded in 2008 to 11 locations across the city. Further expansion of the car club is made possible through contributions from developers based on the number of trips generated by the proposed development. The council is a member of the car club and uses the vehicles as part of the pool of vehicles available to staff. Staff are also offered a 25 per cent discount on membership of the club as part of the Council's travel plan and voluntary benefits package.

- The Council has a car-share scheme which it promotes to staff through the staff benefits scheme and other 'Carwise' based promotions and publications.
- The Council is investigating the development of a lorry routing strategy and the creation of a transshipment centre has been included in the York Northwest Issues & Options report and forms part of the strategic development of the city through the LDF process.
- City of York Council is working with the bus operators to refine stopping arrangements and therefore reduce engine idling in the city centre
- City of York Council is requiring all new P&R vehicles (32 no.) to be EURO EEV and by 2011 will be requiring all buses to be EURO III as a minimum, thus reducing emissions across the city.
- The Council and partners are actively seeking further electric plug in points across the city to promote the uptake of electric vehicles across the city.

7 Implementation

This five-year framework and its targets will be begin to be delivered through the Climate Change Action Plan for York 2010 – 2013. These plans will be overseen by the Climate Change Subgroup of the Environment Partnership Board.

The Environment Partnership is ultimately responsible for the delivery of the this framework and the Climate Change Action Plan . As these documents are of strategic importance to the city, their development and implementation is also governed by the Without Walls Partnership Board and also through the City of York Council's Executive.

8 Timecales

Initially, this framework will be reviewed and refreshed every five years. The accompanying action plan will be reviewed every three years. Monitoring of the action plan will occur annually, and every two years a progress report will be publicly available from the Without Walls Partnership website.

What the city needs to do in the future:

Develop and implement a Low Emission Strategy for York that compliments the Climate Change Framework and Action Plan and leads to a quantifiable reduction in a variety of emissions across York.



A summary of some of the likely actions to be included in the LES are provided in the Climate Change Action Plan 2010-2013. (At the time of print this strategy was still being developed).

9 Conclusion

It is everyone responsibility to take action to tackle climate change. Residents and businesses alike can play a vital role in tackling climate change here in York. This Framework will help coordinate citywide action and ensure York reaches its 80 per cent reduction in CO2 emissions by 2050 and requirements of the Covenants of Mayors and Friends of Earth climate change commitments.

By publishing this Climate Change Framework, the Without Walls Partnership and the Council aim to set the standard for future action to alleviate the effects of climate change, to raise awareness among local people about the likely impacts of a changing climate, and declare York's intention to work in partnership with residents, businesses and organisations to develop a sustainable, low carbon York.

For people living and working in York this framework will help to create a sustainable, low-carbon city where we all:

- live and work in energy-efficient buildings with smaller fuel bills.
- drive less and walk and cycle more.
- travel by public transport more.
- use renewable sources of energy to heat buildings and power our cars and buses.
- create less waste, recycle and compost more, and
- grow more of our own food and buy local produce.

A leaflet on creating a sustainable home and business is also available from some council reception desks and via the City of York Council's website www.york.gov.uk/environment/sustainability/climatechange/ or from the WoW website at www.yorkwow.org.uk/sustainable-wow/

General enquiries

Tel: 01904 551550

Email: sustainability@york.gov.uk

Post: City of York Council, City Strategy,
9 St Leonard's Place York YO1 7ET

If you would like this information in an accessible format (for example in large print, on CD or by email) or another language please
phone: 01904 551550 or
email: sustainability@york.gov.uk

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

 **01904 551550**



B. Ewbank



J. Pogson

Environmental Policy Summary

→ OUR VISION

“We are committed to improving the quality of life in the East Riding through working to ensure that the East Riding is a place where communities are healthy, thriving, prosperous, safe and environmentally sustainable.”

→ THE COUNCIL

East Riding of Yorkshire Council delivers a comprehensive range of services to approximately 335,900 residents settled over the 930 square miles of the East Riding of Yorkshire.

Much of the area is rural, supported by the main towns of Beverley, Goole Bridlington

and Driffield and a number of smaller market towns. The East Riding is very varied with different geologies, a dynamic coastline and the Humber Estuary. Because of this variation, and due to the dispersed population and large geographical area, the council and its partners face significant challenges in managing and enhancing the environment. These challenges will become ever more acute in light of climate change and other social, economic and environmental drivers.

As one of the area’s largest employers and consumers of goods and services, the council recognises that its operations and service delivery affect the environment both at a local level and in the wider context. The council is therefore committed to effectively

managing its own environmental impacts, encouraging and supporting others to do the same and continuously striving to improve the environment for the benefit of its employees, residents, businesses and visitors to the East Riding of Yorkshire.

N. Pearson

Nigel Pearson
Chief Executive
East Riding of Yorkshire Council

Stephen Parnaby

Councillor Stephen Parnaby OBE
Leader of the Council



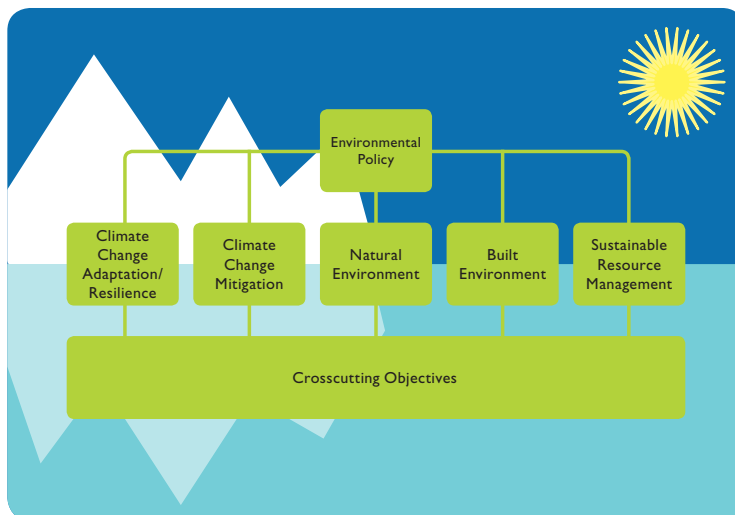
C. Jacques

Environmental Policy Summary

→ KEY ENVIRONMENTAL THEMES

In working toward a more environmentally sustainable future, and in line with the core values agreed in partnership with our communities and partners, we will do the following to achieve our overall vision:

- Reduce or manage the local causes of climate change through appropriate mitigation;
- Adapt council services making them more resilient to the predicted impacts of climate change, and support external partners and communities to become more resilient;
- Ensure that sustainable resource management is enshrined within the delivery of all Council services, such as waste management and procurement;
- Contribute to the creation and maintenance of a sustainable built environment through appropriate planning and development management measures; and
- Reduce our impact on the natural environment by protecting and enhancing the diversity of wildlife and natural habitats and managing our green spaces.



In delivering these five key environmental themes we will:

- Minimise pollution and our impacts on the environment;
- Comply with environmental legislation and other relevant national initiatives;
- Continually improve our environmental performance; and
- Work in partnership with, and raise the awareness of, staff, contractors, residents and businesses in reducing their environmental impact and becoming more resilient to potentially harmful environmental impacts.

→ HOW WE WILL DO THIS

In order to deliver against these Environmental Themes an Environmental Policy Delivery Plan has been developed which sets out clear objectives. The objectives within the delivery plan will be delivered in the first instance using existing council and partnership policies and strategies and their action plans, these which have been identified in the delivery plan.

On an annual basis, monitoring of all of the identified policies will be collated and reviewed by

Sustainable Development working with the relevant lead officer/team using the Council's environmental management system. The Council will report the Council's key environmental successes through our publicly available Environmental Statement on an annual basis.

→ ENVIRONMENTAL COORDINATORS

To engage staff in environmental issues, the authority has created a network of environmental coordinators to disseminate environmental information, to help comply with environmental legislation and to stimulate environmental awareness across all Council staff. The environmental coordinators directly support the Council's Environmental Management System (EMS) and have responsibility to encourage staff awareness of EMAS and other environmental issues.

TO FIND OUT MORE

Please contact the Sustainable Development team on (01482) 391714 or email robert.beardsworth@eastriding.gov.uk



R. Booth



J. Illingworth



D. Constantine

Executive Summary

This Report sets out the results of a review into the Ryedale District Council (RDC) position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction of target from 2°C to 1.5°C Global Temperature Rise and recommend how RDC can contribute towards this target.

This review has been carried out by Ryedale District Council's Scrutiny Committee.

The aim of the review was to

- i. Priority 1: The Task Group will review the RDC position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction of target from 2°C to 1.5°C Global Temperature Rise and recommend how RDC can contribute towards this target.
- ii. Priority 2: The Task Group will identify changes/impacts across Ryedale (time permitting)

The review has involved gathering information from websites, partner organisations and agencies and individuals. A glossary and links to websites for further information is available at the end of the report – indicated by a [G] in the text

The Task Group wishes to thank all those who gave their time in contributing to this review.

2. Scope of the review

The Terms of Reference and methodology were agreed by Scrutiny [[22.11.2018 minute 63](#)] and are included in Annex A

The review will

Priority 1: The Task Group will review the RDC position in relation to IPCC (Intergovernmental Panel on Climate Change [G]) reduction of target from 2°C to 1.5°C Global Temperature Rise and recommend how RDC can contribute towards this target.

Priority 2: The Task Group will identify changes/impacts across Ryedale (time permitting)

3. Membership of the Committee

Scrutiny Members

A Task Group was formed to undertake the review consisting of Cllrs Clark (Chair), Cllr Acomb and Cllr Oxley. Membership was opened to all Council Members and attendance at the Task Group has included:

Cllr Joy Andrews, Cllr Cleary, Cllr Cussons, Cllr Frank, Cllr Jowitt, Cllr Keal, Cllr Potter, Cllr John Raper, Cllr Shields, Cllr Thornton.

Scrutiny Review Task Group supporting officers:

William Baines (Programmes, Projects and Performance Officer)

Jack Garbutt-Moore (Customer Services Officer)

Jos Holmes (Senior Commissioning Officer)

4. Methodology

Council requested Overview and Scrutiny Committee to undertake this review. [[Council 11.10.18 Minute 42](#)]

The Terms of Reference and methodology were agreed by Scrutiny [[22.11.2018 minute 63](#)] and are included in Annex A



1. Identify the key areas where RDC can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how RDC can encourage residents to also make this impact to:
 - a. Reduce carbon emissions
 - i. Use energy more efficiently
 - ii. Switch to low carbon fuels
 - b. Prepare for climate change
2. Make an interim recommendation to Scrutiny that, having identified these areas, a focussed event is held to which a range of relevant "experts" and interested parties are invited to bring their views and knowledge to help Scrutiny produce and prioritise an Action Plan.
3. Recommend the Action Plan to Scrutiny and onwards to Council, concluding in April 2019

The Task Group approached the review by holding the following evidence sessions:

29.10.19 Task Group first meeting

- Reviewed Council resolution and Scrutiny response
- Introduction to the Committee on Climate Change [G] advice
- Review of Local Government Association 2017 "A Councillor's workbook on acting on Climate Change" including Leadership, Estate and Services [G]
- It became clear at this meeting that, due to the enormity of the subject, it would not be possible to deliver part 1(b) of the review regarding the impacts and changes across Ryedale, within the timescale. In addition detailed review of how RDC can influence the residents to also make an impact was not possible in the timescale. It was felt this was a very important component and action should be taken forward as part of the recommendations.

12.11.19 Task Group reviewed

- Terms of Reference and methodology
- City of York One Planet York website [G]
- RDC Lead Officer consultation feedback on current services impact on Climate Change. This includes Energy Efficiency Grants for Ryedale residents to combat fuel poverty, economic development initiatives to promote local employment (reducing travel needs) and reducing congestion, Waste Management (including recycling and campaigns to 'reduce, reuse, recycle') and IT efficiency.

11.12.2018 Task Group reviewed

- Performance – what we record and if this is an effective monitoring tool
- Making choices to reduce carbon emissions (such as single use plastic versus cotton bags, hand dryers versus paper towels.)
- Review of RDC Climate Change Strategy and Action Plan 2005

10.01.2019 Task Group reviewed

- Noted Scarborough Borough Councils declaration of a 'Climate Change Emergency' [G]
- National Policy Planning Framework and the use of Community Infrastructure Levy to support carbon reduction in Ryedale including the Regulation 123 List
- RDC Electricity Procurement and Supply
- Divestment from Fossil Fuels – Use of RDC investments and North Yorkshire Pension Fund to promote carbon reduction [G]
- Low carbon economy – the role of York, North Yorkshire and East Riding Local Enterprise Partnership [G]
- Ryedale House operational issues
 - Refurbishment proposals



- Staff Mileage and the use of electric vehicle pool cars
- Streetlighting – Part night lighting [G]
- Woodland Planting and sequestration costs and benefits
- Procurement Strategy and the transfer of carbon emissions to externally supplied services
- Electric bus proposal for Malton and Norton

28.02.2019 Task Group reviewed

- Noted the 'School Strike for Climate' [G] – an international youth movement where schoolchildren protest over climate change. In February, children from around the UK went on strike.
- Feedback from the informal 'Ryedale Environment Forum' held on 20.02.2019. Over 30 members of the Ryedale community attended.
- Draft recommendations to Scrutiny were agreed

Scrutiny has reviewed progress at each of its meetings during the period and made interim recommendation to Council on 6.12.18. ([Minute 52](#) refers)

5. Findings

The research undertaken highlighted the following key findings:

1. RDC has a key leadership role in the community and with partners to recognise and champion the role of organisations and individuals in contributing to the target reduction in global temperature rise.
2. RDC can make choices that support its climate change reduction aspirations which may have either positive or negative budget implications. It is certain that the recommendations will have implications (particularly at initiation stage) on both budget and RDC Officer current workload and account and priority should be given to this during implementation. Budgetary implications will be considered through the normal committee process on a project by project basis.
3. The advice from the IPCC is that reduction in carbon use must happen within the next 11 years to ensure that the reduced target global temperature rise is met. Consequently, RDC must implement the recommendations swiftly and monitor and review progress towards implementation. It is particularly pertinent to take action now as 2019 has been declared the 'Year of Green Action' [G] as part of the Government Environment Strategy.
4. Many RDC Services do currently deliver climate change reduction activities and these should be commended, continued and performance monitored, for their contribution.

6 Recommendations

The following recommendations and actions are made to Council by Overview and Scrutiny following the review:

Recommendation 1 Leadership and influence

RDC will take a leadership role to promote the reduction of carbon emissions in Ryedale.

It will take the following actions:

- a) Update, revise and deliver the 2010 Climate Change Action Plan.
- b) Include a specific priority concerning Climate Change reduction aspirations in the Council Plan and Priorities at the next available opportunity.
- c) Include 'Impact on Climate Change' in all reports presented to all committees of the Council.
- d) Encourage all Members to read and complete the LGA Workbook - "A Councillor's workbook on acting on Climate Change".



- e) Include a Member briefing on Climate Change as part of next cycle of Member training.
- f) Continue to develop Council policy to influence others by working with partners in the public, private and voluntary sectors and with residents to influence and encourage climate change reduction and adaptation policy and practice throughout Ryedale.
- g) Facilitate the Ryedale Environment Forum to encourage wider participation of the Ryedale community in the aspirations to reduce Climate Change amongst other issues.

Recommendation 2 Operations: Assets and Estates.

RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to management of its Estate and Assets.

It will take the following actions:

- a) RDC HQ (Ryedale House refurbishment or alternative location) and Operations Depot – to consider and implement renewable energy purchasing, energy efficiency in building management, water use efficiency, use of solar panels.
- b) Streetlights - Implement a programme of LED replacement and part night lighting for RDC owned streetlights, utilising the NYCC criteria for such.
- c) Financial Assets - Promote divestment from fossil fuels through Treasury Management and North Yorkshire Pension Fund, where it can be demonstrated this does not have a detrimental impact on return on investment.

Recommendation 3 Operations: Service Delivery.

RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to its service delivery.

It will take the following actions:

- a) Develop and implement a policy to reduce Officer and Member mileage.
- b) Undertake a feasibility study into the use of Electric Vehicle Pool cars
- c) Planning
 - i. Revise the CIL Section 123 listing to support low carbon initiatives at the next opportunity such as EV Charging Points and renewable energy projects.
 - ii. Review renewable energy infrastructure policies in the Ryedale Plan revision
 - iii. Preliminary work on these documents will commence in 2019.
 - iv. Evidence the promotion and implementation of Ryedale Plan sustainability policies in all new development opportunities including sustainable buildings, wind turbines, solar panels, EV infrastructure, heat pumps, water harvesting and minimisation, sustainable drainage systems (SuDS) and battery storage.
- d) Foster the use of alternatives to fossil fuels for travel through promotion of public transport, walking and cycling.
- e) Support the development of a low carbon economy – work with the LEP to support the provision of a pathway towards a low carbon economy in the review of Ryedale's Economic Strategy, including provision of advice for local businesses on opportunities to improve environmental performance.
- f) Share information, knowledge and project implementation arising from this review with partners in public, private and voluntary sectors on specific climate change reduction knowledge. For example 'Single Use Plastic' alternatives, recycled / FSC paper use, public education campaigns (Eg reduce, reuse, recycle).
- g) Develop the RDC approach to Waste Management in response to climate change and the DEFRA Resources and Waste Strategy.



- h) Service Delivery Plans should contain reference to actions and activities specifically to contribute to climate change reduction. Training for Officers should be provided in this respect.
- i) Procurement and commissioning - influence suppliers and build into new service specifications the requirement to contribute to Climate Change reduction.
- j) Encourage and promote community based schemes which contribute to reduction in Climate Change through the Council's grants and capital programme budgets.

Recommendation 4 Monitoring and Review

RDC will closely monitor and review progress towards implementation of recommendations 1, 2 and 3 above.

It will take the following actions:

- a) Allocate responsibility for implementation of the Scrutiny recommendations
 - i. Appoint a Member Champion for Climate Change
 - ii. Assign an appropriate senior Officer of the Council to lead on Climate Change and support the Member Champion
 - iii. Establish a Corporate Climate Change Group to drive and monitor delivery
- b) Develop and update a series of performance indicators to evidence progress on the Pentana Performance Management System.
- c) Report performance bi annually on the implementation of recommendations to Scrutiny



7 Glossary and Websites

Intergovernmental Panel on Climate Change : a United Nations body for assessing the science related to Climate Change <https://www.ipcc.ch/>

Committee on Climate Change: The Committee on Climate Change (the CCC) is an independent, statutory body established under the [Climate Change Act 2008](#). Our purpose is to advise the UK Government and Devolved Administrations on emissions targets and report to Parliament on progress made in reducing greenhouse gas emissions and preparing for climate change. <https://www.theccc.org.uk/>

LGA 2017 Councillor Workbook: Acting on Climate Change: A learning aid for councillors on the roles, opportunities and drivers for council-led action on the changing climate, both to reduce local carbon emissions and to build resilience to extreme weather. <https://www.local.gov.uk/councillor-workbook-acting-climate-change>

One Planet York: Typically in the UK we are using the resources of three planets when we only have one. **One Planet York** is an emerging network of organisations working towards a more sustainable, resilient and collaborative 'One Planet' future. <https://oneplanetyork.co.uk/what-is-one-planet-york/>

Scarborough Borough Council Declare a Climate Change Emergency: [Council minute 07.01.2019](#)

York, North Yorkshire and East Riding LEP – Low carbon and circular economy: <https://www.businessinspiredgrowth.com/news/how-do-you-create-a-sustainable-region/>

North Yorkshire County Council – Part night lighting: <https://www.northyorks.gov.uk/street-lighting-energy-reduction-programme>

School Strike for Climate: https://en.wikipedia.org/wiki/School_strike_for_climate

Local Authority Pension Fund Forum – Environmental and carbon risk: http://www.lapfforum.org/engagement-themes/environmental_carbon/

2019 The Year of Green Action (YoGA): is about connecting people all around the country with nature, and showing how we can all take positive action to improve our environment. It's a year-long drive to help everyone get involved in projects that support nature – in our own gardens, schools or workplaces, and as consumers. <https://www.yearofgreenaction.org/>



ANNEX A

Terms of Reference - Scrutiny Task Group: Climate Change

Aim of the Review	<p>Priority 1: The Task Group will review the RDC position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction of target from 2°C to 1.5°C Global Temperature Rise and recommend how RDC can contribute towards this target.</p> <p>Priority 2: The Task Group will identify changes/impacts across Ryedale (time permitting)</p>
Why has this review been selected?	<p>Council requested Overview and Scrutiny Committee to undertake this review.</p> <p>Council 11.10.18 Minute 42</p>
Who will carry out the review?	<p>The review will be carried out by a Task Group including:</p> <ul style="list-style-type: none"> • A minimum of 3 members of the O and S committee [Cllrs Clark, Acomb and Oxley] (but open to all members of Council) agreed 22.11.18 • Support will be provided by the Delivery and Frontline Services Lead, the Senior Commissioning Officer and the Projects, Programmes and Performance Officer. • Input from RDC Officers as required. In addition, there is potential for professional / technical support resource which will be sourced externally.
How the review will be carried out?	<p>The Task Group will gather evidence from a range of sources to</p> <ol style="list-style-type: none"> 4. Identify the key areas where RDC can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how RDC can encourage residents to also make this impact to: <ol style="list-style-type: none"> a. Reduce carbon emissions <ol style="list-style-type: none"> i. Use energy more efficiently ii. Switch to low carbon fuels c. Prepare for climate change 5. Make an interim recommendation to Scrutiny that, having identified these areas, a focussed event is held to which a range of relevant "experts" and interested parties are invited to bring their views and knowledge to help Scrutiny produce and prioritise an Action Plan. 6. Recommend the Action Plan to Scrutiny and onwards to Council
What are the expected outputs?	<p>It is expected that the Task Group will produce a report, summarising the evidence they have gathered to develop a prioritised Action Plan for Scrutiny Committee.</p>
Timescale	<p>An interim report will go to Scrutiny on 22.11.18 then to Council on 6.12.18.</p> <p>It is anticipated that the review will be concluded in April 2019.</p>