



**NORWICH**  
City Council

## Climate and environment emergency executive panel

**Date:** Tuesday, 18 July 2023

**Time:** 16:00

**Venue:** Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

### Committee members:

#### Councillors:

Champion  
Fox  
Hampton  
Lubbock  
Oliver  
Padda  
Stutely

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## Agenda

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**1 Appointment of Chair**

To appoint a chair for the ensuing civic year

**2 Appointment of Vice Chair**

To appoint a vice chair for the ensuing civic year

**3 Apologies**

To receive apologies for absence

**4 Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

**5 Minutes**

3 - 6

To approve the accuracy of the minutes of the meeting held on 14 February 2023

**6 Integrated Waste Management Strategy**

Presentation by Andrew Summers, Head of Environmental Services

**7 NI185 Emissions Reporting 2021/2022**

7 - 14

**Purpose** - To brief the panel on the results of the NI185 emissions reporting for the 2021/22 financial year, and the audit of previous emissions accounting years.

Date of publication: **Monday, 10 July 2023**



**Climate and environment emergency executive panel**

**16:00 to 17:10**

**14 February 2023**

Present: Councillors Hampton (chair), Carlo, Champion, Driver (substitute for Councillor Stutely), Lubbock and Oliver

Apologies: Councillor Stutely (vice chair) and Padda

**1. Declarations of interest**

There were no declarations of interest.

**2. Minutes**

**RESOLVED** to approve the accuracy of the minutes of the meeting held on 8 November 2022 (subject to the following correction of an omission which was discovered after the meeting, inserting Councillor Oliver's name to the list of members present).

**3. Norwich Climate Commission: One Year Progress Report and Future Plans**

The chair said that Asher Minns, Co-Chair of the Norwich Climate Commission, had sent his apologies for this meeting, arrangements would be made for him to attend a future meeting of the panel.

**RESOLVED** to note that this item will be deferred to a future meeting.

**4. Environmental Strategy General Update**

The environmental strategy manager introduced the report.

The chair invited members of the panel to ask questions on the report.

During discussion members considered the development of the Biodiversity Strategy and Delivery Plan and how it would be embedded in all council departments and services, particularly Citywide Services and Housing. The environmental services manager explained that these services were represented on the Biodiversity Working Group (BWG), which as part of the development of the delivery plan would include discussions on how teams could be aligned with the strategy. A member also asked how councillors would receive assurance that the plan was embedded throughout the council and its services and was advised that this would be part of the constitutional process which was subject to wider discussion outside this meeting. If

members were concerned about specific works, they could raise it through the councillor enquiry system.

The environmental strategy manager acknowledged that water conservation had been an omission from the section on action management and thanked the member who raised it. Specific work on Nutrient Neutrality mitigation was ongoing and proposals had to mitigate this and release sites for development had been considered at cabinet (14 December 2022).

In reply to a member's question, the environmental strategy manager confirmed that the council's Environmental Strategy aimed to reach national targets set out in the Environment Act 2021, and where possible better them. The working group was bringing together areas where the council could influence at local level, through collaboration and joined up working with partner authorities. He also referred to the county council's funding from the Department of Transport and said that works would be programmed in once government guidance had been received.

A member commented on the Wilder Norwich project and suggested that the figure of '1 in 4' people to manage their gardens for biodiversity improvement was an arbitrary one. The environmental strategy manager said that the Norfolk Wildlife Trust had brought this initiative to the council. He was confident that there was scientific evidence to support the premise that 1 in 4 created a critical mass.

A member commented on the "enormous task" to achieve carbon reduction by 84 per cent by 2040, and 8 per cent year on year, and expressed her concern that the review of the existing Environmental Strategy action plan would mean that some items were removed from the programme. The environmental strategy manager assured members that no elements of the action plan would be omitted. He commented that in collating data, a "root and branch" approach was being undertaken to back cast to previous years, and in the process, streamline it. He also referred to the audit of the scope of the council's carbon emissions by professional consultants and said that he did not anticipate that the outcome would differ.

A member commented that the panel's terms of reference included consideration of the Integrated Waste Strategy. The head of strategy, engagement and culture apologised that the head of environmental services was unavailable for this meeting and suggested that the panel could consider the Integrated Waste Strategy at a future meeting.

Discussion ensued on offsetting carbon emissions when Net Zero had been achieved. A member referred to the replacement of paper agendas and said that some energy was incurred to use electronic versions. The environmental strategy manager said that it was proposed to integrate environmental and socio-economic activity, such as the planting of trees and other benefits to improve resilience.

The chair referred to the proposals set out in paragraphs 18 and 19 of the report "Housing Revenue Account (HRA) Business Plan and HRA Budget 2023/24" (Cabinet, 14 December 2022) and said projects to improve EPC (energy performance certificates) in council houses would be carried out when the council had the funding available. The head of strategy, engagement and culture said that it was necessary to understand the funding and ensure that the budget provision was included in the correct year. The capital programme could be amended in year. The

council needed the support of central government. The environmental strategy manager said that the council should be proud of the works that it had undertaken to improve its housing stock, the majority was at least EPC C, with some at D and E, and was in a good place to develop the retrofit plan. A member also pointed out that the council had a responsibility to enforce standards in private rented properties. She pointed out that her understanding was that there were 740 properties in the city with an EPC standard of F and G, and that these should be brought up to at least C and D.

The chair said that she was impressed with the many strands of work that were being undertaken and thanked the officers.

**RESOLVED** to note the report.

## **5. Environmental Programme 2023 – 2030 Consultation**

The environmental strategy manager presented the report with slides. (A copy of the [presentation](#) is available on the council's website.)

The chair thanked the environmental strategy manager for the presentation and said that the Norwich Climate Commission had provided good feedback on the Environmental Programme.

A member commented that the proposals looked “fantastic” and asked that if Norwich achieved its targets, what difference would people see, and was the priority to save the planet or population. The environmental strategy manager said that both planet and population were important. It was important to improve conditions for people and reduce our impact on the environment. He pointed out that the threat to environmental damage from the UK did not equate to China and the USA. The UK had led the Industrial Revolution with the burning of coal, unlike China and the USA where the impact of industrialisation was relatively new.

The panel considered the lessons that had been learned from the pandemic where there had been a reduction in carbon emissions. The environmental strategy manager said that during this period the council had reduced emissions from transportation as people did not need to travel and had undertaken procurement of a new heating system. He commented that environmental impact of people working at home cut emissions by reducing commuting, but it was necessary to heat the whole of City Hall despite fewer people in the building and officers, working from home, needed to heat their homes.

During discussion on the circular economy, the panel was advised that Norwich Business Improvement District (BID) had set up an embryonic [website](#) to promote it. In reply to a member's question about capital funding and resources to provide elements of the programme, the environmental strategy manager said that he defended the approach that was being taken to develop and execute the programme as it required a change to the way things had been done since the Industrial Revolution. Some carbon reduction measures produced cost savings by doing less not more. He pointed out that it was important to unblock funding and then develop the pipeline. A member commented that the issue of funding first approach followed by a proposed decision and then consultation and referred to the introduction in road charging in Cambridge. There was local opposition because the public transport was

not in place, however, there would not be cheaper fares until the road charging was in place to pay for it.

Discussion ensued on targets. The environmental strategy manager answered a member's question and confirmed that targets would be reviewed as part of development of the new programme, and that targets would remain at no later than 2030. He could not second guess the outcome of the consultant's work but considered that it was unlikely that the council would be bringing that date of 2030 forward. The target for social housing would be reviewed as part of this. He acknowledged that there were some gaps in targets around waste which would be addressed. There would be an opportunity to comment in the public consultation. Targets had to be "stretching" but also achievable otherwise people would not subscribe to them. When setting targets, resources and future resources were identified to deliver them.

In reply to a question, the environmental strategy manager said that aviation was included in the programme because there was an airport in Norwich.

Discussion ensued on extreme weather conditions. It was noted that the council was working with the Tyndall Centre to make plans on how to address climate scenarios. Climate science predicated an increase in extreme weather events as an impact of climate change.

The panel also considered the importance of the communication plan to ensure that residents could relate to the programme.

**RESOLVED** to note members comments on the scope of the proposed Environmental Programme.

## **6. Question referred from Council 29 November 2022**

The chair referred to the question and answer that had been referred to the panel by Council (29 November 2022) and asked Councillor Carlo if she was satisfied following the discussion at this meeting or had any further questions.

Councillor Carlo said that she considered that the rather than using data for average emissions per capita it would be helpful to use a range of data. She explained that parts of the city, where there were higher levels of deprivation, were below average for emissions per capita. Her concern was that areas that produced above average emissions per capita "were being let off the hook", and not taking action to reduce their emissions from activities such as consumption, flying and driving.

During discussion members noted that there was a correlation between income and emissions. The environmental strategy manager referred to the second of his slides, addressing economic and social values, and the key principle of the programme to ensure that minimum living standards were met without increasing emissions.

**RESOLVED** to note.

CHAIR



**Committee Name:** Climate and Environment Emergency Executive Panel

**Committee Date:** 18/07/2023

**Report Title:** NI185 Emissions Reporting 2021/2022

**Portfolio:** Councillor Hampton, Cabinet member for climate change

**Report from:** Head of strategy, engagement and culture

**Wards:** All

**OPEN PUBLIC ITEM**

**Purpose**

To brief the panel on the results of the NI185 emissions reporting for the 2021/22 financial year, and the audit of previous emissions accounting years.

**Recommendation**

To review and comment on this report.

**Policy Framework**

The Council's 2022-2026 Corporate Plan outlines 5 cross-cutting aims.

Aim 2 specifies that:

*Norwich is a sustainable and healthy city.*

Within Aim 2, the Corporate Plan establishes the following priorities:

- *Reduce carbon emissions, protect the environment and adapt to climate change, both in the council's own operations and more widely.*

**Report Details**

**Background**

1. National Indicator (NI) 185 was a statutory reporting requirement of the now defunct Department of Energy & Climate Change. Whilst the statutory requirement to report NI185 emissions ceased in 2013, the Council has continued to use the NI185 scope and methodology to measure and report emissions against a 2007/08 baseline. Other local authorities continue to report emissions according to NI185 in the same way.

2. The NI185 reporting protocol covers the council's scope 1, 2, and a subset of scope 3 emissions. The subset of scope 3 emissions for NI185 reporting has historically only included the emissions from major procurement contracts.
  - **Scope 1** covers emissions from assets directly under the control of the Council e.g. emissions from fuel in our fleet vehicles and heating fuel for buildings.
  - **Scope 2** emissions are those that an organisation causes indirectly e.g. emissions from producing the electricity (generated by others) used in buildings.
  - **Scope 3** encompasses emissions that are not produced by the organisation itself and do not result from the use of its assets, but by those that it's indirectly responsible for in its value chain (both upstream and downstream). This includes procured goods and services, as well as the value it creates such as the provision of housing and leased buildings.
3. Determining the organisational boundary, particularly for a local authority, is a complex task. The historical approach chosen was based on the original guidance for NI185, which stated that: *"The indicator is to include all CO<sub>2</sub> emissions from the delivery of local authority functions. It covers all of an authority's own operations and outsourced services."* Following an assessment at the time of the main outsourced services associated with the Council's functions, leisure centres, street services and housing support services were included. The Council has historically excluded emissions from general needs HRA housing but included sheltered housing schemes.
4. In 2022, the Council's Environmental Strategy Team commissioned Small World Consulting Ltd (henceforth SWC), specialists in carbon measurement and auditing, to undertake an external audit of the Council's NI185 emissions for the 2021/22 financial year, and also to audit the results of previous emissions reporting years where data was available. The main aim of the exercise has been to align the Council's reporting methodology to the Green House Gas Protocol (GHGP). The GHGP is used universally and internationally by large organisations.
5. The work with SWC also included an exercise to analyse the full scope of the Council's scope 3 emissions, including those not previously included under NI185. The results of this work are currently being finalised and will be published in due course.

## **Emissions Analysis and Reporting – Results and Key Findings**

6. While undertaking the exercise to determine the councils NI185 emissions for the 21/22 financial year, SWC also audited previous years dating back to 2012,



aligning it with the GHGP. The audit could not be extended further due to a lack of available data.

7. The audit identified a small number of inconsistencies, over previous years, between NI185 and GHGP, which impact the final figures reported. It also found that emissions were reported under the wrong scope in some instances (contractors' emissions were reported as Scope 1 and 2, whereas they are now reported correctly under Scope 3). SWC's input means that a robust and repeatable approach has now been put in place for reporting future years.
8. The analysis of the Council's 21/22 emissions demonstrates further progress towards meeting the Council's 2030 net-zero target. The reporting period for this exercise is 1 April 2021 to 31 March 2022.
9. The Council's total annual emissions for the 21/22 financial year were 3,610,144 kg CO<sub>2</sub>e<sup>1</sup>, a 6.8% reduction on the 20/21 figure (3,873,327 kg CO<sub>2</sub>e). This latest figure means that as of 31 March 2022, Norwich City Council has made a 66.1% reduction against the council's 2007/08 baseline with the revised methodology. It is important to note that the years prior to 2012/13 remain *unaudited* due to a lack of available data, and so a direct comparison with the old methodology needs to be treated with caution.
10. The overriding purpose of undertaking a comprehensive audit of our emissions is to derive a robust and accurate *current* baseline upon which we can base the council's new Carbon Management Plan. While comparisons to 2007 are useful to demonstrate overall progress, it is more crucial that we accurately understand more recent years as we seek to reach net-zero by 2030.
11. A breakdown of emissions for 21/22 is shown in the table below.

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<sup>1</sup> Carbon dioxide equivalent (CO<sub>2</sub>e) is a measure to compare emissions from all greenhouse gases based on their global warming potential (GWP).

<b>Scope 1 - Direct emissions (e.g. onsite fuel consumption; gas/vehicles)</b>	<b>CO<sub>2</sub>e (kg)</b>
Gas from buildings (council) – kWh	2,308,328
Fuel in fleet vehicles (council) - L diesel	-
Fuel in fleet vehicles (council) – L petrol	6,895
<b>TOTAL SCOPE 1</b>	<b>2,315,223</b>
<b>Scope 2 (net) - Energy Indirect</b>	<b>CO<sub>2</sub>e (kg)</b>
Electricity in buildings (council) – kWh	- <sup>2</sup>
<b>TOTAL SCOPE 2 (net)</b>	<b>-</b>
<b>Scope 3 - Other indirect (e.g. business travel, contractors)</b>	<b>CO<sub>2</sub>e (kg)</b>
Transmission and distribution of electricity	125,893
Gas from buildings (contractors) – kWh	15,320
Electricity in buildings (contractor) – kWh	62,464
Grey fleet e.g. private cars	4,677
Taxis	424
Flights	0
Trains	1,325
Contractors' vehicle use	1,084,818
<b>TOTAL SCOPE 3</b>	<b>1,294,921</b>
<b>Grand total net CO<sub>2</sub>e (kg)</b>	<b>3,610,144</b>

12. Since the 2007/08 baseline year, this equates to an annual average reduction of 7% pa, exceeding the current 3% Corporate Plan commitment. All previous years can be seen in the table in Appendix 1.

13. The reduction in 21/22 predominantly comes from three main aspects: internal energy-saving projects, building rationalisation and contractor fuel use reduction. These points are discussed below.

14. Energy-saving projects undertaken in 21-22 include:

- Multi-story carpark lighting upgrade (annual saving of 22.3 tCO<sub>2</sub>e).
- Norwich City Hall boiler upgrade (annual saving of 48.7 tCO<sub>2</sub>e).
- Norwich City Hall lighting upgrade (annual saving of 1.1 tCO<sub>2</sub>e).
- District lighting upgrades (annual saving of 0.67 tCO<sub>2</sub>e).

15. Building rationalisation refers to three buildings that were previously included in our NI185 emissions reporting that are no longer classed as council operational buildings and are thus now outside of the council's organisational reporting boundary. These three buildings were previously used for sheltered housing but are now either leased to third parties or have been subsumed into the general needs social housing stock. The Council's climate action plan currently in development will include an updated carbon management plan. This new plan will determine how the emissions from these three buildings will be treated in future years.

<sup>2</sup> Electricity emissions are zero because all supply is 100% renewable, meeting the technical requirements of the Greenhouse Gas Protocol.

16. Compared to the previous 5-year (2016-2020) average, emissions from contractor fuel use dropped by 42% in 2021-22. This decrease falls within the Council's scope 3 emissions.

17. It is also worth noting that the overall emissions decrease has occurred in the face of an increase in gas use from Council operational buildings as normal working patterns returned following the COVID-19 lockdown of 20/21.

18. It is also likely that other aspects of Council activity/operation increased during this period, which would have further increased certain sources of emissions against the previous year. With this in mind, the 6.8% decrease in annual emissions represents a significant reduction.

### **Implications and Next Steps**

19. The outcome of this analysis highlights a successful year of GHG emissions reduction, nonetheless it still crystallises the need for continued and ambitious climate action for Norwich City Council to reach its 2030 net-zero target.

20. Having successfully reduced our emissions over a fifteen-year period, it will become increasingly challenging to continue to reduce carbon emissions each year, particularly in difficult economic times.

21. The outcomes of the work with SWC, which have included a detailed understanding of where the Council's emissions lie across all scopes, will inform the forthcoming Carbon Management Plan, which will set out the Council's pathway to achieving its 2030 net-zero target.

22. An exercise is underway to consider the scope of future emissions reporting, building on the work of SWC, to include the Council's full range of scope 3 emissions, both upstream and downstream.

23. Once the final 21/22 Carbon Footprint report has been published publicly, the process to begin quantifying the Council's emissions for the 2022/23 financial year, will begin.

### **Property and Economic Development Implications**

24. There are no direct implications of this report itself but achieving the Council's net-zero 2030 target will have considerable implications on Council operations. A new carbon management plan is being developed as part of the Council's Climate Action Plan.

### **Financial and Resources**

25. There are no direct implications of this report itself, but achieving the Council's net-zero target will have considerable financial and resource implications. A new carbon management plan is being developed as part of the Council's Climate Action Plan.

## Legal

26. NA

## Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	NA
Health, Social and Economic Impact	NA
Crime and Disorder	NA
Children and Adults Safeguarding	NA
Environmental Impact	This report acts to highlight the Council's emissions and illustrate where emissions reductions need to be made.

## Risk Management

Risk	Consequence	Controls Required
NA	NA	NA

**Other Options Considered: NA**

**Reasons for the decision/recommendation: NA**

**Background papers: NA**


### Appendices:

Appendix 1: A table showing all the current and previous emissions reporting years, broken down by scope.

**Contact Officer:** Environmental Strategy Manager

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## Appendix 1:

The current 2021/22 reporting year and all previous years, broken down by scope. Those highlighted in red are unaudited (see points 6 and 7)

	GHG emission data for period 1 April 2021 to 31 March 2022 (restated)														
	Global kg of CO <sub>2</sub> e														
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08
Scope 1	2,315,223	2,225,456	2,546,198	2,868,441	2,719,707	2,599,264	2,490,424	2,666,097	3,089,996	3,445,387	2,804,900	3,549,707	3,745,825	3,873,933	1,682,048
Scope 2	1,422,611	1,594,476	2,060,326	2,142,562	2,572,790	2,623,878	3,578,868	3,924,258	3,204,539	3,708,865	3,621,428	3,972,326	4,311,715	4,691,648	6,603,828
Scope 3	1,294,921	1,647,871	1,866,694	2,230,283	2,563,956	2,677,929	2,771,323	2,669,831	1,948,009	1,816,041	2,884,175	1,821,824	2,173,565	2,167,385	2,355,434
<b>Total gross emission</b>	<b>5,032,755</b>	<b>5,467,804</b>	<b>6,473,218</b>	<b>7,241,286</b>	<b>7,856,452</b>	<b>7,901,071</b>	<b>8,840,615</b>	<b>9,260,186</b>	<b>8,242,544</b>	<b>8,970,293</b>	<b>9,310,502</b>	<b>9,343,857</b>	<b>10,231,105</b>	<b>10,732,966</b>	<b>10,641,310</b>
Carbon offsets	n/a	n/a	20,177	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Green tariff	1,422,611	1,594,476	2,060,326	2,142,562	2,572,790	920,543	-	-	-	-	-	n/a	n/a	n/a	n/a
<b>Total annual net emissions</b>	<b>3,610,144</b>	<b>3,873,327</b>	<b>4,392,715</b>	<b>5,098,724</b>	<b>5,283,662</b>	<b>6,980,528</b>	<b>8,840,615</b>	<b>9,260,186</b>	<b>8,242,544</b>	<b>8,970,293</b>	<b>9,310,502</b>	<b>9,343,857</b>	<b>10,231,105</b>	<b>10,732,966</b>	<b>10,641,310</b>
<b>% Change on Previous</b>	<b>-6.8%</b>	<b>-11.8%</b>	<b>-13.8%</b>	<b>-3.5%</b>	<b>-24.3%</b>	<b>-21%</b>	<b>-4.5%</b>	<b>12.3%</b>	<b>-8.1%</b>	<b>-3.7%</b>	<b>-0.4%</b>	<b>-8.7%</b>	<b>-4.7%</b>	<b>0.9%</b>	<b>N/A</b>

