

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item 6**

**REPORT for meeting to be held on 3 November 2011**

### **Call-in of the cabinet decision to approve the new environmental strategy 2011- 2014**

**Summary:**

This report informs members of the call – in of the cabinet’s decision to approve the new environmental strategy 2011-2014, and provides a procedure of how to deal with the call-in at the meeting. The papers considered by the cabinet on 12 October 2011 and the minute are appended to this report (appendices A to C).

**Recommendation:**

To proceed with the call-in as suggested in the proposed procedure and in doing so decide whether or not to:

- a) endorse the cabinet decision, which will then be implemented
- or
- b) refer the matter back for reconsideration by the cabinet.

(For example the scrutiny committee may suggest that the cabinet should consider a different option, or it may for example suggest that the cabinet should carry out additional consultations or obtain more information).

**Contact**

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**1. The Call-in and members making the call-in**

- 1.1 The decision to approve the new environmental strategy 2011-2014 made by the cabinet on 12 October 2011
- 1.2 The call-in is made by Councillors Samir Jeraj, James Wright, Lesley Grahame, Peter Offord, Amy Stammers, Lucy Galvin and Claire Stephenson.

**2. Reasons given by members to call-in this decision**

- The Norwich independent climate change commission report is not listed as a background paper in accordance with appendix 7, 9.1 of the council's constitution (appendix D).
- The links between the NICCC report and this strategy are not clear.
- It has been agreed unanimously, by council, to assess and report to full council annually, as part of the budget cycle, progress made in reducing total carbon emissions from council buildings and services. This progress is not being reported to council as part of the budget cycle and the environmental strategy does not include such reporting.
- The environmental strategy relies heavily on the joint core strategy for Norwich, Broadland and South Norfolk, but the joint core strategy was altered substantially during the examination in public, and is now much weaker in important areas. For example, the requirement for homes to be built to level 4 of the code for sustainable homes was removed. The city council can no longer rely on the joint core strategy to cover areas which have been deleted and needs to fill the gaps.

**3. Procedure for dealing with call-in items at committee**

- 3.1 For many, this will be the first time of dealing with a call-in at committee. We do not as yet have a defined procedure. In order to assist a fair, inclusive and open exercise members are asked to adopt the following suggested approach.
- 3.2 When considering a matter which has been called-in for scrutiny under the council's decision making process, the committee will normally consider the papers on that matter which had been considered by the cabinet when making its proposed decision, the minute and the points raised as part of the call-in.

- 3.3 The main account of the decision will normally be given by the cabinet member(s) and director(s) or other officer(s) concerned.
- 3.4 Any member of the council will be entitled to attend the committee and to speak and ask questions.

**The procedure/order for called-in items at committee will normally be:**

- a) the chair will explain the procedure and identify the main decision maker attendees and will ask any person who also wishes to speak or give a response to the call-in to identify themselves;
- b) the members of the council who called-in the item, if not members of the scrutiny committee will be entitled to speak;
- c) the attendees giving account of the decision and response to the call-in, including the cabinet member(s) and director(s) other officer(s) concerned;
- d) following the account given by each of the decision maker attendees, members of the scrutiny committee may ask questions, followed by questions from members who called-in the item;
- e) any person who also wishes to speak or give a response to the call-in to identify themselves at the start of the proceedings;
- f) following questions from members of the council, at the discretion of the chair, any other person may put questions to the attendees giving account of the decision and response to the call-in, except that no member of the public can put questions to another member of the public;
- g) before the chair sums up the scrutiny committees final conclusion(s) the attendees giving account of the decision and response to the call-in are given an opportunity, if they wish, to sum up any final thoughts or conclusions they may have reached as a result of the meeting;

At any stage of the proceedings, the committee may resolve to exclude the press and public under the relevant paragraph of part 1 of schedule 12A of the local government act 1972, if there is likely to be disclosure of exempt information.

**Extract from minutes – cabinet – 12 October 2011**

**8. ENVIRONMENTAL STRATEGY**

Councillor Bremner, cabinet member for planning and transport, introduced the annexed report and acknowledged the excellent work that had already taken place and the key achievements from the last strategy.

Councillor Stephenson asked cabinet that whilst the Joint Core Strategy (JCS) includes the northern distributor road (NDR) that will mean more emissions, and she asked what was proposed to mitigate this. She also said that initiatives in the JCS are at risk due to the judicial review which could be deleted and asked if cabinet had a plan if this happened.

Councillor Bremner said that the NDR comes from the Norwich Area Transportation Strategy (NATS) and this includes cycling and pedestrian initiatives, bus lanes to reduce car usage reducing car pollution. There are risks with the JCS but there was work being done on back up plans and if the JCS does fall it would have knock on effects.

The director of regeneration and development said that it was expected that the judicial review should be resolved by the end of the year.

**RESOLVED** to approve the Environmental Strategy 2011-2014.

**Report for discussion**

<b>Report to</b>	Cabinet 12 October 2011	<b>Item</b> <b>7</b>
<b>Report of</b>	Head of strategy & programme management	
<b>Subject</b>	Draft Environmental Strategy 2011-2014	

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**Purpose**

To seek approval of the new Environmental Strategy 2011-2014.

**Recommendations**

To approve the new Environmental Strategy 2011-2014 (Annex A).

**Financial Consequences**

Generally, all of the work in the action programme of the new environmental strategy has been taken from existing council work plans and programmes and associated strategic documents. Many of the projects within the environmental strategy aim to save money as well as environmental resources.

However the financial (as well as social) costs of taking no action to tackle climate change and other environmental issues could be significant. For example, assuming that energy costs rise at a very modest rate of 3.5% per year, if the council achieves its 6% reduction target by 2013 the authority would save approximately £900,000 via reduced energy bills. This would clearly increase significantly if the energy cost were to rise more quickly or if the authority fails to achieve the 30% target set by the Cabinet.

There is a small delivery fund for the Environmental Strategy which is already budgeted for. Projects within the Local Authority Carbon Management Programme are able to apply for match funding via Norwich City Councils "spend to save" funds and government SALIX 0% spend to save loans.

**Strategic Priority and Outcome/Service Priorities**

The report helps to meet the strategic priority "Strong and prosperous city – working to improve quality of life for residents, visitors and those who work in the city now and in the future" and the strategic priority " Opportunities for all".

**Contact Officers**

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**Background Documents**

None

**Further Information:**

Previous Environmental Strategy 2008 - 2010

<http://www.norwich.gov.uk/Environment/Ecolssues/Documents/EnvironmentalStrategy.pdf>

Environmental Statement 2010 - 2011

<http://www.norwich.gov.uk/Environment/Ecolssues/Documents/EnvironmentalStatement.pdf>

## Report

### Background

1. The global challenge of climate change is significant and requires a decarbonisation of the economy and a move away from the use of fossil fuels. The Climate Change Act 2008 set out targets to reduce carbon emissions in the UK by 50% by 2025, and at least an 80% by 2050. The UK is the first country to pass legislation which has introduced a legally binding framework to tackle the dangers of climate change.
2. Ipsos MORI's most recent survey on climate change and energy supply shows that, despite a decline in concern about climate change, the majority of the British public still believe the climate is changing and say they are prepared to act on this.
3. Attention continues to focus upon the role of Local Government in helping to meet this challenge. The LG Group and the Department of Energy and Climate Change have recently reached an agreement setting out how local and central government will work together to tackle climate change. This will help local government work toward its aim of reducing its own carbon emissions by on average 30% and support homeowners to save on average £300 on their energy bills.
4. Norwich City Council has already made significant progress in reducing its emissions via our carbon management programme and the use of eco technology. For example we achieved an 8% reduction in our carbon emissions during 2010/11 which is a very significant achievement.
5. However, climate change and global warming are not the only environmental issues which can have a negative impact or influence on society. The past 20 years have seen a growing realisation that the current model of development is unsustainable. In other words, we are living beyond our means. From the loss of biodiversity with the felling of rainforests or over fishing to the negative effect our consumption patterns are having on the environment and the climate.
6. Unless we start to make real progress toward reconciling these contradictions we face a future that is less certain and less secure. We need to make a decisive move toward more sustainable development.
7. The council has already delivered a range of major environmental improvements through its last environmental strategy and other key policies. These are summarised below:
  - Achieved an 8% reduction in our carbon emissions (CO<sub>2</sub>) during 2010/11 contributing to a total reduction of 16.9% in the last three years.
  - Received recognition from the CLG (Communities and Local Government) as having the highest decrease in CO<sub>2</sub> emissions per capita in the south and east of the UK as well as being one of the highest nationally, whilst at the same time having one of the highest population growths.
  - Received recognition by the United Nations Environment

Programme's (UNEP) LivCom Awards 2010 as being regarded as a gold standard in the management of our environment.

- Commended as an example of best practice by the Carbon Trust and Salix for our innovative use of low carbon technology.
  - More than doubled our recycling rate in a two year period which is now at over 40%. This has meant we are in the top 10 of authorities in the country for reducing the amount of waste sent to landfill. The amount of waste produced per person has reduced by 18kg – the biggest improvement in the country. Next year we aim to achieve a 55 per cent recycling rate, boosted by the roll-out of our food recycling service, which is the first district wide food waste collection service in Norfolk.
  - Ran a successful and diverse programme of energy and affordable warmth work – including improvements to around 2,500 council homes.
  - Completed the eco retrofit of over 800 council homes to make them more energy efficient.
  - Completed the St Augustine's gyratory to improve air quality and traffic flow in the north of the City.
  - Adopted the new Greater Norwich Development Partnership Joint core strategy. This provides policies to require new development to be sustainably located and designed. There is a particular focus on addressing climate change and promoting low carbon development. This includes the most progressive policy for water efficiency in the country, and policies requiring energy efficiency, the use of renewable energy and the protection of environmental assets.
8. This new environmental strategy for 2011-2014 enables the council to use the information and skills that have been built up via previous work programmes to enable a real step change to the delivery of a more sustainable city. However, the strategy is realistic and recognises the council's significant and continuing resource pressures. Cabinet is asked to approve the new environmental strategy set out at Annex A.



**Norwich City  
Council  
Environmental  
Strategy  
2011-2014**

## **Contents Page**

<b>No</b>	<b>Section</b>	<b>Page</b>
1	Foreword	3
2	Norwich City Council Environmental Policy	5
3	Context / purpose	6
4	Key achievements	9
5	Development of the strategy	10
6	Where do we want to be?	11
7	How will we get there?	12
8	How will we know?	13
9	Action programme	14

## 1. Foreword – by the portfolio holder

- 1.1 Until recently, it has been possible to challenge the proposition that human activity has added to the natural process of climate change since the beginning of the industrial revolution. This is no longer the case. Climate change is happening and poses a long term threat to prosperity and the well being for our city.
- 1.2 We have suffered abnormal seasonal rainfall, high temperatures and stormy winters. According to the Met Office, April 2011, was the warmest April on record. The UK mean temperature was 3.7°C above the 1971–2000 average and it was the warmest April in the series from 1910.  
*“While there are noticeable highs and lows in year to year data, over longer periods of time there is a discernable warming trend across the globe. Natural causes can explain only a small part of this warming. The overwhelming majority of scientists agree that this is due to rising concentrations of heat-trapping greenhouse gases in the atmosphere caused by human activities”. (UK Met Office 2011)*
- 1.3 The global challenge of climate change is significant and requires a decarbonisation of the economy and a move away from the use of fossil fuels.
- 1.4 The Climate Change Act 2008 set out targets to reduce carbon emissions in the UK by 50% by 2025, and at least an 80% by 2050. The UK is the first country to pass legislation which has introduced a legally binding framework to tackle the dangers of climate change.
- 1.5 The public also have an expectation that action should be taken – Ipsos MORI's most recent survey on climate change and energy supply shows that, despite a decline in concern about climate change, the majority of the British public still believe the climate is changing and say they are prepared to act on this.
- 1.6 Attention continues to focus upon the role of Local Government in helping to meet this challenge. The LG Group and the Department of Energy and Climate Change have recently reached an agreement setting out how local and central government will work together to tackle climate change. This will help local government work toward its aim of reducing its own carbon emissions by on average 30% and support homeowners to save on average £300 on their energy bills.
- 1.7 I am pleased that Norwich City Council has already made significant progress in reducing our emissions via our carbon management programme and the use of eco technology. For example we achieved an 8% reduction in our carbon emissions during 2010/11.
- 1.8 However, climate change and global warming are not the only environmental issues which can have a negative impact or influence on society. The past 20 years have seen a growing realisation that the

current model of development is unsustainable. In other words, we are living beyond our means. From the loss of biodiversity with the felling of rainforests or over fishing to the negative effect our consumption patterns are having on the environment and the climate.

- 1.9 Unless we start to make real progress toward reconciling these contradictions we face a future that is less certain and less secure. We need to make a decisive move toward more sustainable development.
- 1.10 A widely-used and accepted international definition of sustainable development is: *'development which meets the needs of the present without compromising the ability of future generations to meet their own needs'*. Sustainable development offers the best hope for the future. Whether at school, in the home or at work, we all have a part to play. Our small everyday actions add up to make a big difference.
- 1.11 At a local level this new environmental strategy aims to deliver a sustainable environment which improves or maintains the quality of life for all of us. By making sure we use our natural resources wisely, emitting less CO<sub>2</sub> and recycling as much as possible, we can also take advantage of the fantastic opportunities to make financial savings whilst maintaining excellent services to our citizens which are more sustainable. Much good work has already taken place and this strategy will set out how we intend to build upon these actions and to deliver further improvements.

Portfolio holder

## **2.0 Norwich City Council's environmental policy**

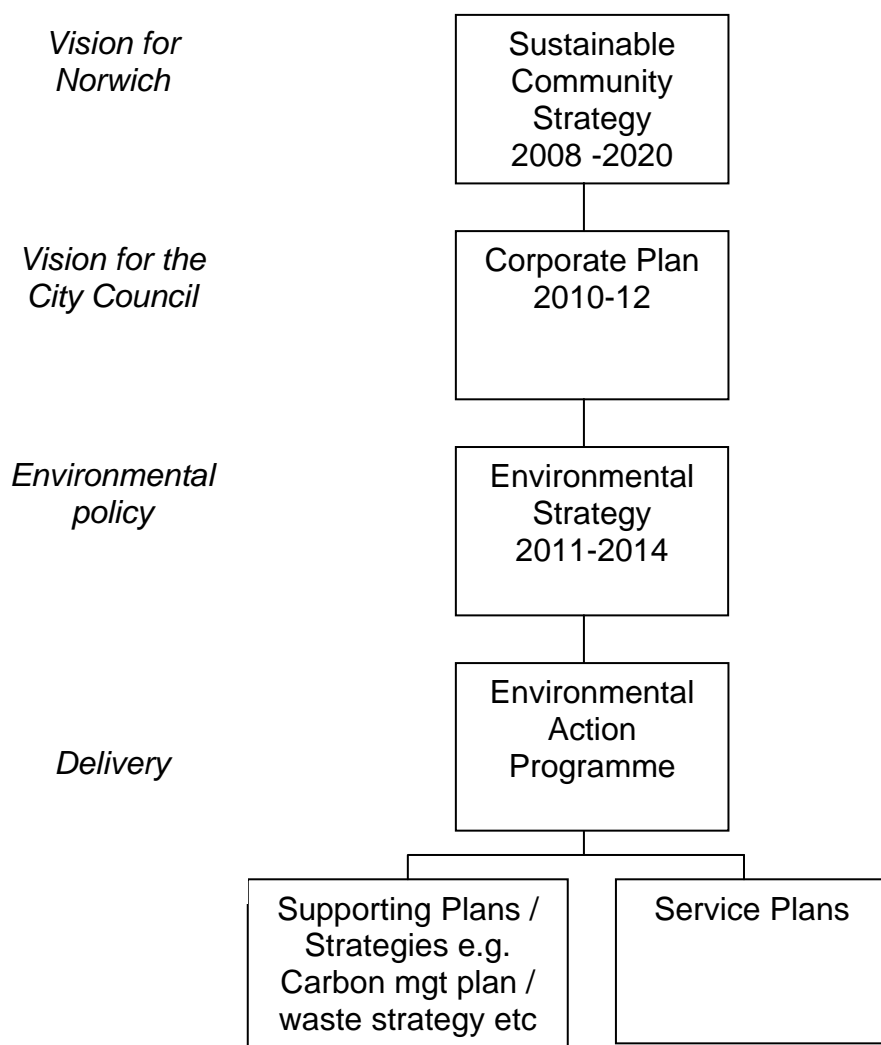
- 2.1 It is the Council's policy to meet its national and international legislative obligations, to develop local sustainable communities, enhance the local environment, deliver environmentally-friendly services and enforce environmental legislation to help stem the depletion of finite natural resources.
- 2.2 The council is committed to preventing pollution of the environment directly through compliance with legislation and the continual improvement of our estate management and environmental performance. The council will demonstrate this by monitoring it's resource use and by:
- increasing energy efficiency in council owned property
  - promotion of domestic energy efficiency
  - reducing disposal of waste to landfill
  - increasing recycling
  - reducing consumption of paper in council activities
  - reducing consumption of fuel in council activities
  - reducing CO<sub>2</sub> emissions from our operations via a target of 6% per year from a baseline of 2007 until 2012/13 (30% over 5 years)
  - prevention of groundwater pollution and contamination of the land
  - protection and enhancement of habitat and biodiversity
  - ensuring our procurement procedures balance high environmental specifications with total cost of ownership
- 2.3 This will be achieved through
- The implementation and maintenance of this policy in all areas of our work.
  - Implementation of a checklist and monitoring programmes
  - Compliance with applicable legal requirements to which we subscribe and to other requirements which relate to the other environmental aspects of our activities. For example best practice guidance from central government.
  - Campaigns and promotional work
  - Studies and questionnaires.
- 2.3 The delivery of this policy demonstrates our determination to lead in the fields of environmental protection and resource efficiency. The council also aims to influence others by demonstrating our efforts to community and business leaders via networking and other communications.

### **3. Context and purpose**

- 3.1 The sustainable community strategy for Norwich 2008-2020 sets themes with strategic objectives for the city. The second theme, “City of environmental excellence” sets the key objective for Norwich to become a low-carbon city, to minimise our use of global resources and to become a model city for the management of the natural and historic environment.
- 3.2 Within the council’s current corporate plan 2010-12 there is the key corporate priority “to deliver sustainable growth and development” and a corporate commitment “To achieve achieve at least a 6 per cent reduction per year in the city council’s carbon footprint”
- 3.3 This environmental strategy sets out a road map for how the council will work towards achieving its key environmental objectives, priorities and commitments for the City.
- 3.4 The strategy, therefore, acts an overarching environmental policy for Norwich City Council, sitting at a corporate level to provide direction for service-led environmental improvements, through service plans, other council strategies (such as the council’s carbon management plan, waste strategy, local development framework and procurement strategy) and procedures.

This is summarised in the diagram below:

Diagram A: Strategic Framework for Environmental Strategy



- 3.5 By working towards a sustainable community within Norwich we will 'balance and integrate social, economic and environmental components of the community; meet the needs of existing and future generations; and respect the needs of other communities. To create a sustainable community we will tackle the same issues as a climate change strategy would, therefore this strategy encompasses the actions taken by the council to address climate change.
- 3.6 The Council is also a partner in the county-wide Norfolk Climate Change Task Force working towards a reduction in our per capita CO<sub>2</sub> emissions in the local authority area through joint activities and projects. This strategy therefore includes our contribution to joint activities where appropriate.
- 3.7 This year's environmental strategy comes at a time when the council is facing significant financial challenges. Inevitably there will be resource restrictions on what can be achieved. However, by making sure we use natural resources wisely, emitting less CO<sub>2</sub> and recycling as much as possible will also present us with opportunities to make savings as well

as protect our environment. The strategy and action programme are therefore designed to grasp those opportunities wherever possible.



## **4.0 Key achievements from the last environmental strategy**

4.1 The council has delivered a range of major environmental improvements through its last environmental strategy and other key policies. These are summarised below:

- Achieved an 8% reduction in our carbon emissions (CO<sub>2</sub>) during 2010/11 contributing to a total reduction of 16.9% in the last three years.
- Received recognition from the CLG (Communities and Local Government) as having the highest decrease in CO<sub>2</sub> emissions per capita in the south and east of the UK as well as being one of the highest nationally, whilst at the same time having one of the highest population growths.
- Received recognition by the United Nations Environment Programme's (UNEP) LivCom Awards 2010 as being regarded as a gold standard in the management of our environment.
- Commended as an example of best practice by the Carbon Trust and Salix for our innovative use of low carbon technology.
- More than doubled our recycling rate in a two year period which is now at over 40%. This has meant we are in the top 10 of authorities in the country for reducing the amount of waste sent to landfill. The amount of waste produced per person has reduced by 18kg – the biggest improvement in the country. Next year we aim to achieve a 55 per cent recycling rate, boosted by the roll-out of our food recycling service, which is the first district wide food waste collection service in Norfolk.
- Ran a successful and diverse programme of energy and affordable warmth work – including improvements to around 2,500 council homes.
- Completed the eco retrofit of over 800 council homes to make them more energy efficient.
- Completed the St Augustine's gyratory to improve air quality and traffic flow in the north of the City.
- Adopted the new Greater Norwich Development Partnership Joint core strategy. This provides policies to require new development to be sustainably located and designed. There is a particular focus on addressing climate change and promoting low carbon development. This includes the most progressive policy for water efficiency in the country, and policies requiring energy efficiency, the use of renewable energy and the protection of environmental assets.

4.2 More detailed reports on progress against the last environmental strategy can be found in the council's annual environmental statements on the council's website at:

[www.norwich.gov.uk/site\\_files/pages/City\\_Life\\_Eco\\_Issues.html](http://www.norwich.gov.uk/site_files/pages/City_Life_Eco_Issues.html)

## **5.0 Development of the strategy**

- 5.1 In November 2009 Norwich City Council agreed to establish and support the Norwich Independent Climate Change Commission (NICCC) to seek the views of local people on the impact of climate change through a consultation exercise.
- 5.2 NICCC's board consisted of representatives from a wide range of people involved in the city, including businesses, faith groups, the media and Norwich City Council. It analysed the consultation findings and produced an independent report setting out a number of recommendations on how the council and other organisations and local people in the City might better prepare for a more sustainable future. The report was considered by the council's cabinet in November 2010 and it was agreed to use the report to inform the development of this strategy.
- 5.4 A stakeholder workshop was then held on 17 June 2011 where a large range of different organisations in the City came together to discuss the issues and recommendations raised by the NICCC report.
- 5.5 The NICCC's report and the outputs of the stakeholder workshop have been used to help to develop this environmental strategy. Other information and approaches that have been used to inform the strategy include:
  - analysis of information from customers on what are the key issues and priorities for local residents in the City
  - review of the current policy context and economic climate including the need for the council to continue to significantly reduce its resources
  - discussions with key partners over their priorities for the City
  - workshops with cabinet members and staff to consider the key role of the council in the current climate.

## 6.0 Where do we want to be?

6.1 Our key strategic environmental outcomes and priorities are set out in the table below:

Environmental Outcome	Environmental Priority
A That the impact of climate change is minimised wherever possible	<p>A1 To continue to reduce the Council's carbon emissions by 6% per annum up to the end of 2013 (total of 30% reduction)</p> <p>A2 To continue to improve the energy efficiency of housing and other buildings in the city</p> <p>A3 To continue to support and encourage more sustainable transport solutions and the delivery of the Norwich Area Transport Strategy</p> <p>A4 To "Green" the Council's approach to procurement by 2013/14</p> <p>A5 To achieve Level 3 against the current climate change adaptation indicator</p> <p>A6 To ensure development meets people's needs in a sustainable manner.</p> <p>A7: To improve our existing homes through strong planning guidance</p> <p>A8: To develop and implement a range of programmes and activities to promote and reduce the amount of water used in the city</p> <p>A9 To raise awareness of energy conservation and good environmental practice to citizens and business in Norwich</p>
B Waste sent to landfill is minimised and diverted	<p>B1 To increase the recycling level in Norwich to 55%</p> <p>B2 To develop a range of recycling options for council facilities</p>
C The local environment is protected	<p>C1 To develop and deliver a range of work programmes to maintain our natural environment</p> <p>C2 To prevent pollution of air, water and land and protect local habitat and bio diversity through an annual work plan</p>

## 7.0 How will we get there?

- 7.1 The council will achieve its environmental priorities through progression of an environmental action programme.
- 7.2 This action programme sets out the key activities and actions the council will progress within the following areas of its responsibility:
- **As an Estate Manager** – the council is a large employer and a major consumer of energy and other resources. Through better management of transport and buildings the council can cut emissions and save money and manage the estate so that it can be better adapted to the changing climate
  - **As a Purchaser of Goods and Services** – the council purchases a range of good and services and by greening its approach to procurement can support sustainability
  - **As a Service Provider** – the council can ensure that the impacts of climate change are properly taken into account and emissions are cut as far as possible through the operation of all services provided such as through the council's role as the local planning authority and as an enforcement body
  - **As Community Leaders** – through providing leadership to the City and through local partnerships and acting as an advocate and lobbyist.
- 7.3 The council's environmental action programme can be found at Annex A. This will be updated to accommodate new and emerging policy from central government and other sources as appropriate during the length of the strategy.
- 7.4 Responsibility for the overall delivery of the environmental action programme rests with the corporate leadership team and is coordinated and managed by the environmental strategy team. Specific actions, projects and activities within the programme will be the responsibility of different heads of service and operational managers.

## **8.0 How we will know?**

- 8.1 Overall progress on the environmental action programme will be reported quarterly to Scrutiny and Cabinet through the council's regular performance reporting and in detail through an annual environmental statement. This reporting will include the following key performance measures
- CO<sub>2</sub> reduction for local authority operations
  - Per capita CO<sub>2</sub> emissions in the Local Authority area
- 8.2 Regular progress reports will also be provided to the council's sustainable development panel which is a cross party working group chaired by the Cabinet member with responsibility for sustainable development. They will provide additional monitoring, challenge and scrutiny on the progress of the council in delivering its environmental action programme.
- 8.3 Progress will be communicated regularly to staff through a range of internal communications. It will be passed to all contractors and suppliers who have major contracts with Norwich City Council. This strategy and our annual environmental statement setting out overall progress will be publicly available through our website [www.norwich.gov.uk](http://www.norwich.gov.uk) and supported by a range of external communications to support awareness raising on these issues in the wider city.
- 8.4 Risks to the non delivery of this strategy have been considered however, from time to time, activities within this strategy may be adversely affected by factors which may fall out for the control of the authority.

## 9.0 Action Programme

	Outcome / Priority	Key Actions	Outputs	Service responsible	Delivery
<b>A</b>	<b>That the impact of climate change is minimised wherever possible</b>				
<b>A1</b>	To continue to reduce the City Council's carbon emissions by 6% per annum up to the end of 2013 (Total of 30% reduction)	Deliver carbon management programme by 2013	T8 to T5 lighting projects	ES + PS	December 2011
			Riverside Centre Voltage Reduction and pool cover	ES + Leisure connection	December 2011
			St Andrews Car Park LED lighting project	ES + PS	December 2011
			Monitoring of CO2 and NOx emissions	ES	July 2011
			Vending machine removals and timers	ES - Cultural Services	Ongoing
			Develop a project with the UEA Carbon Management Programme to explore cost/benefit for Carbon accounting		
		Complete utility review by 2012		ES	April 2014
			Utility Bills Review (LEAN) and Tariff optimisation	ES + Procurement	April 2012
			Produce an internal Energy Policy	ES + Procurement	April 2012

A2	To continue to improve the energy efficiency of housing and other buildings in the city	Complete accommodation and work styles review by 2012	Monitoring of SALIX investments	ES + Finance	Ongoing
			Accommodation Strategy	PS (Property Services)	Ongoing
			Working Styles Policy	PS (Property Services)	Ongoing
			Review the city's many assets to ensure they are maintained and their value maximised	PS (Property Services)	Ongoing
		Investigate micro generation investment opportunities by 2014	Solar PV System on City Hall	ES + PS	March 2012
			New Mills Micro Generation project	Economic Development + PS	
		Monitor and report progress against our 30% target on an annual basis	Annual reporting on Carbon emissions	ES	July 2012
			Production of Display Energy Certificates	ES + PS	July 2012
		Develop and deliver programmes and projects to improve energy efficiency measures in housing by 2014	"Warm Homes" promotions	ES	Dec 2011
			Identify one or more key funding partners for home energy projects	ES	Dec 2011

			Eco Retrofit Programme	Housing	July 2012
			Window replacement and boiler replacement programmes	Housing	Ongoing
			PV For Free Project	Housing	July 2012
			ECP Asset review	ES + PS	Dec 2014
			Develop a head load map for Norwich City Centre	ED + ES	April 2012
			New web pages with environmental advice	ES	April 2012
			Working with our contractors to increase fuel efficiency	ES	Ongoing
			Identify substandard housing	PSH	Ongoing
			Promotion of the Green Deal including investigation of options for social housing sector	ES + Housing	Apr-14
			Developed a cross service affordable warmth strategy and review the councils approach to affordable warmth work.	PSH+ES+PS+Housing	April 2012
<b>A3</b>	<b>To continue to support and encourage more sustainable transport solutions and the delivery of the Norwich Area Transport Strategy</b>	<b>Deliver Local Area Transport Strategy + GDNP transport projects as funding allows</b>	St Augustine's gyratory	R+D	Ongoing



			Pedestrianisation of Westlegate	R+D	Ongoing
			Review of speed management	R+D	Ongoing
			Bus rapid transit (BRT) network;	R+D	Ongoing
			Improvements to a core bus network as well as integrated ticketing and improved information;	R+D	Ongoing
			City centre improvements;	R+D	Ongoing
			A package of cycling and walking improvements;	R+D	Ongoing
			Smarter Choices initiatives, like travel planning	R+D NCCTF and County Council	Ongoing
		<b>Refresh the council's "Green" travel plan and reduce our transport emissions by 10% by 2013</b>			
			Fleet Review	PS + ES	April 2012
			Internal car share system	PS + ES	April 2012
			Electric/ Hybrid Fleet Cars	PS + ES	April 2012
			Trial stop/start technology in council fleet	ES + CS	April 2013
			Travel choice promotions	PS + ES	April 2012
			Improved cycle facilities	PS + ES	April 2012
			Bikes for staff to use	PS + ES	April 2012

			Cycle to work scheme EST driver training for staff and contractors	PS + ES  ES	April 2012  April 2012
A4	To "Green" the council's approach to procurement	Implement the new procurement strategy by 2013	Create an Eco Procurement Guide Establish a sustainability Checklist pre tender Monitor Contractors EMS and Carbon Emissions Purchase electricity from 100% Green supply	ES and Procurement  ES and Procurement  ES  Procurement	April 2013  April 2013  April 2013  Sept 2011
A5	To achieve Level 3 against the current climate change adaption indicator (NI 188)	Develop a robust approach to service risk and climate change using the UKCIP08 weather projections by 2013	Achieve L3 NI188 via use of the CAT Tool  Member Training  Officer Training	ES  ES ES + Climate Taskforce	2014  2014  2014
A6	To ensure development meets people's needs in a sustainable manner.	Implement the GNDP Joint Core Strategy by 2031	Ensure all new development is built to high JCS design and environmental standards Construction of 184 homes to L4 of the	ED + Planning	Ongoing April 2017

			code of sustainable homes		
			Energy Policy For the City	ED + ES	April 2013
			Update flood maps and info for citizens	Planning (with Norfolk County Council)	April 2013
			Update planning guidance on web for energy efficiency	Planning	April 2012 Dec 2014
A7	To improve our existing homes through strong planning guidance	Deliver Climate East training programme by 2011	Provide training for planning officers and members on climate change	Planning	April 2011
			Planning team to receive training on microgeneration	Planning	April 2011
A8	To develop and implement a range of programmes and activities to promote and reduce the amount of water used in the city	Develop a cross service approach to the management of water and water conservation by 2014	Implement JCS water efficiency policy for new development	Planning	Ongoing
			Work with Anglia Water on communications campaign	ES	April 2012
		Support the emergency planning procedures and processes through an annual programme of activities	Communicate flood maps to public	ES	April 2012
			Aqua fund projects	ES	April 2012
			Monitoring NCC water use	ES+PS	Ongoing

			Encourage water butts Encourage SUDS and other flooding policies		
A9	To raise awareness of energy conservation and good environmental practice to citizens and business in Norwich	Develop and deliver a programme of awareness raising activities by 2014	Annual Environmental Statement	ES	Ongoing
			Carbon Champions	ES	Ongoing
			One Small Step	ES + Communications	Ongoing
			Energy Officers Group	City Growth and Development	Ongoing
			Production of Display Energy Certificates	ES + PS	ES + Communications
			Update Web pages	ES	Ongoing
			Sign the new Nottingham Declaration	CEO	Dec 2012
			Consider the NICCC recommendations	ES	April 2011
			Citizen Panel Survey	CCTF	April 2011
			Development of case studies	All	Ongoing
			Build environmental elements into staff induction	ES + HR	Dec 2012
			Eco Awards	ES	Ongoing
			Eco Staff Survey	ES	Dec 2012
			School Resource Box	ES	Ongoing
			Support Earth Hour	ES	Ongoing

<b>B Waste to landfill is minimised and diverted</b>					
<b>B1</b>	To increase the recycling level in Norwich to 55% by 2012/13	Refresh the integrated waste management strategy by 2012	To improve our recycling and composting rates to more than 55%	Citywide services	Ongoing
<b>B2</b>	To develop a range of recycling options for council facilities	Develop appropriate waste management procedures for all council buildings by 2012	Procedures in place	ES + Facilities	April 2012
<b>C The local environment is protected</b>					
<b>C1</b>	To develop and deliver a range of work programmes to maintain our natural environment	Develop and deliver projects by 2014	<b>Examples include</b> Plant trees to replace damaged and aged stock (as appropriate) GIS In Cab monitoring Route optimisation of waste fleet EV's in contracts 90% of sites are in positive management Linking tree planting to flood maps	Citywide Services Citywide Services Citywide Services Citywide Services Citywide Services Citywide Services	Ongoing 2012 2011 2011 Ongoing Ongoing
<b>C2</b>	To prevent pollution of air, water and land and protect local habitat and bio diversity through our annual work plan	Develop and deliver projects by 2014	<b>Examples include</b> Positive management of air quality management zones		Ongoing

		<b>Develop a series of policy and information documents for contractors and staff working on our estate by 2014</b>	Working with contractors in regards to ISO14001 Events Trader guidance	ES ES	April 2012 April 2012
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**CONSTITUTION - APPENDIX 7** (*Version 8 March 2011 Article 15.3*)

**ACCESS TO INFORMATION PROCEDURE RULES**

**9. Background Papers**

9.1 The Head of Law and Governance will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion –

(i) disclose any facts or matters on which the report or an important part of the report is based; and

(ii) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined in Rule 11) and, in respect of reports to the Cabinet, the advice of a political assistant.

9.2 The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.