

STRATEGIC SCRUTINY COMMITTEE

Date: Thursday 21 September 2023

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting.

If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115.

Entry to the Civic Centre can be gained through the rear entrance, located at the back of the Customer Service Centre, Paris Street.

Membership -

Councillors Atkinson (Chair), Mitchell, M (Deputy Chair), Allcock, Asvachin, Branston, Ketchin, Knott, Leadbetter, Lights, Moore, D, Read, Snow, Vizard and Williams, M

Agenda

1 **Apologies**

2 **Minutes**

(Pages 5 -
12)

To approve and sign the minutes of the Strategic Scrutiny Committee held on 22 June 2023.

3 **Declaration of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item.

Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 **Local Government (Access to Information) Act - Exclusion of Press and Public**

It is considered that the Committee would be unlikely to exclude the press and public during the consideration of the items on this agenda, but if it should wish to do so, then the following resolution should be passed:

"**RESOLVED** that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the particular item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in the relevant paragraph(s) of Part 1, of Schedule 12A of the Act."

5 **Questions from Members of the Public Under Standing Order No.19**

Details of questions should be notified to the Democratic Services Manager via the committee.services@exeter.gov.uk email by 10.00am at least three working days prior to the meeting. For this meeting any questions must be submitted by 10.00am on Monday 18 September 2023.

For details about how to speak at Committee, please click the following link - <https://exeter.gov.uk/council-and-democracy/councillors-and-meetings/public-speaking-at-meetings/overview/>

6 **Questions from Members of the Council Under Standing Order No.20**

To receive questions from Members of the Council to the relevant Portfolio Holders for this Scrutiny Committee. The Portfolio Holders reporting to this Scrutiny Committee are:-

Councillor Bialyk - Leader
Councillor Morse - Portfolio Holder City Development
Councillor Parkhouse - Portfolio Holder Climate and Ecological Crisis
Councillor Wood - Portfolio Holder Leisure Services and Physical Activity
Councillor Wright - Portfolio Holder, Culture and City Centre Strategy

Advance questions from Members relating to the Portfolio Holders above should be notified to the Democratic Services Manager.

7 **Ethical and Low Carbon Advertising: Planning policy considerations** (Pages 13 - 18)

To consider the report of the Director City Development.

8 **Working Towards Net Zero - Exeter City Council's Corporate Carbon Footprint Report and Carbon Reduction Plan** (Pages 19 - 58)

To consider the report of the Director Net Zero and City Management.

9 **Progress Report Shared Prosperity Fund - Update 3** (Pages 59 - 70)

To consider the report of the Director Net Zero and City Management.

10 **Annual Scrutiny Report** (Pages 71 - 92)

To receive the report of the Scrutiny Programme Board.

11 **Scrutiny Work Plan and Forward Plan of Business** (Pages 93 - 98)

Please see attached the draft work plan of future scrutiny items for noting.

Please see a link to the schedule of future business proposed for the Council which can be viewed on the Council's web site. This on-line document is a source for Members to raise issues at Scrutiny on forthcoming Executive agenda items:- <https://exeter.gov.uk/council-and-democracy/councillors-and-meetings/forward-plan-of-executive-decisions/>

Should Members wish to raise issues in respect of future business please notify Sharon Sissons in advance of the meeting.

Date of Next Meeting

The next scheduled meeting of the Strategic Scrutiny Committee will be held on **Thursday 16 November 2023** at 5.30 pm in the Civic Centre.

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STRATEGIC SCRUTINY COMMITTEE

22 June 2023

Present:

Councillor Yvonne Atkinson (Chair)

Councillors Mitchell, M, Allcock, Asvachin, Ketchin, Knott, Read, Snow, Vizard and Williams

Apologies:

Councillors Branston, Leadbetter, Lights and Moore, D

Also present:

Chief Executive, Director Corporate Services, Director of Culture, Leisure and Tourism, Business Development & Brand Lead and Democratic Services Officer (SLS)

In attendance:

Councillor Philip Bialyk	- Leader
Councillor Emma Morse	- Portfolio Holder for City Development
Councillor Laura Wright	- Portfolio Holder for Culture & City Centre Strategy
Councillor Duncan Wood	- Portfolio Holder for Leisure and Physical Activity
Councillor Amy Sparling	- Member Attending Under Standing Order 45

51 **Minutes**

Subject to the correction to Minute 44, in respect of the Decarbonisation Fund and the reference to the Riverside and Isca Centre, it was confirmed that the Fund related to the Riverside and the RAMM, and subject to that change, the minutes of the meeting held on 16 March 2023 were taken as read, approved and signed by the Chair as correct.

52 **Declaration of Interest**

No declarations of interest were made by Members.

53 **Questions from Members of the Public Under Standing Order No.19**

In accordance with Standing Order No.19, the following question had been submitted by a member of the public, Mr Cleasby and was circulated in advance to Members of the Committee. Councillor Bialyk, Leader offered a response prepared for him by Councillor Parkhouse, Portfolio Holder Ecological and Climate Crisis as set out in italics below and also made a contribution:-

In the past year, what representations has the Council made to Stagecoach, other operators or to Devon County Council about the adequacy of bus services in Exeter?

The Leader advised that there was no formal mechanism between the City Council and the bus companies. Any formal representation was carried out through Devon County Council's Exeter Highways and Traffic Orders Committee (HATOC) which includes County Councillors and City Councillors. He had met with Peter Knight, the new Managing Director for Stagecoach South West when he was first appointed, and

had impressed upon him the issues being faced by residents and particularly the uncertainty of whether their bus would arrive on time. He had been given assurances that the timetable was being revised to ensure some of those uncertainties were addressed and the service would run more efficiently. The Leader could share Mr Knight's email address as he had said he was prepared to listen and deal with any concerns raised by Members. The Leader added that he had welcomed the opportunity to impress on Mr Knight of the need to attend the HATOC meetings to listen to what the City and County Councillors had to say.

Mr Cleasby asked a supplementary question and advised that in his contact with Stagecoach, they had raised concerns over traffic congestion which made keeping to a timetable more problematic. He asked if the City Council would be prepared to lobby Devon County Council more rigorously to look at dealing with the levels of traffic congestion.

The Leader advised he would arrange a further meeting with Mr Knight, but the most appropriate vehicle was through the HATOC meetings and Devon County Council, as the Highways Authority.

Mr Cleasby thanked the Leader for the response.

The Chair added that Devon County Council was currently consulting on the Exeter Local Transport Plan, and she invited Mr Cleasby to feed any comments into that.

54 **Questions from Members of the Council Under Standing Order No.20**

There were no questions submitted in accordance with Standing Order No.20 to the Portfolio Holders.

55 **Portfolio Holder Report**

Councillor Bialyk, as Leader reported on the respective areas of his Portfolio, which detailed the Council's published priorities, major ongoing programmes of work, issues impacting delivery, financial performance and budget requirements and potential changes being considered.

The following responses to Members were given:-

- a response to a question on the cost benefit analysis of the journey to Holsworthy to process organic food waste would be obtained. He would also speak to the Portfolio Holder for Place and City Management. The Member agreed to email further detail of a question on the carbon burden of using the Holsworthy site versus treating wet organic waste in Exeter.
- the City Council together with Devon County Council, Plymouth and Torbay had discussed a Level Two tier Devolution County Deal option, also known as a Devolution Light option. A Members' Briefing would be held later in the year to offer the opportunity to share all of the information, but no decision on this would be made without consulting Members.
The governance arrangements had still to be discussed, but the preferred model was for a combined authority, which would be principally governed by Devon County Council, Plymouth and Torbay Unitary Authorities with the other District Councils, including Exeter having a seat at the table. It would be important to take part in any discussion on the reallocation of local government resources for the front line delivery of services.

- the current funding streams for strategic support of supported homes was not part of this devolution discussion, but it would be appropriate to contact the County Council on this matter.
- a devolved authority could mean future opportunities for a local authority run bus service, but the business model would be very different from former years, and would have to be one which the local authority could control with more stakeholder control and influence.

A Member asked a series of questions to which the Leader responded:-

- an update on the medium term financial plan would be reported to the Executive on the 27 June. Following discussion with the Chief Executive, Section 151 Officer and Portfolio Holders, it is proposed to engage Members earlier in the annual budget setting process.
- driving down and managing debt was important. There was a strategy of investing locally and making sure that what was borrowed could be sustained.
- embedding net zero in all services and planning activity was an ambitious plan and as a local authority powers in relation to net zero were minimal. Exeter City Futures was being wound down, but Exeter still intended to work with a number of partners including the University of Exeter. The Council had signed up to a Civic University agreement and he was due to meet with the Vice Chancellor. A report would be presented to the Executive to set out the continued arrangements for meeting the city's net zero ambitions.
- a report, including a business plan for Exeter City Living was being prepared to be presented to the Executive in September.
- Exeter City Living (ECL) had no targets for social and affordable housing. The Chief Executive stated that the Council have set a target for the delivery of 500 homes over 10 years and significant progress has been made in that area, but it was not for ECL to determine how the Council delivered social or affordable housing.

The Leader also responded to a number of Member enquiries on Exeter City Futures including the future oversight of the work and stated that it had not been the City Council who had pulled away from the business group. As stated previously, a report to the September meeting of the Executive should address many of the questions raised by the Member.

He invited the Member to send in any other questions for a further response.

The Chief Executive at the invitation of the Leader set out additional information on a proposed review of the priorities and actions relating to the Corporate Plan. The Local Government Association had been commissioned to carry out some work on effective decision making using effective report control. It was acknowledged that the most efficient organisation was one that had the minimum amount of levels between a member of front line staff and the Chief Executive. This work would form part of a proposed change in organisational structure and Member support would be sought for a reprioritisation of the way that the Council worked, continuing to focus on customer and service delivery.

Members thanked the Leader and noted the report.

56 **Presentation on the Role of Scrutiny**

The Director Corporate Services gave an overview presentation on the role of scrutiny and its importance within the Council's democratic process. She advised that

this presentation was a precursor to a bespoke session on scrutiny planned for later in the year on the 7 September, from Bethan Evans of Governance Training and Consultancy Ltd.

The following points were highlighted in the presentation:-

- the current scrutiny system in Exeter was introduced in October 2019 with two scrutiny committees, namely Strategic Scrutiny Committee and also Customer Focus Scrutiny, with 14 members on each Committee, none are Members of the Executive.
- the terms of reference for the Strategic Scrutiny Committee covered Council wide strategic matters, relevant policies, corporate health and safety and climate change and sustainability.
- the scrutiny work plan was set by the Scrutiny Programme Board, which was chaired by Councillor Allcock, a non-Executive Member and comprised of the Chairs and Deputy Chairs of both Scrutiny Committees.
- the Scrutiny work plan is generated by Members of Scrutiny who were encouraged to submit areas of scrutiny using a Scrutiny proposal form. Once completed, the Strategic Management Board are invited to comment on how that topic aligns with the Council's corporate objectives and priorities.
- the Forward Plan, published monthly sets out all of the Council and Executive decisions to be taken over a 12 month period. Members should look at the business coming forward and take an active part in policy formation before the Executive makes a decision on that matter.
- there was the opportunity to explore scrutiny of a topic with a review through a Task and Finish Group or Spotlight Review with any recommendations presented to Scrutiny and Executive as part of the decision making process.

The role of Scrutiny was important and offered Members an opportunity to become involved in the process including:-

- to assist with the review of Council policy, look at service delivery issues including budgets,
- to enable public engagement with the ability to ask questions about Council responsibilities,
- holding the Executive to account through a mechanism of call in, under Standing Order 17 of the Constitution, whereby decisions made by the Executive that had not been implemented could be brought back to Scrutiny for further consideration. The grounds for a call in were
 - a) the process was either deemed deficient,
 - b) failed to consider alternative action,
 - c) failed to take account of relevant factors or
 - d) the decision was wrong in fact or law.
- the call in required seven members from either Scrutiny Committee.
- the Scrutiny Committee could consider a number of options including, to take no further action or make a request to the Executive to reconsider the decision, but may not change the decision. Call in does not apply to urgent decisions or recommendations to Council.

The Director Corporate Services responded to the following Members' comments: -

- the seven members of call in could be a Member of either Scrutiny Committee, but the topic would be considered by the relevant Scrutiny Committee.

- the committee system was aligned to the 2011 legislation and size of population. Exeter's population permitted a Leader Cabinet model rather than the Directly Elected Mayor/ Cabinet option.
- the Scrutiny training offered by Bethan Evans would be specially tailored to Exeter.

The Chair of the Scrutiny Programme Board referred to the Scrutiny proposal form, which was available on the Council's intranet. The Democratic Services Officer would send the link and also circulate the document for information.

A Member referred to statutory guidance on scrutiny from the Government published in 2019, which was still a useful document for Members new to scrutiny.

Members thanked the Director Corporate Services for the presentation.

57 **Ethical and Low Carbon Advertising**

The Director referred to a report in relation to a Motion presented at the April meeting of Council by Councillor Sparling regarding ethical and low carbon advertising, which was referred to this Scrutiny Committee. Councillor Sparling was in attendance Under Standing Order 45 to explain the Motion.

The report considered the Motion, the Council's existing advertising arrangements, explored the impact and potential options of ethical advertising moving forward, and acknowledged the importance of considering planning aspects of the Ethical Advertising Framework through a report back to the September meeting of Strategic Scrutiny Committee, before a further report to the Executive and Council.

The Director confirmed that Exeter City Council runs a successful advertising network throughout Exeter. An Ethical and Advertising Framework was adopted in 2019, which set out the remit that officers could operate by. In preparation for this meeting, officers revised the Ethical Advertising Framework which was circulated with the report. The expansion of digital advertising and reduction of its reliance on printed material was notable in the intervening period. The existing Framework had provided guidance from the *British Code of Advertising*, covering promotion of some food and drink which might lead to poor or latent healthy eating behaviours, as well as specific categories that the Council does not accept advertising relating to tobacco, alcohol products, and goods or services that were likely to offend, as well as adverts for personal injury claims or loans.

The advertising media currently included in the Framework consisted of:-

- Digital advertising screens
- High Street banners
- City Centre poster sites
- Exeter Citizen (Quarterly newspaper which is distributed to every residential and commercial property within the Exeter boundary)
- Vehicle fleet advertising
- Website

In terms of the Digital Advertising screens, Exeter City Council and Devon County Council have had a joint contract with Clear Channel, since 2012, providing advertising throughout the city. Devon County Council's contract covers sites across Devon. The City Council receives an annual percentage of revenue from the contract along with the provision of new or replacement bus shelters across the city. The

Director stated he would make a copy of the contract available to Members if they wished to view it.

Councillor Sparling welcomed the opportunity to provide more detail and wished to raise a number of points to put the Motion in context. The Motion had included a number of recommendations, not least that a review of any outstanding concession agreements should be mindful of the impending climate emergency. She wished to impress on Members that banning the advertising of certain products was not the same as banning the products themselves. Recent evidence showed that the introduction of a ban in advertising on certain food products, for example, does not automatically lead to a drop in revenue with companies continuing to advertise food and drink, albeit in a revised format. She also suggested that carbon intensive consumption moved the Council further away from its Net Zero ambitions.

Implementing new practices and policies could be daunting for local authorities, but Councillor Sparling asked the City Council to continue its pioneering approach in many areas and in this case support the climate commitment. She also referred to a legal opinion from AdFree Cities seeking to restrict advertising relating to high carbon products and was able to share the link. It was suggested that despite some concern around the loss of income, there was no data or evidence to support that standpoint. A precedence for an Ethical Advertising Policy had already been set by a number of local authorities across the country including Cambridgeshire County Council, Basingstoke and Deane District Council and Coventry City Council, and discussed by Bristol City Council. She referred to comparative data on digital signage and anecdotally a double sided digital bus stop board uses up to four times the energy of an average home, whilst a large digital bill board can use about 11 times the energy of the same. She considered that digital signage should not be seen as preferable or necessary, or any such promotion of goods and services that detrimentally impact the climate as well as the healthy harm to the residents in Exeter, when effort was being made to reduce the Council's carbon usage and meet the corporate objective of Net Zero for this Council. In conclusion, she urged the Strategic Scrutiny Committee to ensure that the Ethical Advertising Framework would be robust and aligned to the Council's objectives.

Members made the following comments:-

- that in the case of Clear Channel whether there was any evidence that their advertising does not comply with the City Councils or Devon County Council's own ethical standards.
- whether there were specific examples of what were deemed to be unacceptable in terms of product promotion, particularly in relation to food or carbon specific products or services, and in the example given of the multiple levels of energy used by bill boards and bus shelters, it should be noted there were far fewer of those than residential homes. This just amplified the need for a reduction in carbon within residential homes and for Government and local authorities to help with that.
- that Councillor Sparling should be invited to respond to comments and questions on the Motion at the September meeting.
- a Spotlight Review may be useful to look at the various issues in more detail.

The Director responded to some of those comments in the following terms:-

- an analysis on the budget impact of the proposals from the Motion would be made against the existing Framework from 2019, and the advertising contracts at that time,

- a detailed breakdown of the digital screens that the City Council control and use of energy from digital advertising versus printed versions would be made. The digital screens in Exeter were small, low energy, and the screens were turned off during the night,
- he had asked his colleague, the Business Development and Brand Lead to consider how the ethical approach to advertising and reduction in band width had affected local businesses in Exeter. He would ask him to reflect on the Exeter's local advertising environment. The only national advertising had been on a digital screen in the Guildhall Shopping Centre as part of an existing contract with a fast food chain which had now ended.
- the current Ethical Framework was already robust, but there was the opportunity to consider a reduction of advertising relating to higher carbon activity. An analysis of balancing the practicalities of supporting the local economy would be made.
- there was an operational cost to the Council to prevent some advertising, but an adjustment in that revenue in the budget was made at the beginning of the year.
- the recommendations in the Motion were in abeyance whilst the matter had been referred to Strategic Scrutiny for consideration,
- discounts were offered for some advertising packages depending on scale and demand,
- the Framework was first debated in 2019 and the move away from print to digital marketing has been a definitive direction taken by the Council and to achieve specific income targets.

The Chair referred to the challenges of limiting the promotion of products and services that contribute to climate change, with consideration for the resource and practicality of requesting a Net zero assessment for every advertiser. She also suggested that an increased focus on the negative impact of human behaviour change should be acknowledged. She noted the reference made by Councillor Sparling in relation to greenwashing (green claims in advertising).

The Director invited the Business Development and Brand Lead to circulate the existing Ethical Framework document and highlight the changes, which related to the exclusion of lotteries, apart from the new Exeter Community Lottery, and a reference to alcohol served at events in the Greater Exeter area. The status of vaping as a tobacco product would also be clarified. Members would be invited to submit their comments on the document, as well as consideration of the practicalities and impact of the proposals made in the Motion. The comments would be collated and reported along with matters relating to planning policy.

The Director Corporate Services proposed that further consideration of the recommendations be deferred to the next meeting of this Committee in September to allow the annotated Ethical Advertising Framework document to be circulated to Members to submit their comments and revisions on the document to the Director.

Strategic Scrutiny Committee supported the deferral of the report to the next meeting in September.

58 **Forward Plan of Business and Scrutiny Work Plan**

The Chair advised that the Scrutiny Programme Board met quarterly and she urged Members to use the Scrutiny proposal form to identify future business which would enable officers to prioritise any proposals made and create a balanced programme of work.

Members noted the Forward Plan and draft Scrutiny Work Plan.

The meeting commenced at 5.30 pm and closed at 7.10 pm

Chair

DRAFT

REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 21 September 2023

Report of: Director of City Development

Title: Ethical and Low Carbon Advertising: Planning policy considerations

Is this a Key Decision?

Scrutiny is a non-decision making committee

Is this an Executive or Council Function?

N/A

1. What is the report about?

1.1 A Motion was presented at Council by Councillor Sparling in April 2023 regarding ethical and low carbon advertising. A report was presented to Strategic Scrutiny Committee in June 2023 relating to corporate advertising arrangements and the draft Ethical Advertising Framework. This report follows the previous discussion and considers planning considerations in relation to advertising. It discusses the scope of a planning policy on advertisements for inclusion in the emerging Exeter Plan for consultation in the autumn of 2023.

2. Recommendations:

2.1 Members are asked to note the content of the report and discuss the scope of a potential advertisement policy for the emerging Exeter Plan.

3. Reasons for the recommendation:

3.1 The discussion will help to provide the planning context to the emerging Ethical Advertising Framework for the city as well as giving sight of the scope of the advertisement policy for the Exeter Plan.

4. What are the resource implications including non-financial resources?

4.1 This report focuses on the planning policy position regarding advertisements. The Council has already resolved to prepare a new Local Plan (the Exeter Plan) and has made available the associated budgets for this work. There are therefore no direct resource implications of the content of this report.

5. What are the legal aspects?

5.1 The display of advertisements is subject to a separate consent process within the planning system. This is principally set out in the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Advertisements are controlled with reference to their effect on amenity and public safety only. There are 3 categories of advertisement consent: (i) Those permitted without requiring either deemed or express

consent from the local planning authority; (ii) Those which have deemed consent; and (iii) Those which require the express consent of the local planning authority. Consideration therefore of the further detailed report on planning policy aspects will be necessary to understand the scope of the proposed ethical and low carbon advertising report. Any amendment to local planning policy is likely to have to feature in the new Local Plan and will be subject to consultation and review by a Planning Inspector.

5.2 There are presently contracts in place for both ECC controlled advertising and joint Devon County Council and Exeter City Council advertising.

5.3 Members will also note that there is statutory guidance on advertising, including the Code of Non-Broadcast Advertising and Direct and Promotional Advertising.

6. Report details

Introduction

6.1 As the owner of many capital assets around the city and as operator of various public buildings, the Council offers advertising opportunities. The emerging Ethical Advertising Framework helps to set the parameters for appropriate advertising on Council premises.

6.2 Separate to this position, as Local Planning Authority, the Council has a responsibility to determine applications for advertisement consent. This is managed by a specific process within the planning system and covers advertisements across the city – this is not limited to Council premises.

6.3 This report briefly explains the planning process with regard to advertisement consent.

Legislation regarding advertisement consent

6.4 Advertisement consent is specially managed through a set of national planning regulations; Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

6.5 These regulations specify that advertisements can only be controlled by considering two factors:

- The effect on amenity; and
- Public safety.

6.6 This narrow set of considerations significantly limits the ability of Councils to control advertisements through the planning process and specifically does not enable restrictions to be placed on what is being advertised. This is a matter for the Advertising Standards Authority or corporate policy.

Current local plan policy

6.7 Although national planning regulations significantly limit the matters which can be considered in determining applications for advertisement consent, the Council currently has a policy covering advertisements in the adopted Local Plan First Review. The policy is included below:

‘DG8: Advertisements, signs and notice boards will not be permitted if they are likely to cause harm to the character and appearance of the buildings on which, and the area in which, they are located’.

6.8 Within the limitations of the national planning regulations, this policy amplifies the considerations of amenity by identifying the need to address an advertisement’s potential impact on local character and the appearance of buildings.

Emerging Exeter Plan policy

6.9 As part of the ongoing preparation of the Exeter Plan the Council has reviewed the scope of policies which are considered to be needed in the new document. On this basis, it is proposed to include a new policy covering advertisements.

6.10 A new policy will be included in the next formal consultation stage of the Exeter Plan and, subject to Executive approval, this will be consulted on in the autumn.

6.11 The final draft wording is still being completed, however the scope of the new policy is likely to be similar to that in the current policy, amplifying the two themes of public safety and amenity which are the only two considerations for advertisement consent.

6.12 In terms of amenity it is proposed that the policy makes reference to:

- Location;
- Scale;
- Materials;
- Lighting; and
- Character historic significant of buildings.

6.13 In terms of public safety it is proposed that the policy makes reference to ensuring the functionality of:

- The highway network;
- The wider transport network; and
- Security systems.

6.14 It is also proposed that provision is made for renewable energy generation on digital advertising installations.

6.15 As already stated, it is not possible through the planning system to determine advertising consent applications on the basis of what is being advertised. For Council

premises, this however can be controlled through corporation policy including the Ethical Advertising Framework.

7. How does the decision contribute to the Council's Corporate Plan?

7.1 The content of the report and planning policy discussion covering advertisement consent relates to three priorities set out in the Council's Corporate Plan:

- Housing and building great neighbourhoods and communities;
- Net zero carbon city; and
- Thriving culture and heritage.

8. What risks are there and how can they be reduced?

8.1 There is minimal risk associated with the recommendations in this report; the scope of the emerging advertising policy in the draft Exeter Plan aims to manage the impact of advertisements on public safety and amenity providing more clarity to existing national consents regulations.

9. Equality Act 2010 (The Act)

9.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- Advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- Foster good relations between people by tackling prejudice and promoting understanding.

9.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

9.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

9.4 No potential impact has been identified on people with protected characteristics as determined by the Act because the report is for noting and discussion only.

10. Carbon Footprint (Environmental) Implications

10.1 The report and recommendations are for noting and discussion only. Carbon and environmental impact considerations would be assessed via a full Sustainability Appraisal of the emerging Exeter Plan.

11. Are there any other options?

11.1 The other options would be to:

- Retain the existing advertisement policy wording from the adopted Local Plan First Review; and
- Omit a policy on advertisements and instead rely on national regulations.

11.2 It is suggested that the updated policy scope included in this report provides an appropriate level of detail to supplement national regulations.

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

Strategic Scrutiny report and minutes from June 2023: Ethical and low carbon advertising

Director: Ian Collinson: Director for City Development.

Author: George Marshall: Assistant Service Lead - Local Plan

Contact for enquires:
Democratic Services (Committees)
Room 4.36
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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 21 September 2023

Report of: Director for Net Zero Exeter & City Management

Title: Working Towards Net Zero - Exeter City Council's Corporate Carbon Reduction Plan

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

- 1.1 The report is a six monthly update on the work of the Net Zero Team and delivery of the City Council's Carbon Reduction Plan. An update on city wide net zero, will be the subject of a report to Executive autumn 2023.
- 1.2 The updated Carbon Reduction Plan (v3.0) contains a combination of actions set out in the City Council's Achieving Net Zero Report (2022), and further corporate decarbonisation measures in progress across the Council.
- 1.3 An update of the City Council's latest Carbon Footprint and GHG Inventory results for 2021/22.

2. Recommendations:

- 2.1 That members acknowledge progress made in the Carbon Reduction Plan, the results of the most recent carbon footprint report and the scale of the challenge ahead.
- 2.2 That the Carbon Reduction Plan is an evolving 'live' document, and continues to be reviewed on a six monthly basis to monitor progress, and evaluate actions needed to deliver net zero in what is a fast changing environment.
- 2.3 Members acknowledge the priority ranking of high, moderate and low that has been added to the Reduction Plan to reflect the greatest potential reduction towards the Net Zero goal.
- 2.4 To deliver Net Zero for the City Council by 2030 will require a significant increase in financial investment and operational capacity internally, from government at a regional and national level and potentially from private investment. From current resources available, members debate the City Council's 2030 net zero target.

3. Reasons for the recommendation:

- 3.1 Exeter City Council declared a Climate Emergency in 2019 and as part of this commitment, it aims to achieve net zero Green House Gas (GHG) emissions for its own corporate activities by 2030. The target year is 20 years in advance of the 2050 national net zero target required under the Climate Change Act and reported on in the Sixth Carbon Budget.
- 3.2 Members have an appreciation of the work being carried out to deliver the Carbon Reduction Plan, throughout all City Council services and the resources, both financial and non-financial, needed to deliver net zero by 2030.
- 3.3 The organisational GHG inventory for 2021/22 follows the production of the previous Carbon Footprint Baseline Report 2020/21, both completed by the Centre for Energy and the Environment, at the University of Exeter. The 2020/21 footprint included a detailed evaluation of the City Council's emissions across seven sectors and sets out a range of carbon reduction measures, projections and offsetting options to deliver net zero.
- 3.4 Members debate the City Council's 2030 net zero target and whether its achievable with current resources.

4. What are the resource implications including non-financial resources

- 4.1 Achieving net zero, whether nationally, locally or organisationally, requires broad action across all emission scopes and across every City Council service. Reducing City Council carbon emissions is very challenging in such a tight time frame and with the resources currently available.
- 4.2 Additional resources will be required to enable the Net Zero Team to strategically plan the required organisation change and investment budget needed to deliver activity across services to support one of the main City Council's corporate priorities. Financial and non-financial resources currently in place were detailed in a report to Executive July 2022.
- 4.3 Investment and a clear policy change will be required to support the City Council to achieve net zero by 2030. Furthermore, capacity (financial and non-financial) to deliver the measures set out across services in the Carbon Reduction Plan should be addressed with some urgency.

5. What are the legal aspects?

- 5.1 Section 1 of the Climate Change Act 2008 states that '[i]t is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 100% lower than the 1990 baseline. The target was originally 80% and was increased to 100% by the Climate Change Act 2008 (2050 Target Amendment) Order 2019.
- 5.2 Exeter City Council has declared a climate emergency and set the target of achieving net zero by 2030.

6. Carbon Reduction Plan Update

- 6.1 The Carbon Reduction Plan demonstrates huge progress made and commitment to reducing the City Council's Carbon Footprint. The Reduction Plan is a summary of current and proposed projects, and is reviewed with service leads across the City Council on a six monthly basis to update, and provide for an authority wide commitment to Net Zero. A selection of projects undertaken are listed below, the Reduction Plan is in Appendix A.
- 6.2 The City Council carbon emissions overall reduction can be attributed to a number of factors, including the evolving and improved way in which procurement based emissions are calculated and reduced spend. The Net Zero Team have applied a lot of effort allocating suppliers to sectors, to make Scope 3 emission recording more accurate. In addition, emission factors have been inflation adjusted and aligned with UK Carbon Footprint factors, which are newer. The figures also look a little different because construction based emissions have been separated into either to non-residential (corporate buildings) or social housing.
- 6.3 The City Council has been awarded £6.4M to deliver heat decarbonisation projects at the Royal Albert Memorial Museum (RAMM) and the Riverside Leisure Centre (Riverside). At RAMM, a new air source heat pump system is proposed, replacing existing gas fired boilers that are at the end of their life. The Riverside project looks to replace an end of life boiler and heating plant with air source heat pumps, integrate a heat recovery system and upgrade its roof to improve thermal efficiency and accommodate the roof mounted air source heat pumps. This project is currently undergoing a full feasibility and design assessment.
- 6.4 RAMM secured MEND funding (£498,000). The grant from the Museum Estate & Development Fund (MEND) is matched by an existing capital programme budget, which will provide vital funds to address the maintenance backlog at RAMM, which will include installation of a permanent access system to the roof, upgrading the roofs' insulation and the re-decoration of damaged ceilings.
- 6.5 The City Council's Green Accord Scheme has been re-launched. Green Accord is an environmental accreditation scheme for businesses to evidence carbon reduction, it is also a supply chain tool for organisations to ensure their suppliers operate sustainable business practices and are working towards net zero. The scheme relaunched April 2023 at an Exeter Chamber of Commerce event, the Net Zero team are also working with District Council's across Devon for wider adoption. The Net Zero Team are in discussions with a number of South West organisations to promote the Green Accord across the region. Furthermore the scheme has received endorsement from the Government's new UK Business Climate Hub.
- 6.6 Officers from the Net Zero Team have delivered Carbon Literacy training to 165 members of staff, including members of the Strategic Management Board, Organisational Management Board and City Councillors. 71 Councillors and staff are certified as being Carbon Literate, which secures Carbon Literate Organisational Bronze Status for the City Council.

- 6.7 Housing services are continuing the retrofit programme across the City Council's social housing stock, financed through the Housing Revenue Account and Government funding. A delivery timescale is currently being developed.
- A Government grant of £1.49M via the Social Housing Decarbonisation Fund has been secured for 2023 through to 2025. The funding award represents 43% of the estimated retrofit costs, with the remaining 57% of £1.998m funded by the City Council.
- 6.8 The City Council has become a full member of the South West Energy and Environment Group (SWEEG). SWEEG is a collaborative research partnership of South West public organisations and provides the City Council access to detailed technical work by academics from the University of Exeter's Centre for Energy and Environment. Studies include the Water Lane Smart Grid and Storage Project and A Case for Electrification of Fleet. In addition, SWEEG has supported City Development in developing emerging policies for the Exeter Plan.
- 6.9 The City Council is currently working with Devon County Council and other District Councils to secure Local Electric Vehicle Infrastructure (LEVI) funding. The fund from government will be allocated to Tier 1 authorities (DCC), to support expansion of charging infrastructure across the County. The City Council will seek funding to implement new charging facilities in line with a City EV strategy, which be to be reported to Executive for adoption.
- 6.10 The pioneering Water Lane Smart grid and Storage Project completed in January, has received national recognition, securing a RTPI award and the shortlist for this year's APSE and edie Awards. The project (part funded by ERDF) includes a ground mounted 1.2 MW Solar Farm at Water Lane co-located with energy storage technology (2MWh battery store). A connecting private wire providing a renewable energy supply to the Council's Operations Depot at Exton Road and installation of EV charging infrastructure to support the electrification all operational fleet. The project also included a 120kw solar PV array on the Riverside Sports hall roof and battery store. Battery storage at the Matford Centre and John Lewis Car Park to optimise power generation from existing PV installed at both sites.
- 6.11 Unfortunately the City Council's bid to the Governments Low Carbon Skills Fund, for Decarbonisation Surveys, was not successful. However, essential building surveys to establish decarbonisation measures and costs to secure potential Sport England grant at two Leisure sites will be supported by the Net Zero budget. Further studies will be needed to understand the carbon benefit and funding requirements of retrofitting City Council owned and occupied properties
- 6.12 The Net Zero team will be commissioning a study to determine the full financial cost of achieving net zero by 2030. A report will be presented to Strategic Scrutiny on the resources required to achieve net zero by 2030. The likely timeframe is Spring 2024.
- 6.13 The Net Zero team continue to support the Devon Climate Emergency in attending and contributing to the Tactical Group, Resource Group and Climate Impact Group meetings. The Devon Carbon Plan has recently turned a corner, with delivery now being a focus of the above group meetings.
- 6.14 A solar survey has been commissioned to assess suitable City Council buildings for further installation of solar PV to support the decarbonisation of City Council owned buildings, which can take in a greater electricity demand.

- 6.15 As of Q1, £238,435 has been spent from the £1m one off net zero budget. Budget has been committed for City Council net zero, which includes temporary staffing (2 officers), SWEEG membership for an additional 3 years, feasibility studies, Carbon Literacy training and solar infrastructure maintenance.

City Wide Net Zero	Total budget £200,000
Staffing & Overheads	£0
Room Hire	£0
Project Activity	£0
Total	c/f £44,487
Total remaining	£155,513*
City Council Net Zero	Total budget £800,00
Staffing	£93,640
SWEEG Membership	£51,273
Carbon Literacy Training	£2,072
Green Accord website	£14,830
Feasibility Studies	£12,300
Solar PV	£19,833
Total	£193,948
Total remaining	£606,052

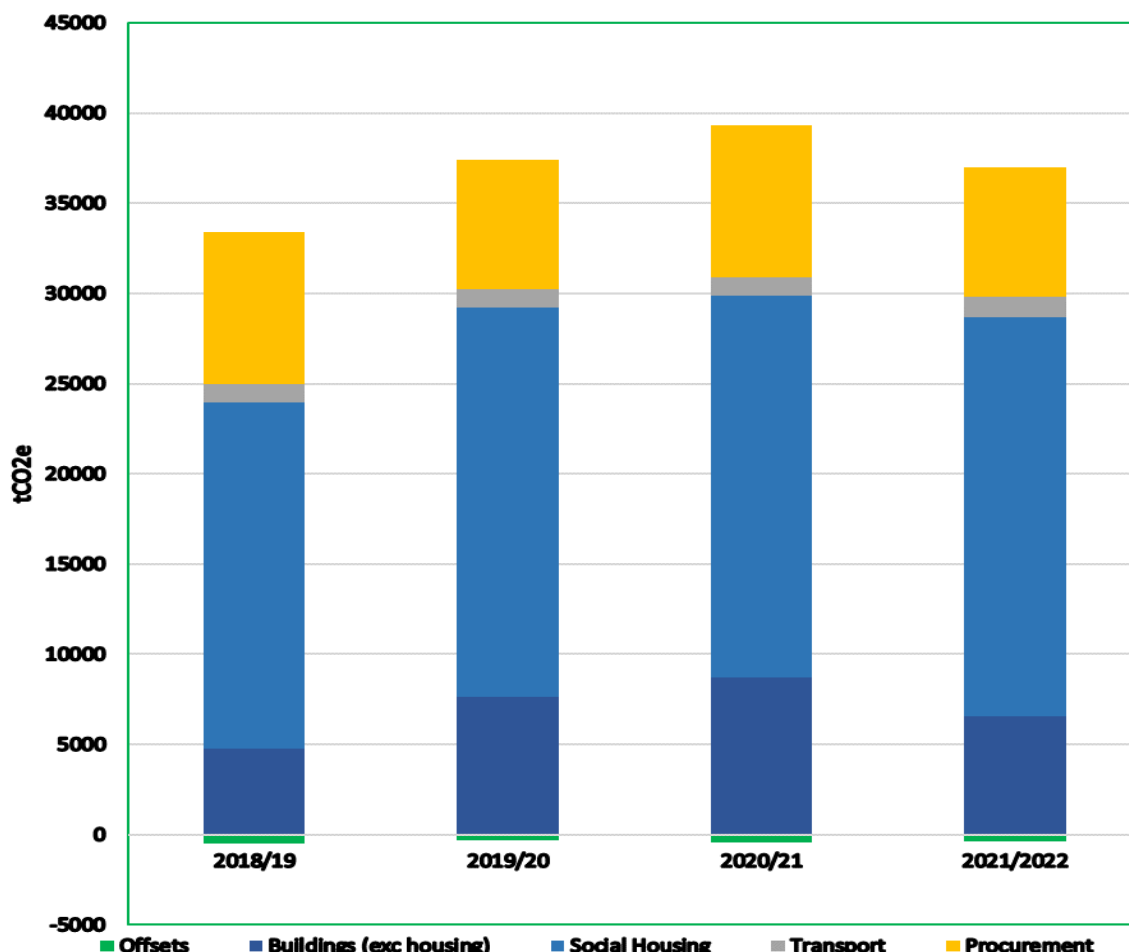
*To be combined with the City Net Zero Budget

7. Carbon Footprint report for 2021/22.

- 7.1 The City Council began monitoring its carbon footprint in line with the Devon CO2 Baseline Commission, set up in 2020 (baseline year). This progress report updates the City Council's carbon footprint, highlighting any changes from the baseline and previous year's inventory. The latest report is included in Appendix B.
- 7.2 Emissions for 2021/22 were 36,631 tCO₂e, which represents a reduction of 2,293 tCO₂e (6%) on the previous year. Emissions had been rising year on year prior to this. The cost for the City Council to achieve net zero will be determined as part of a wide ranging report, as detailed in 6.12.
- 7.3 **Non-Domestic Buildings 18% of our footprint (22% in 2020/21)** Overall, emissions from non-domestic buildings dropped in 21/22 mainly driven by spend on St Sidwells Point (which is converted to construction emissions) coming to an end. This is the first time construction emissions have been reported alongside operational emissions within the building categories (this categorisation has been retrospectively applied to previous footprint years). Operational emissions from the corporate estate increased, likely due to a bounce back from Covid, whilst leisure centres were still at a lower level, which could be attributed to the impact of Covid, and the closure of Pyramids at that time.
- 7.4 **Social Housing 60% of our footprint (54.5% in 2020/21)** Emissions in this category stayed broadly similar to previous years, as the majority of the housing

stock has remained unchanged. The slight increase was mainly driven by an increased spend on maintenance of the dwelling stock.

- 7.5 **Transport 3% of our footprint (2.5% in 2020/21)** Emissions increased by around 10% in this category, however it remains a comparatively small part of the overall footprint. The main source of emissions are from refuse collection vehicles. More recently three refuse collection vehicles have been replaced with electric type.
- 7.6 **Procurement 20% of our footprint (22% in 2020/21)** Emissions from this category decreased by 15%, driven by a reduction in City Council spend.
- 7.7 **Offsets (offsets -1% of our footprint (unchanged form 2020/21):** whilst generation remained similar to previous years, the amount of carbon offset by PV panels fell over the year as a result of the wider national electricity grid decarbonising. PV has the potential to offset less fossil based generation.
- 7.8 The table below illustrates GHG emissions by main operational category, as opposed to carbon scope, which better identifies outputs from Council activities.



Category	2018/19	2019/20	2020/21	2021/2022	tCO2e	% difference from 2020/21	Overall % of 2021/22 Carbon Footprint
Offsets	-468	-333	-423	-365	58	-14%	-1%
Buildings (exc housing)	4772	7609	8706	6556	-2150	-25%	18%
Social Housing	19192	21594	21183	22147	964	5%	60%
Transport	1009	1013	994	1094	100	10%	3%
Procurement	8430	7213	8445	7181	-1264	-15%	20%
TOTAL	32935	37096	38905	36613	-2292	-6%	

8. How does the decision contribute to the Council's Corporate Plan?

- 8.1 This report and the work of the Net Zero team links directly to the Exeter Vision and a number of corporate priorities. Projects will have to be delivered in partnership with all City Council service areas to reduce our corporate carbon emissions.

Exeter Vision	Innovative & Analytical City	The team has developed a range of data sets to monitor City Council carbon emissions
	Healthy & Inclusive	Ensure City Council owned homes are energy efficient
	The Most active city in the UK	Projects developed to support active travel for employees
	Accessible world class education	N/A
	Liveable & connected	Commercial and residential properties are energy efficient and built to the best possible standard
	A leading sustainable city	The City Council is a role model for other organisations in Exeter

Corporate Plan	Net Zero Carbon City	Net Zero team focuses on reducing City Council carbon emissions to deliver Net Zero by 2030.
	Prosperous Local Economy	City Council are supporting the new Innovation Hub, led by U of E
	Leading a Well Run Council	Solar projects to reduce energy and to provide an income to the City Council. Net Zero projects help to reduce service delivery costs
	Providing value for money services	Carbon reducing actions will be commercially viable and will reduce service delivery costs
	Housing & Building Great Neighbourhoods & Communities	Working with Building Greater Exeter, Liveable Exeter, Exeter City Living and other developers in developing sustainable and accessible neighbourhoods and new homes, using sustainable constructions methods
	Healthy & Active City	Working in partnership with Live & Move in developing sustainable travel options and low traffic neighbourhoods for staff active travel. Supporting Leisure to become cost neutral through better energy management and procurement
	Thriving Culture & Heritage	Decarbonisation of City Council owned cultural and heritage facilities

9. What risks are there and how can they be reduced?

- 9.1 The development of the City Council's carbon footprint report, supporting Carbon Reduction Plan and Net Zero Risk Register will inform the work programme of the Net Zero team and that of other services for the foreseeable future. The Carbon Reduction Plan will be presented to Strategic Scrutiny every six months for ongoing monitoring and evaluation.
- 9.2 Ownership, understanding and a lack of some emissions data is constantly being addressed by the Net Zero Team, with initiatives undertaken such as the Net Zero Ambassadors and Carbon Literacy Training Programme, as listed in the Carbon Reduction Plan.
- 9.3 The financial cost to deliver net zero within the City Council will be significant. This report provides detailed carbon reduction projections, and measures that can be taken to deliver those projections. At present, the team is unable to provide accurate financial costs for the measures needed at present, this will require investment plans and accurate cost proposals. The Net Zero team will work with SWEEG to determine the full cost of achieving net zero by 2030. A report will be presented to Strategic Scrutiny on the resources required to achieve net zero by 2030. If additional resources are not forthcoming, net zero will not be achieved by 2030.

10. Equality Act 2010 (The Act)

10.1 In delivering the action plan, the Net Zero team will take into account the potential impact of actions in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision. A separate EQIA is developed for each project.

11. Carbon Footprint (Environmental) Implications:

11.1 The City Council declared a Climate Emergency in 2019 and as part of this commitment, it aims to achieve net zero emissions for its corporate activities by 2030. The Carbon Reduction Plan provides a clear roadmap of actions to reduce Council GHG emissions.

11.2 Strategic decisions made, either have a positive or negative effect on City Council carbon emissions. Additional work needs to be undertaken prior to decisions being made, to determine the impact on City Council emissions.

11.3 The Net Zero Risk Register will consider the carbon reduction measures required to achieve net zero and measures needed to address the impact of extreme weather events to reduce financial risk and protect City Council services.

12. Are there any other options?

12.1 There is the option of not committing existing or additional financial and non-financial resources to work towards Net Zero within the City Council. This would result in a lack of co-ordination, strategic direction and delivery in reducing our carbon emissions and to realise the Council's Net Zero 2030 target. On a regular basis, the Net Zero team are sourcing and applying for external funding to support the delivery of the City Council's own carbon reduction plan, working with services to identify capacity and match funding within the City Council.

Director Net Zero & City Management, David Bartram

Author: Net Zero Project Manager

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

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Exeter City Council Corporate Net Zero Carbon Reduction Plan
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Exeter City Council declared a Climate Emergency in 2019 and as part of this commitment it aims to achieve Net Zero GHG emissions for its own corporate activities by 2030.

The core measures set out in this Carbon Reduction Plan are needed to drive forward and deliver a broad range of actions across all services to deliver Net Zero. The greatest challenge to the Council is the financial resource and capacity needed to reach Net Zero in a timeframe as tight as 2030. A one off budget of £800,000 has been provided to support the Net Zero team, which has enabled two temporary posts to be recruited for 4 years, and a revenue budget to support service delivery of the Carbon Reduction Plan.

The Carbon Reduction Plan is supported by the 'Exeter City Council Corporate Carbon Footprint' report produced by the Centre for Energy and the Environment at the University of Exeter, which sets out opportunities, actions, and targets required to reduce carbon emissions across all Council operations, and links to the Net Zero Risk Register completed June 2022.

The Carbon Reduction Plan is a live evolving plan, to be reviewed every 6 months to update on progress made, as well as legislative, financial, technical and operational changes. The plan is clearly laid out and includes an assessment of potential measures to reduce carbon emissions in each Council service ranging from the straightforward to far more challenging. The aim is to lead by example and to reduce emissions across all Council sectors, services and operations, with the aim of being Net Zero by 2030.

The success of the Carbon Reduction Plan will need support politically and financially to ensure every Council service and employee can lead by example and demonstrate the broad and sometimes extreme actions to reduce carbon emissions, whilst delivering a service to the residents and businesses of Exeter.

Document Framework

The seven sectors in the Carbon Reduction Plan (below) are those assessed in the Corporate Carbon Footprint report, with an additional Overall Organisational Change section. The footprint was completed following an appraisal of central government policy, input from discussions with Council Service Leads and other officers in relevant departments, and consultation with key Council documents and data sources.

Measures identified for each sector include possible actions attributed to services with an update on progress made, priority, lead and resource. It is noted this further work is needed to identify investment and accurate GHG savings.

1. Non-domestic buildings
2. Council-owned housing
3. Transport
4. Procurement
5. F gases and waste
6. Renewable energy
7. Land use change – afforestation
8. Overall organisational change

Governance and Monitoring

Delivery of the Action Plan will involve:

1. A rolling programme of projects, funded by invest to save opportunities, borrowing, the Net Zero budget, and available grant funding.
2. Progress to be monitored and reported on a six monthly basis to Strategic Scrutiny Committee, including an annual report of the Council's GHG Carbon Emissions to measure and monitor progress.
3. Monitoring and updating of the Net Zero Risk Register will be reported to the Audit and Governance Committee every six months.
4. Actions have been assessed as low, moderate or high priority based on greatest carbon saving and impact on delivery of Net Zero.
 - a. **Low** - of benefit, but unlikely to have a significant impact on reduction of carbon outputs
 - b. **Moderate** - impact is likely to assist the carbon reduction plan and the delivery carbon savings
 - c. **High** - essential for full delivery of the Carbon Reduction Plan and City Council Net Zero ambition

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update
Council Non-domestic buildings <i>(18% of 2021/22 footprint)</i>	Change in assets (speculative)	Longer term rolling plan to address retained assets and fabric first approach measures to reduce consumption beyond 2025	tbc	SMB, City Surveyor, Net Zero Lead	H	<ul style="list-style-type: none"> Decarbonisation survey undertaken in 2022 to establish available Public Sector Decarbonisation Scheme (PSDS) funding to establish corporate properties that qualify for retrofit, insulation and decarbonisation of heat. Survey established that two properties qualify – Riverside Leisure Centre and RAMM. Funding to be announced Feb 2023 BMS upgrade and Energy Management Information system installed to better identify projects and measure improvements Net Zero discussions with the Centre Operator have begun following acquisition of Guildhall Shopping Centre ASHP survey undertaken for two key leisure sites Heat Network Zoning Pilot being undertaken on City wide basis – potential if successful to feed high use sites. Roof replacement to provide for solar array at Riverside Leisure Centre completed and solar array fitted alongside battery storage in December 2022 Battery storage installed at 2 further sites with solar generation - Matford Centre and John Lewis Car Park, completed in January 2023 Membership of South West Energy and Environment Group (SWEEG) progressing with projects for 2023/4 agreed and studies to include investigating decarbonisation of corporate estate and operational services 	<ul style="list-style-type: none"> Exeter City Council has been awarded £6,391,664 to deliver heat decarbonisation projects at the Royal Albert Memorial Museum (RAMM) and the Riverside Leisure Centre (Riverside). RAMM will install a new air sourced heat pump system, replacing existing gas fired boilers that are at the end of their life. The Riverside Leisure Centre will replace an end of life boiler and heating plant with air sourced heat pumps, integrate a heat recovery system and upgrade its roof to improve its thermal efficiency and accommodate the roof mounted air sourced heat pumps. Low Carbon Skills Fund application for Decarbonisation Surveys earlier in 2023 was not successful. However, essential surveys to secure potential Sport England grant supported by the Net Zero budget, will be undertaken at leisure sites Feasibility Study Underway to assess the suitability of connection to a potential City Heat Network. Three sites are being surveyed and findings will be reported to SMB for further consideration should the heat Network be developed. RAMM secured MEND funding (£498,000). The grant from the Museum Estate & Development Fund (MEND) is matched by an existing capital programme budget will provide vital funds to address the maintenance backlog of the RAMM roof and will include installation of a permanent access system to the roof, upgrading the roofs' insulation and the re-decoration of damaged ceilings Ongoing discussions with the Local Plan team in developing net zero related policies for the Exeter Plan. Including Studies via SWEEG and the Centre for Energy & Environment at Exeter University. Include the Water Lane Smart Grid and Storage Project, A
		Consider GHG impacts in conjunction with potential development, construction of new facilities, sale of buildings, or change of asset to ensure lifetime emissions are accounted for, such as sale/repurpose of Civic Centre	-473	SMB, City Surveyor	H		
		Take GHG emissions into account alongside cost and commercial considerations when making key decisions to renovate and retain exiting sites. Refurbishing existing assets results in lower environmental impact	tbc	City Surveyor, Net Zero Lead, SMB	H		
	Efficiency and demand reduction	Improve space heating, hot water heating systems to decarbonise heat	-572	Corporate Property, Net Zero Team, Service Leads	H		
		Full energy efficiency and demand reduction investment grade audit at RAMM	tbc	Corporate Property, Net Zero Team, RAMM Service Lead	H		
		Improvement opportunities at RAMM include sector based changes to temperature and humidity controls of temporary exhibitions, and other permanent galleries to reduce consumption	tbc	Corporate Property, Net Zero Team, RAMM Service Lead	H		
		Replacement of Air Handling Units	tbc	Corporate Property, Net Zero Team, RAMM Service Lead	H		
		Improvements to Leisure Centres (Riverside ISCA, Exeter Arena) e.g. fabric improvements, ventilation upgrades, lighting replacement, swimming pool efficiency	tbc	Leisure Service Lead, Net Zero Team	H		
		Improvements to Corn Exchange e.g. fabric improvements, ventilation upgrades, lighting replacement	tbc	Corporate Property, Net Zero Team, Service Lead	H		
		Improvements to all remaining buildings with a 20% energy efficiency improvement by 2030	tbc	Corporate Property, Net Zero Team, Service Leads	H		
Decarbonising heat	Installation of heat pumps, district heating, direct electric heating or hydrogen heating (if feasible) in public buildings to decarbonise heat, including those requiring replacement at Riverside, RAMM, ISCA and Arena Centre. Where heat pumps	-584	Corporate Property, Net Zero Team, Service Leads	H			

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update
		are installed, ensure that low and zero GWP refrigerants are used					<p>Case for Electrification of Fleet. In addition, supporting Planning policy, development of the Local Plan and further emerging planning policy including retrofit, embodied emissions and future development standards.</p> <ul style="list-style-type: none"> Solar Survey for all remaining suitable assets to be finalised and business case developed to tender a programme of work to help decarbonise ECC owned and occupied buildings
	Water	Review water saving opportunities	-	Net Zero Team, Service Leads	L		
	Renewable energy	Inclusion of PV on any suitable outstanding roofs across ECC's non-domestic estate – see Renewable Energy Sector below	-82	Net Zero Team/City Surveyor	H		
		Investigate potential for further energy storage	Tbc	Net Zero Team, City Surveyor	M		
Council-owned housing (60% of 2021/22 footprint)	New Passivhaus dwellings	Build 1,000 new Passivhaus dwellings at proposed rate of 500 before 2025, and a further 500 up to 2030 to A++ target standard	+861	Assistant Director Housing, Exeter City Living	H	<ul style="list-style-type: none"> Green Homes Grant – Local Authority delivery of £1.6m secured and delivered in 2021/22 426 properties retrofitted as part of a 'fabric first' strategy – with the inclusion of PV installation and smart heating controls. Current housing assets planned maintenance programme includes retrofit work as standard Delivery target date of 2023 being assessed on the basis of current delivery and resource/funding availability Review of mechanical and electrical strategy underway – no programme installation of ASHP/GSHP to be installed at present Analysis of non-traditional properties being completed – structural condition now known to be sound and design plans are being prepared to maximise building fabric thermal efficiency. An initial programme for non-traditional properties likely to commence in the 2023/24 financial year New rented Council housing currently continues to be delivered to Passivhaus standard – a 53 bed extra care scheme was completed in 2022 The current new-build target is for 500 Council homes over a 10 year period – commenced in 2020 	<ul style="list-style-type: none"> The Housing Service is continuing the retrofit programme across the remainder of ECC stock, financed through the Housing Revenue Account. A delivery timescale is currently being developed. Further Government grant of £1.494m via the Social Housing Decarbonisation Fund has been secured for 2023/2025. The funding award is representing 43% of the estimated retrofit costs, with a further £1.998m co-funded contribution from ECC representing 57% and a total expenditure of £3.493m over a 2-year project period. This programme of works equates to a target of 98 properties for Year 1 (2023/24) and 147 properties for Year 2 (2024/25). Vaughan Road (91 new Affordable Passivhaus homes) is under construction ECL continue to work on sites through the design and development stage based on a Passivhaus design providing viability can be achieved.
	Loft and cavity wall insulation	Install loft and cavity wall insulation top-up where required in existing homes pre 2025	-139	Assistant Director Housing	H		
	Improvements in energy efficiency	Promoting energy efficiency and use of low energy appliances by promotion of /access to good quality guidance	-363	Assistant Director Housing	H		
	Further deployment of solar photovoltaic panels	Installation of PV to half of suitable existing and new homes by 2025	-334	Assistant Director Housing	H		
	Solid wall insulation	Install solid wall insulation in 500 appropriate homes	-244	Assistant Director Housing	H		
	Replacing fuel fuelled heating with ASHPs	Install ASHP in 3,510 homes not already heated electrically ensuring that low and zero GWP refrigerants are used	-9,871	Assistant Director Housing	H		
	Deep retrofit and other energy saving	Install combination of smart technologies, heat recovery, thermal and electrical storage where a property type is able to achieve Passivhaus/EnerPhit standards of 15kWh/m ² however Government grant funding now requires 90 kWh/m ² /year	-1,520	Assistant Director Housing	H		
	Final deployment of solar photovoltaic panels	Install PV on all remaining suitable homes by 2030	-203	Assistant Director Housing	H		
Transport (3% of 2021/22 footprint)	ECC Fleet	Migrating the fleet to low and Zero Emission Vehicles, including solutions for specialist waste and public and green space vehicles and equipment by 2030	-746	Fleet Management, Net Zero team	H	<ul style="list-style-type: none"> Continue Fleet and Equipment Electrification Plan Driver Training undertaken 18x (16.5%) electric vehicles (including 3x electric Refuse Collection Vehicles (eRCVs)), and 4x (3.7%) petrol hybrid vehicles, in active fleet of 109 vehicles in 2021/22 	<ul style="list-style-type: none"> Report by SWEEG evaluating the case for electrification of the remainder of the refuse collection vehicle fleet, considering both greenhouse gas emissions and costs. High Lease costs prohibiting expansion
		Minimise number of and mileage of journeys / better route planning for bin collections / waste bin collection rounds	tbc	Cleansing Services Lead,	H		

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update
				Fleet Management		<ul style="list-style-type: none"> Solar Farm at Water Lane co-located with energy storage technology with private wire provides a renewable energy supply to the Council's Depot site, supporting charging infrastructure to electrify the Council's Operation fleet. The ground breaking project was completed in January 2023 Review of Green Travel Policy underway, new policy to be developed following information gathered from Staff Survey 2023 Work with Waterways to undertake an Electrification and EV charging appraisal 	<ul style="list-style-type: none"> Research is being carried out to ascertain the viability of using bio-diesel for fleet vehicles. To reduce costs/carbon emissions, in the interim whilst electrification of the fleet is delivered Investigating navigation software to provide optimisation of residential waste collection EV infrastructure implementation plan and City Strategy completed and to be reported to Executive. ECC currently working with Devon County Council and other District Councils to secure LEVI to be allocated to Tier1 authorities to install charging infrastructure across the city. ECC to allocate in line with the EV strategy commissioned (above). No further fleet electrifications within P&GS in the last six months due to the current 3.5 Tonne vehicles available on the market not being operationally compatible with ECC payload requirements. Electric alternatives explored routinely for any replacement requirements Electric alternatives to small plant and equipment within P&GS being explored as and when equipment reaches end of life. No equipment has reached end of life in the last six months. Commuting and homeworking emissions to be calculated more accurately in 2023/24 carbon footprint, using data collected from travel survey with ECC staff April 2023: New Stagecoach Corporate Discount in place for ECC staff to encourage commuting by public transport Green Travel Plan incentivising sustainable travel to be finalised in August 2023 New travel survey carried out in July 2023 to improve accuracy of travel emissions within Carbon Footprint Waterways currently sourcing viable proposals for electrification and EV charging appraisal
		Drive efficiently e.g. through Telematics (especially important with electric vehicles)	tbc	Cleansing Services Lead, Fleet Management	M		
		Better reporting - each department using vehicles to measure and report mileage and give feedback to staff, set targets for reduction and incentivise to use most efficient vehicle	tbc	All Services, Net Zero team	H		
	Other direct transport	Zero Red diesel strategy for specialist vehicles and equipment for Public and Green Spaces team e.g. tractors, mowers, sweepers, tele-handlers and other portable equipment	tbc	Cleansing Services Lead, Fleet Services, P&GS Lead	H		
		Electrification of 25% of public and green spaces specialist equipment between 2025 and 2030 and removing red diesel	-18	Fleet Services, P&GS Lead	H		
	Indirect transport	Policy on business travel and grey fleet miles to ensure all business travel to be using public transport, active travel or electric vehicles	-127	OMB	H		
		Mandating use of low and zero carbon travel alternatives and green travel incentives	tbc	OMB	H		
		Further expansion of EV Charging Network across Council owned assets	tbc	Net Zero Team, Fleet Services, Parking Services	H		
		Require deliveries to the council to be by electric vehicles or bike, creating demand for freight consolidation centres. Liaise with partners to identify sites and ensure planning provision is made	tbc	Net Zero team, Procurement	M		

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Version 3.0, updated August 2023

Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update
Procurement <i>(20% of 2021/22 footprint)</i>	Improve data capture	Improve Data Capture, with minimum corresponding sector spend recorded in procurement records	tbc	Procurement Lead, Net Zero Team	H	<ul style="list-style-type: none"> New eProcurement software to be amended to allow for better recording of Scope 3 emission data Discussions ongoing with partnering organisations to introduce improved supplier carbon accounting data and obligate suppliers to provide contract specific emissions data, and use in contract selection process Procurement T&F group established, looking at categorising spend and analysing contracts over £100k to seek out embodied emissions Green Accord branding and logo redesigned in December 2022. Website rebuild completed and updated regularly. 	<ul style="list-style-type: none"> Carbon footprint reporting used by SWEEG for Scope 3 emissions data updated and more accurate methods are in place Procurement T&F group working to improve supplier engagement Working to get Commercial Endorsement Form to include whole life environmental cost for project – details on material, plant, waste, operative Procurement T&F group working to seek Scope 3 emission data for larger housing maintenance contracts April 2023: Green Accord relaunched at Exeter Chamber Event, providing an accreditation scheme for businesses to evidence carbon reduction and way for supply chains to ensure their suppliers use businesses with proven sustainable business practices and net zero targets. Campaign being developed to promote Green Accord across the region. Work to get all council printing on certification programme verified paper/card, e.g. FSC and PEFC underway June 2023: discussions underway with district councils in Devon and other large supply chains to adopt Green Accord Working to ensure Green Accord or equivalent environmental accreditation is a requirement of all ECC suppliers
		Make it a requirement that all suppliers for new contracts exceeding £50k should state associated GHG emissions with that contract for each financial year, or as a minimum suppliers should provide the corresponding sector for spec to minimise the effort and error associated with manual allocation, and this info be recorded in procurement records	tbc	SMB, Procurement Lead, Net Zero Team	H		
	Consider the need for new buildings	On consideration of the hierarchy for buildings and maximise use of existing assets: build nothing, build less, build clever, build efficiently	tbc	SMB, City Surveyor, Net Zero Lead	H		
		Implement a Sustainable Procurement Policy which specifically includes a minimum A and A++ (LETI) for all City Council new development projects	tbc	Procurement Lead, Net Zero Team, City Surveyor, Exeter City Living	H		
	Follow circular economy principles	Decisions must be taken with good quality data i.e. from suppliers. Take GHG emissions into account alongside cost and quality considerations when awarding new contracts and all key decisions on capital projects. Weight contract award weighting for climate change in procurement processes where relevant and proportionate	tbc	Procurement Lead, City Surveyor, Net Zero Team, SMB	H		
		Ensure all new homes have LETI embodied carbon rating of A and other construction has equivalent, target increased to A++ by 2030	tbc	Assistant Director Housing, Exeter City Living, SMB	H		
F gases and waste	Quantify ECC's own waste volumes	Produce an annual ECC waste report that includes total tonnes/annum, breakdown into categories by weight, final destination of waste reported. This will form a base year against which targets can be set	tbc	Net Zero Team, Recycling Lead	H	<ul style="list-style-type: none"> Recycling and signage provided in all Council offices Printing discouraged where possible 	<ul style="list-style-type: none"> Net Zero team working with Net Zero Ambassadors to help enforce waste prevention and recycling in the workplace Study to be sought from SWEEG to assess the carbon emissions of processing waste and recycling collected and sold on by ECC Discussions to be held with Corporate Property and Housing to ensure maintenance contracts include F gas losses Discussions with Corporate Property to accurately measure and create an inventory of fgases. Discussions with ECC venues to reduce single use plastic across organisation
	Reduce waste going to landfill	Use a contractor that guarantees no waste going to landfill	tbc	Service Leads, Net Zero Team	H		
		Adopt a no-printing policy. Ensure all documents distributed are electronic	tbc	OMB, Net Zero team	H		
	Quantify ECC's full inventory of F-gas	Create inventory of refrigeration, air conditioning and heat pump equipment and for each item, record the refrigerant type, the charge capacity and the time in use during the reporting period to plan a reduction programme	tbc	Corporate Property, Building managers, Net Zero Team	H		
Quantify ECC's recycling processing	Assess the carbon emissions of processing recycling that the city council collects and sells on. Include cardboard, paper, glass, plastic, and other waste streams sold on e.g. fishing nets	tbc	Recycling Lead, Net Zero team	H			

Exeter City Council Corporate Net Zero Carbon Reduction Plan
2022 – 2030
Version 3.0, updated August 2023

Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update																									
Renewable energy <i>(-1% of 2021/22 footprint)</i>	Non-domestic PV	Identify and make business case / seek funding for further non-domestic PV opportunities across ECC estate e.g. Guildhall, ISCA, Arena, ECFC, Corn Exchange, RAMM, University fields, Water Lane II, Bus Station, St Sidwell's Point	-461	City Surveyor, Service Leads, Net Zero Team	H	<ul style="list-style-type: none"> Pioneering Water Lane Smart grid and Storage Project completed in January, includes a ground mounted 1.2 MW Solar Farm at Water Lane co-located with energy storage technology (2MWh battery store). A connecting private wire providing a renewable energy supply to the Council's Operations Depot at Exton Road and installation of EV charging infrastructure to support the electrification all operational fleet. The project also included a 120kw solar PV array on the Riverside Sports hall roof and battery store. Battery storage at the Matford Centre and John Lewis Car Park to optimise power generation from existing PV installed at both sites. Review of Solar opportunities and new Invest to Save proposal for generation to provide energy security, protection against price increases, provide PPA potential, and to reduce carbon emissions through renewable self-supply 	<ul style="list-style-type: none"> Full dissemination report of first year of operation of Water Lane solar farm and energy storage technology, as well as outcomes from Riverside, Matford and John Lewis battery storage installations, to be completed by SWEEG. Review of solar opportunities underway including 13 ECC owned non-domestic buildings. Feasibility survey being carried out to relocate the canopy solar PV array from Mary Arches car park to the Guildhall Car Park. DNO constraints restrict large scale solar development. 																									
	Domestic PV	Install roof mounted PV on 2,386 existing homes and similar proportion of new build Council homes	-376	City Surveyor, Housing lead, Net Zero Team	H			Land use change – afforestation <i>(0% of 2021/22 footprint) offsetting potential</i>	Planting broadleaf and conifers	Planting broadleaf and conifers evenly throughout the Valley Parks and greenspace woodland (409ha) between 2022 - 2030 identifies potential to cover 25% of the area	-829	SMB, P&GS Lead	H	<ul style="list-style-type: none"> Within ECC Exeter P&G Spaces to move from 24% to 30% canopy cover (tree line cover), target for 2030. Working with Greater Devon Network partners to increase canopy cover further across remaining private open spaces 64 standard trees planted city wide, and 591 whips in a new woodland project at Newhaven fields Study to be undertaken to evaluate offsetting opportunities Parks officers have also continued to work closely with community groups and to support community-based initiatives. 2021/22 have seen the establishment and extensions of two community gardens in Exeter Officers working closely with Devon Wildlife Trust and Wild City, creating wildlife corridors, integrated process that relies on multiple methods to reduce aggregate use of chemical controls 	<ul style="list-style-type: none"> No further afforestation developments at this stage Increased meadow grass programme 	Explore options for offset funding and opportunities within Exeter, utilising Council owned assets	tbc	P&GS Lead, Net Zero Lead, SMB	H	Overall Organisational Change	Improve understanding of Net Zero actions and Climate Change	Implement 'Carbon Literacy' training to all Councillors, Net Zero Ambassadors, SMB, OMB and other relevant officers	tbc	Net Zero Team	H	<ul style="list-style-type: none"> Quarterly meetings between Net Zero Ambassadors and Net Zero team established Carbon Literacy training underway for all staff and Councillors delivered by 2 members of the Net Zero team, with training open to all staff and Councillors 30 members of staff and Councillors 'certified' as Carbon Literate so far Carbon Literate Organisation Bronze Status achieved in November 2022 	<ul style="list-style-type: none"> August 2023: 165 members of staff (including Net Zero, business and car parking service team, Net Zero Ambassadors, SMB) and Councillors have undertaken Carbon Literacy training delivered by 2 members of Net Zero team August 2023: 71 members of staff and Councillors 'certified' as Carbon Literate so far 	Develop communications programme to highlight within the Council and externally, achievements and projects delivered in working towards Net Zero 2030	-	Net Zero Team	H	Review City Council policies to determine their negative and positive impact on reducing Council carbon emissions
Land use change – afforestation <i>(0% of 2021/22 footprint) offsetting potential</i>	Planting broadleaf and conifers	Planting broadleaf and conifers evenly throughout the Valley Parks and greenspace woodland (409ha) between 2022 - 2030 identifies potential to cover 25% of the area	-829	SMB, P&GS Lead	H	<ul style="list-style-type: none"> Within ECC Exeter P&G Spaces to move from 24% to 30% canopy cover (tree line cover), target for 2030. Working with Greater Devon Network partners to increase canopy cover further across remaining private open spaces 64 standard trees planted city wide, and 591 whips in a new woodland project at Newhaven fields Study to be undertaken to evaluate offsetting opportunities Parks officers have also continued to work closely with community groups and to support community-based initiatives. 2021/22 have seen the establishment and extensions of two community gardens in Exeter Officers working closely with Devon Wildlife Trust and Wild City, creating wildlife corridors, integrated process that relies on multiple methods to reduce aggregate use of chemical controls 	<ul style="list-style-type: none"> No further afforestation developments at this stage Increased meadow grass programme 																									
		Explore options for offset funding and opportunities within Exeter, utilising Council owned assets	tbc	P&GS Lead, Net Zero Lead, SMB	H			Overall Organisational Change	Improve understanding of Net Zero actions and Climate Change	Implement 'Carbon Literacy' training to all Councillors, Net Zero Ambassadors, SMB, OMB and other relevant officers	tbc	Net Zero Team	H	<ul style="list-style-type: none"> Quarterly meetings between Net Zero Ambassadors and Net Zero team established Carbon Literacy training underway for all staff and Councillors delivered by 2 members of the Net Zero team, with training open to all staff and Councillors 30 members of staff and Councillors 'certified' as Carbon Literate so far Carbon Literate Organisation Bronze Status achieved in November 2022 	<ul style="list-style-type: none"> August 2023: 165 members of staff (including Net Zero, business and car parking service team, Net Zero Ambassadors, SMB) and Councillors have undertaken Carbon Literacy training delivered by 2 members of Net Zero team August 2023: 71 members of staff and Councillors 'certified' as Carbon Literate so far 	Develop communications programme to highlight within the Council and externally, achievements and projects delivered in working towards Net Zero 2030	-	Net Zero Team	H			Review City Council policies to determine their negative and positive impact on reducing Council carbon emissions	-	Net Zero Team, Service Leads	H							
Overall Organisational Change	Improve understanding of Net Zero actions and Climate Change	Implement 'Carbon Literacy' training to all Councillors, Net Zero Ambassadors, SMB, OMB and other relevant officers	tbc	Net Zero Team	H	<ul style="list-style-type: none"> Quarterly meetings between Net Zero Ambassadors and Net Zero team established Carbon Literacy training underway for all staff and Councillors delivered by 2 members of the Net Zero team, with training open to all staff and Councillors 30 members of staff and Councillors 'certified' as Carbon Literate so far Carbon Literate Organisation Bronze Status achieved in November 2022 	<ul style="list-style-type: none"> August 2023: 165 members of staff (including Net Zero, business and car parking service team, Net Zero Ambassadors, SMB) and Councillors have undertaken Carbon Literacy training delivered by 2 members of Net Zero team August 2023: 71 members of staff and Councillors 'certified' as Carbon Literate so far 																									
		Develop communications programme to highlight within the Council and externally, achievements and projects delivered in working towards Net Zero 2030	-	Net Zero Team	H																											
		Review City Council policies to determine their negative and positive impact on reducing Council carbon emissions	-	Net Zero Team, Service Leads	H																											

**Exeter City Council Corporate Net Zero Carbon Reduction Plan
2022 – 2030
Version 3.0, updated August 2023**

Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	August 2023 Update
		Improve staff capacity to allow delivery of Net Zero across all ECC Services (sectors)	-	All services, SMB	H	<ul style="list-style-type: none"> January 2023: New 'Climate Emergency' section created on ECC website which includes information ECC's Footprint reports, Carbon Reduction Plan and Net Zero progress. Intranet pages to be created to highlight Net Zero team's work December 2022: Statement made in support of the Devon Carbon Plan ECC has representation of the Tactical and Response Devon Climate Emergency group meetings 	<ul style="list-style-type: none"> 'Climate Emergency' section on ECC website continues to be kept up to date Active engagement with Scope 3 and Doughnut Economics Community of practice groups run by University of Exeter, and Devon Climate Emergency Response Group and Tactical Groups run by the Devon Climate Emergency team at Devon County Council
		Continue to work with partners locally and nationally to deliver Net Zero	-	All services, SMB, Net Zero team	H		
		Ensure all Council decisions are informed by an analysis of whether they would help or hinder the delivery of the Net Zero ambition for the council and the city	-	All services, Councillors, Net Zero team	H		
		Investment Plan to determine what resources would be required to achieve net zero measures		Net Zero Team	H		

Changes to version 2.0 in February 2023

- **Addition to potential measures in 'Transport' sector** - Require deliveries to the council to be by electric vehicles or bike, creating demand for freight consolidation centres. Liaise with partners to identify sites and ensure planning provision is made
- **Addition to potential measures in 'Overall Organisational Change' sector** - Ensure all Council decisions are informed by an analysis of whether they would help or hinder the delivery of the Net Zero ambition for the council and the city
- **Addition to area of focus and potential measures in 'F Gases and Waste' sector** - Quantify ECC's recycling processing - Assess the carbon emissions of processing recycling that the city council collects and sells on. Include cardboard, paper, glass, plastic, and other waste streams sold on e.g. fishing nets
- **Update column changed to February 2023** and updated accordingly above

Changes to version 3.0 in August 2023

- All previous measures taken moved to new 'Measures taken' column and new column created for August 2023
- New low, moderate, high priority ranking added for potential measures

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University
of Exeter

Centre for Energy
and the Environment

Exeter City Council's Carbon Footprint 2021/22

CENTRE FOR ENERGY AND THE ENVIRONMENT

Internal Document 1030

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Cover image: Solar Farm at Water Lane

Management Summary

The Centre for Energy and the Environment at the University of Exeter was commissioned by Exeter City Council to produce their organisational GHG inventory for the 2021/22 period. This report summarises the main aspects of the footprint both for the overall scope and approach, and for data collection and analysis.

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1 Introduction

The Centre for Energy and the Environment at the University of Exeter was commissioned by Exeter City Council to produce their organisational GHG inventory for the 2021/22 period. This follows the productions of previous footprints covering the 2018/19 and 2020/21 periods. This report summarises the main aspects of the footprint both for the overall scope and approach, and for data collection and analysis within each category, and reports the results using two categorisation schemes.

2 Inventory Scope and Method

2.1 General

The footprint is based on BS EN ISO 14064-1 [1] (referred to from here as ISO 14064) and the accompanying ISO/TR 14069 [2], and the Greenhouse Gas Protocol (referred to from here as the GHG Protocol) [3] and the accompanying documents [4] and [5] which provide more detail on quantifying emissions from supply chains.

A “carbon footprint” is taken here to be the net emissions of GHGs by the organisation over a year (i.e., an annual GHG inventory). The net emissions are established by calculating emissions from all sources (processes that release GHGs into the atmosphere), sinks (processes that remove GHGs from the atmosphere) and reservoirs (components other than the atmosphere that have the capacity to accumulate GHGs). The inventory includes all GHGs expressed in tonnes of carbon dioxide equivalent (tCO₂e), though these have not been disaggregated into emissions for each gas.

The footprint has been produced based on a “Financial Control” organisational boundary.

Emissions have been calculated for Scopes 1 (direct emissions), 2 (energy indirect), and 3 (other indirect) and the sub-categories within each of these as defined in ISO 14064 of which there are 23 in total. The relationship of direct and indirect emissions is shown in Figure 1. A further category (24) has also been included to include any offsets. The inclusion of each of these categories is shown in Table 1. The previous footprints have been produced within 10 categories as outlined in previous advice by the Government for its National Indicator 185. The approach taken this year and onwards aims to align ECC’s approach with the most comprehensive and utilised standards.

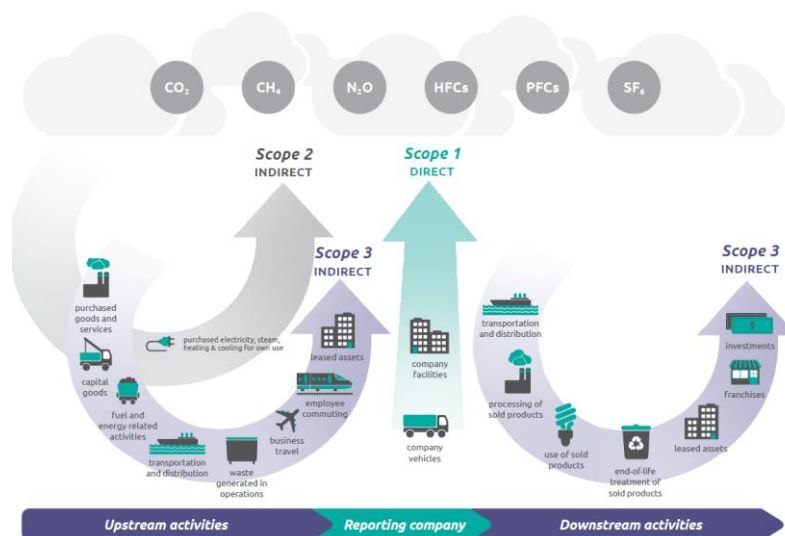


Figure 1: The relationship of direct and indirect emissions [Source: GHG Protocol]

Table 1: Inventory categories and their recommended inclusion or not within the footprint

Scope	Upstream/ Downstream	No.	Category ISO 14064-1	Include/ Exclude
Scope 1: Direct GHG emissions and removals				
1	Direct	1	Direct emissions from stationary combustion	Include
		2	Direct emissions from mobile combustion	Include
		3	Direct process related emissions	Exclude
		4	Direct fugitive emissions	Include
		5	Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	Exclude
Scope 2: Energy GHG indirect emissions				
2	Upstream	6	Indirect emissions from imported electricity consumed	Include
		7	Indirect emissions from consumed energy imported through a physical network	Exclude
Scope 3: Other indirect GHG emissions				
3	Upstream	8	Energy-related activities not included in direct emissions and energy indirect emissions	Include
		9	Purchased goods and services ¹	Include
		10	Capital equipment	Include ²
		11	Waste generated from organisational activities	Include
		12	Upstream transport and distribution	Exclude
		13	Business travel	Include
		14	Upstream leased assets	Exclude
		15	Investments	Exclude ³
	Downstream	16	Client and visitor transport	Exclude
		17	Downstream transport and distribution	Exclude
		18	Use stage of the product	Exclude
		19	End of life of the product	Exclude
		20	Downstream franchises	Exclude
		21	Downstream leased assets	Exclude
	Varies	22	Employee commuting	Include
23			Other indirect emissions not included in the other 22 categories	Exclude

In addition, an alternative categorisation scheme was defined to better align with the activities of the organisation. These were as follows:

1. Buildings (excluding housing): Corporate Estate, Leisure Centres, Other Non-Domestic, Waste from Buildings, Homeworking Energy, Construction and Maintenance.
2. Social Housing: Operational Emissions, Construction and Maintenance.
3. Transport: Own Vehicles, Grey Fleet, Business Travel, Commuting.
4. Procurement: Goods, Services.
5. Offsets: Exported Renewable Energy, Land Use Change, Purchased Offsets.

¹ This category is called “Purchased products” in ISO 14064 but the equivalent GHG Protocol category “Purchased goods and services” is deemed more appropriate.

² This is included by combined consideration with category 9 ‘Purchased goods and services’

³ Though spend on pensions from procurement data has been included within category 9 ‘Purchased goods and services’

The emissions calculated for each of the ISO 14064 categories across to this alternative scheme.

The carbon footprint covers a period of one financial year (i.e., 6th April 2021 to 5th April 2022 where daily data is available, or April 2021 to March 2022 where data is monthly). It is referred to as the 2021/2022 year.

Emissions were calculated by multiplying activity data by an emission factor. The gathering and analysis of activity data has been undertaken following a hierarchy approach with the aim being to capture the best available data. Emission factors come from a range of sources, however the most extensively used are the UK GHG Conversion Factors for Company Reporting [6] (referred to from here as the “Government EFs”). Full rationale is described in the methodology report, and confirmation of the specific data used for each category in the sections for Scopes 1, 2 and 3 below.

2.2 Scope 1: Direct Emissions

2.2.1 Direct emissions from stationary combustion

Description

Direct emissions arising from the combustion of fuels (for example, natural gas or oil) on-site in plant (for example boilers or generators) within the organisational boundaries of the reporting organisation. Here this includes all energy consumed in boilers from non-domestic buildings, and social housing.

Data Hierarchy and Calculation Approach

Energy consumption data was available for each relevant non-domestic building in the form of kWh consumed for gas for the period. This was the same format as in previous footprint years. For social housing, an analysis was undertaken using EPC data of the housing stock to estimate energy consumption for each dwelling. Energy consumption was converted to GHG using the Government EFs.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Buildings (exc. housing) > Corporate Estate
- Buildings (exc. housing) > Leisure Centres
- Social Housing > Operational Emissions

2.2.2 Direct emissions from mobile combustion

Direct emissions arising from fuel burnt in transport equipment within the organisational boundaries of the reporting organisation. Here this covers emissions from all vehicles owned by ECC. Emissions from other transport are accounted for within various other Scope 3 categories.

Data Hierarchy and Calculation Approach

The amount of fuel consumed by vehicle was provided. This included the amount of fuel (litres of kWh), type (diesel, petrol) as well as vehicle type and department. This was converted to GHG emissions using the Government EFs. The amount of electricity used was also available, though was not separately calculated to avoid double counting from building emissions.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Transport > Own Vehicles

2.2.3 Direct process related emissions

This category has been taken to be out of scope as it is not relevant.

2.2.4 Direct fugitive emissions

Description

These are direct uncontrolled emissions of GHG, with any process that directly utilises GHG being a potential source of emissions. Here this includes cooling plant in buildings.

Data Hierarchy and Calculation Approach

Data was not available for this accounting period, so instead the data from the 2020/21 footprint was used. This included the weight and type of refrigerant from a number of systems (26 at Riverside, 2 at Exeter Arena, 12 at Civic Centre, 5 at RAMM and 10 at Corn Exchange), from which a leakage rate of 3% was assumed. In addition, leakage was assumed from 10 domestic heat pumps from the social housing stock.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Buildings (exc. housing) > Corporate Estate
- Buildings (exc. housing) > Leisure Centres
- Social Housing > Operational Emissions

2.2.5 Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.3 Scope 2: Energy Indirect Emissions

2.3.1 Indirect emissions from imported electricity consumed

Description

These are indirect emissions associated with the import of electricity. It excludes upstream emissions associated with the production of fuels feeding power stations, embodied emission associated with the production of generation plant, and the transmission and distribution network (these are captured within Scope 3). In practice, this will be electricity consumption from buildings, and increasingly vehicles.

Data Hierarchy and Calculation Approach

The same data as used in the direct emissions from stationary combustion category was used to account for electricity imported in buildings. Where electricity was generated at sites, any self-consumed energy would reduce the imported electricity. Any exported electricity was accounted for as an offset. In all cases, the Government EFs were used to convert energy data into GHG emissions.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Buildings (exc. housing) > Corporate Estate
- Buildings (exc. housing) > Leisure Centres
- Social Housing > Operational Emissions

2.3.2 Indirect emissions from consumed energy imported through a physical network

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4 Scope 3: Other Indirect Emissions

2.4.1 Energy-related activities not included in direct emissions and energy indirect emissions

Description

These are indirect emissions associated upstream activities associated with fuel and electricity consumption by the reporting organisation. Examples include the extraction, production, transport, and distribution of fuel and energy. In practice, this will be an additional well to tank (WTT) uplift on all fuel use from stationary and mobile construction (Sections 2.2.1 and 2.2.2), imported electricity and energy consumed from a physical network (Sections 2.3.1 and 2.3.2), upstream transport and distribution (Section 2.4.5), business travel (Section 2.4.6), client and visitor travel (Section 2.4.9) upstream leased assets (Section 2.4.7), downstream transport, product use, and leased assets (Sections 2.4.10, 2.4.11, and 2.4.14), and employee commuting (Section 0).

Data Hierarchy and Calculation Approach

The data collection was the same as from the above source categories, as described elsewhere in this report. When calculating the emissions, the original emission factor was replaced with the emission factor for WTT as stated in the Government EFs. For electricity, the upstream emissions include WTT emissions associated with combustion at the generation plant (e.g., remote power stations), the transmission and distribution (T&D) network, and then WTT emissions on the T&D network.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were added to the main emissions from each of the associated categories and allocated in the same way as that category.

2.4.2 Purchased products and services

Description

These are emissions associated with the consumption of goods and services by the reporting organisation that are not otherwise included elsewhere in the inventory. For example, capital equipment, business travel, or electricity consumption are all examples of goods and services that are consumed, but they are already accounted for within specific sub-categories in the inventory that have been created within the standards to improve transparency and consistency. The scope of these emissions are “cradle to gate” i.e., all emissions that occur up to the point of sale by a producer e.g., raw material extraction, transport to a manufacturing facility, processing etc., but not including onward transport to the customer (the reporting organisation here), which is covered in Section 2.4.5 “upstream transport and distribution”. This category will rely heavily on engagement with both procurement departments, and supply chain partners.

Data Hierarchy and Calculation Approach

The ultimate goal to aim for would be to have specific quantified emissions for each good or service purchased by the organisation. In practice, this will not at this moment be achievable, and there will need to be a balance found between having sufficient granularity and accuracy of outputs against the time and effort required to calculate emissions from supply chains. Reporting may be by supplier and/or sector.

The GHG Protocol supply chain guidance documents discuss four calculation methods, of which only first and last are likely to be practicable. The following hierarchy should be followed for data collection (best to worst):

1. Supplier-specific method: This involves obtaining product level data directly from the supplier, and three methods ranked best to worst are described here:
 - a. The emissions from the product will have been calculated by the supplier ideally following the BS EN ISO 14067 standard [7] of Environmental Product Declarations (EPDs) [8]. The product emission factors used should be “cradle to gate” and not full lifecycle. These standards would provide the assurance that a fair and recognised approach has been adopted.
 - b. If a supplier has undertaken product calculations but has not followed these standards then it may still be possible to use their data though this should be done with caution and in discussion with the supplier to understand the calculations.
 - c. If this is not available, then the supplier may have produced their own emissions intensity value (e.g., kgCO₂e/£ spent) based on their own specific data, which could then be used with the value of the contract to estimate emissions.
2. Hybrid method: This approach effectively relies on gathering all the relevant data from a supplier (for example Scope 1 and 2 emissions, plus data such as mass of upstream materials) to enable the reporting organisation to then calculate the emissions. This option is discounted here as likely to be too resource-intensive to be applicable in most/all cases for the forces.
3. Average-data method: This method involves gathering quantified activity data (other than cost) such as mass of product, number of., hours spent etc. which can then be used with secondary data e.g., published databases, government statistics, literature studies, and industry associations. The GHG Protocol provides examples of databases [9], some of which are commercial. Adopting this method would rely on both capturing activity data using quantities other than contract value, and collectively deciding on the appropriate database for each product and applying it. As the former is not routinely undertaken and certainly not holistically across all categories of procurement, this option is discounted at this moment.
4. Spend-based method: This method involves assigning a sector (e.g., using the Standard Industry Classification [SIC] codes) to each item of spend, and then multiplying the value with a sector-specific emission factor. It may be more time-efficient to aggregate spend items by supplier and then rank suppliers by total spend. It is likely that a pareto principle will apply meaning that manual allocation of sector can be applied to the highest spend suppliers and then for the “tail” an average can be applied based on the top suppliers. This is the approach outlined in the ERG and Annex E, though the emission factors there are very out-dated. The most recent and applicable emission factors to be used are from the UK’s carbon footprint dataset [10] in the “SIC multipliers” sheet. Whilst this method is effective at being able to relatively quickly calculate emissions arising from anywhere in the economy, it is important to recognise it is not likely to be accurate and cannot distinguish emissions between spend within a category or between suppliers, and is only really useful as an initial rough “snapshot” rather than as a tool that can identify specific opportunities or track changes over time (as the only two factors in the calculation are amount spent and the emission factor).

At present, it is likely that option 4 will be used for calculating emission from all purchased products and services, though if improved data as described in option 1 becomes available over time, then this can be used for those goods and services and the remainder continued with the spend-based method.

In all cases, it is important to avoid the potential for double counting by excluding calculation of emissions that are already accounted for elsewhere. For example, in the case of adopting a spend-based analysis, the amount spent on suppliers of energy and business travel should not be included here as they will be included elsewhere in the inventory. It is also important that any spend on non-relevant categories are excluded. For example, money spend directly on wages via an agency would not

be contributing to emissions (and their activities within the organisation e.g., occupancy of buildings or vehicles will be captured elsewhere), though the fees spent on employment agencies for their services should be included.

For ECC spend data was available covering 31,494 transactions with 8,432 unique suppliers. The total spend was £91.3 million (ex. Vat). Each transaction also included spend categories at different resolutions, with the most detailed of these containing 394 categories. The following process was undertaken:

- A combination of manual and automatic assignment using supplier name and detailed category was undertaken to allocate a sector based on the ERG Annex E sectors to each line of spend. The ERG was used as it had in previous years and much work had already been undertaken manually assigning suppliers to ERG categories.
- Rules were established to (where relevant) exclude transactions by:
 - Supplier, for example Allstars fuel card (counted elsewhere), HMRC payments (not relevant), and Strata (covered elsewhere).
 - Detailed Spend Category, for example Covid and other grant distribution, business rates etc.
 - Emissions category, for example electricity and gas supply (counted elsewhere).
- A mapping exercise was undertaken to match sectors from the UK Carbon Footprint to the ERG sectors, so that the emission factors from the newer UK Carbon Footprint could be used instead of the ERG emission factors.
- Emission factors from each UK Carbon Footprint sector was assigned to each item of spend and adjusted for inflation from the most recent year of publication of the emission factors (2019).
- Emissions were calculated for each transaction by multiplying spend by emission factor.
- Emissions were aggregated by supplier and detailed sector, and coarsely as goods, construction/maintenance (separately for homes and non-residential buildings), and services.
- From the above, a directory was produced that mapped each supplier to a spend category and assigned an emissions category for each combination. This directory could be used on subsequent footprint years, including adding new suppliers where relevant.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Procurement > Goods
- Procurement > Goods
- Buildings (exc. housing) > Construction and Maintenance
- Social Housing > Construction and Maintenance

2.4.3 Capital equipment

This category has not been separated out from spend data from the previous category (purchased products and services). It is therefore included in the footprint, but not reported as a separate category.

2.4.4 Waste generated from organisational activities

Description

Waste can impact on organisational GHG emissions in several ways, including:

- The use of recycled materials in the products the organisation purchases. These are already accounted for in Sections 2.4.2 and 2.4.3).

- The transport and subsequent processing of waste generated by the organisation. This is what is covered within this section. Technically, the transport of waste from the organisation to the waste treatment facility would constitute “downstream transport and distribution”, however as the Government EFs combine the transport and waste processing impact, they are assumed to be included within this section.
- The onward disposal of waste from products sold by the organisation. This is not applicable here.

For waste generated by the organisation that is recycled, this has two potential GHG reducing benefits, firstly the reuse of material can lower embodied emissions from purchased products (this is accounted for in the purchase of those products), and secondly by avoiding sending that waste to be processed (e.g., preventing material from entering landfill sites). The second of these can be optionally reported as “avoided emissions”, however as the supporting data is likely to be hard to obtain and the overall impact minimal, it is recommended that this is not reported.

Data Hierarchy and Calculation Approach

The aim should be to obtain data at building resolution (i.e., waste produced at each site), however this information was not available here. Benchmark data waste generation data [11] as shown in Table 2 was used with FTE employee numbers to establish total amounts of each waste stream. It was assumed all paper products were recycled, and the remained processed at an energy from waste plant. The derived annual mass of waste (tonnes) was then multiplied by the corresponding emission factor from the Government EFs. It should be noted that these factors include an allowance for typical transport distances to a waste processing site and for the processing itself. As the benefit of recycling and energy recovery from waste are accounted for in the supply of recycled material and energy, for most EFs that values are low as they only include the transport component. The notable exception to this is any organic waste (and the generic “commercial and industrial waste” category) sent to landfill, though this was not relevant here.

Table 2: Breakdown of office waste per FTE to use if site specific data is not available (Source: Cundalls)

Waste Stream	Split	Mass (kg)
White paper	20%	40
Cardboard	14%	28
Newspaper and Magazines	13%	26
Other Paper	13%	26
Food	21%	42
Building (services and other)	4%	8
Plastic cups	1%	2
Cans	3%	6
Glass	3%	6
Office Equipment	2%	4
Other Plastic	6%	12
TOTAL	100%	200

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Buildings (exc. housing) > Waste from Buildings

2.4.5 Upstream transport and distribution

This category has been taken to be out of scope as it is not practicable to monitor or calculate in a meaningful way.

2.4.6 Business travel

Description

This section includes emissions from business travel in vehicles owned or operated by third parties and also includes emissions associated with hotel stays on business trips. Emissions associated with travel in vehicles owned or leased by the organisation, or from commuting, are covered in other sections.

Data Hierarchy and Calculation Approach

Mileage data was available for a number of generic vehicle sizes (small, medium, large) and fuel types (petrol, diesel). Emissions were calculated by multiplying the mileage by the emission factor of each vehicle type.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Transport > Grey Fleet

2.4.7 Upstream leased assets

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.8 Investments

This category has been taken to be out of scope as the category in the GHG Protocol is more aimed at financial institutions and is in general not relevant to the activity of the organisation. The inclusion of pensions within the protocol is optional and has not been included here now.

2.4.9 Client and visitor transport

This category has been taken to be out of scope as it is likely to be very small and not practicable to monitor or calculate in a meaningful way.

2.4.10 Downstream transport and distribution

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.11 Use stage of the product

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.12 End of life of the product

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.13 Downstream franchises

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.14 Downstream leased assets

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

2.4.15 Employee commuting

Description

This includes transport of employees between their homes and workplaces. This can cover a range of modes but in practice will be mainly driving (either single driver or car sharing) as well as potentially public transport modes and walking/cycling. Also included in this section “home working” i.e., emission arising from energy used to heat homes and operate work equipment whilst staff are home working.

Data Hierarchy and Calculation Approach

Undertaking a detailed staff survey would be the most accurate and useful data for establishing commuting emissions. This was not available for this year, and so the following process was undertaken:

- The total and FTE number of staff was established.
- An estimate was made for number of staff whose role requires them to be onsite every day. This was multiplied by the ratio of total FTE to total staff numbers to convert this to an estimated FTE of staff who always commute. It was assumed (ECC estimate) that the remaining staff commuted 1 day in 5.
- The total number of commuting days was taken to be 224, and the total hours in a day to be 8.
- The number of, and split of journeys by car for each of Exeter, the Greater Exeter area, and the Wider Region was taken from Exeter Transport Strategy 2020⁴. This was used to calculate a weighted average of car drivers to workplaces in Exeter (58% of trips).
- The ratio of car to bus to train commutes from a previous year’s survey of ECC staff was used to estimate the percentage of commutes by bus and train. The remainder of all trips were assumed to be walking/cycling, resulting in a modal split of 58% car, 11% bus, 14% train, 17% walk/cycle.
- The average one-way distance of each commuting mode was taken from a previous year’s survey of ECC staff based on home postcode (12.6 miles car, 13.3 miles bus, 15.7 miles train).
- Annual emissions from each mode were calculated by multiplying FTE staff by total annual days by proportion of working days commuted by daily distance by the relevant modal emission factor from the Government’s EFs. WTT emissions were calculated in the same way.
- Work at home emissions were calculated by establishing the total amount of days not commuted, converting this to working-hours and multiplying by the appropriate emissions factor.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Transport > Commuting
- Buildings (ex. Housing) > Homeworking energy

2.4.16 Other indirect emissions not included elsewhere

This category has been taken to be out of scope as it is not relevant to the activities of the organisation.

⁴ <https://democracy.devon.gov.uk/documents/s33455/Exeter%20Transport%20Strategy%202020-2030.pdf>

2.5 Offsets

Description

This section covers any offset emissions, which could include generated and exported renewable energy, or purchased carbon credits.

Data Hierarchy and Calculation Approach

The only relevant offset in this category was exported renewable electricity. Metered export data was available for a number of sites, and this was multiplied by the emission factor for electricity generation. No offsets for WTT was assumed.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category were allocated to:

- Offsets > Exported Renewable Energy
- Offsets > Land Use Change

3 Inventory Results

The results for the 2021/22 inventory and previous years (there was no footprint from 2019/20) are shown by main and sub category for ISO 14064-1 categories and the alternative categorisation schemes in Figure 2 to Figure 5 and in Table 3.

Emissions for the 2021/22 period were 36,631 tCO₂e. This represents a reduction of 2,293 tCO₂e (6%) on the previous year. Emissions had been rising year on year prior to this. Headline observations from the alternative categories are as follows:

- Non-Domestic Buildings (18% of footprint): Overall, emissions from non-domestic buildings dropped in 21/22 mainly driven by the spend on St. Sidwells point (which is converted to construction emissions) coming to an end. This is the first time construction emissions have been reported alongside operational emissions within the building categories (this categorisation has been retrospectively applied to previous footprint years). Operational emissions from the corporate estate increased, likely due to a bounceback from Covid, whilst leisure centres were still at a lower level, perhaps still due to the impacts of Covid, and the closure of Pyramids.
- Social Housing (60% of footprint): Emissions in this category stayed broadly similar to previous years, as the underlying housing stock has remained similar. The slight increase was mainly driven by an increased spend on maintenance of the dwelling stock.
- Transport (3% of footprint): Emissions increased by around 10% in this category, however it remains a comparatively small part of the overall footprint. The main source of emissions are from refuse collection vehicles.
- Procurement (20% of footprint): Emissions from this category decreased by 15%, driven by a reduction in spend.
- Offsets (offsets 1% of footprint): The amount of carbon offset by PV panels fell over the year as whilst generation remained similar, as the wider national electricity grid decarbonises, PV has the potential to offset less fossil based generation.

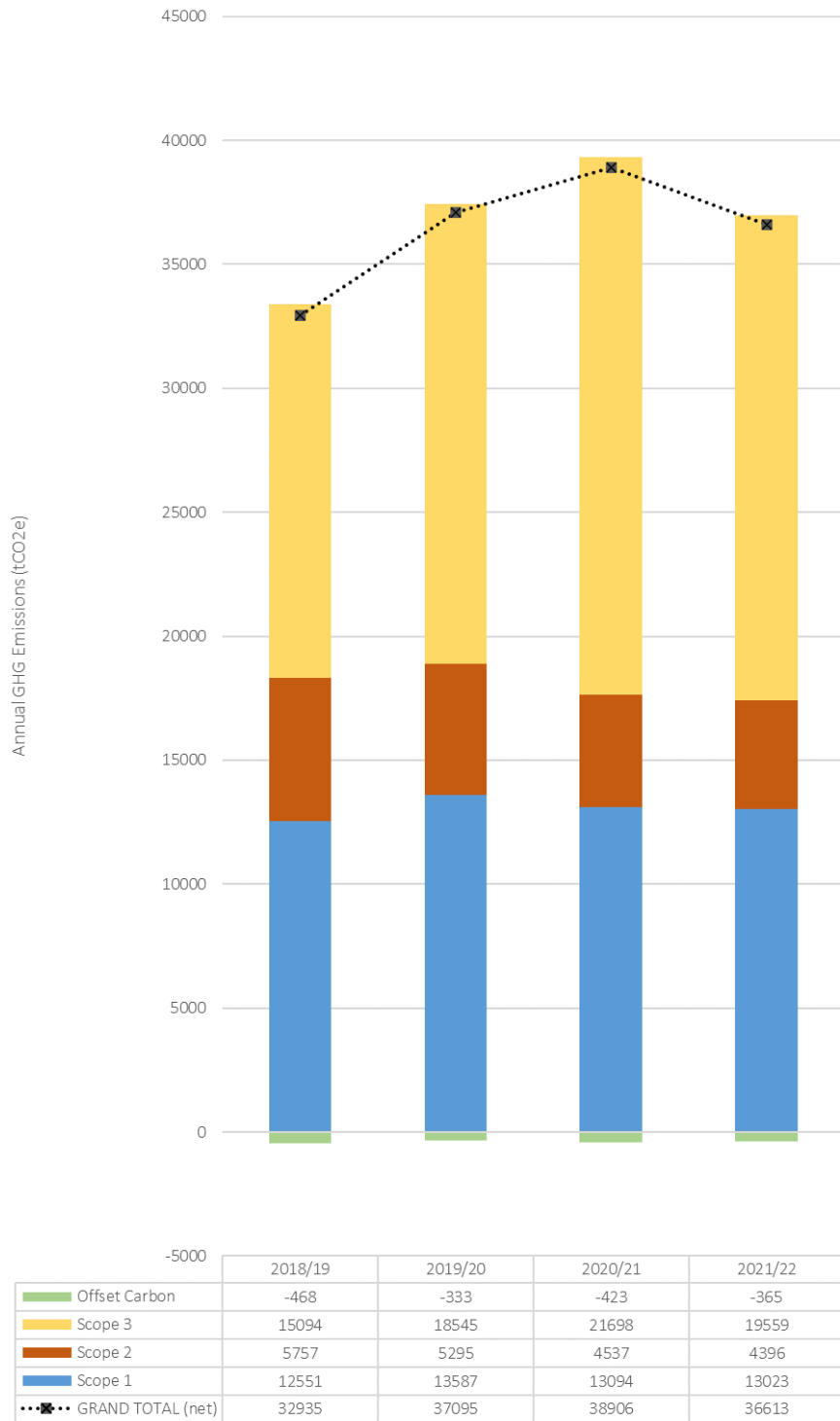
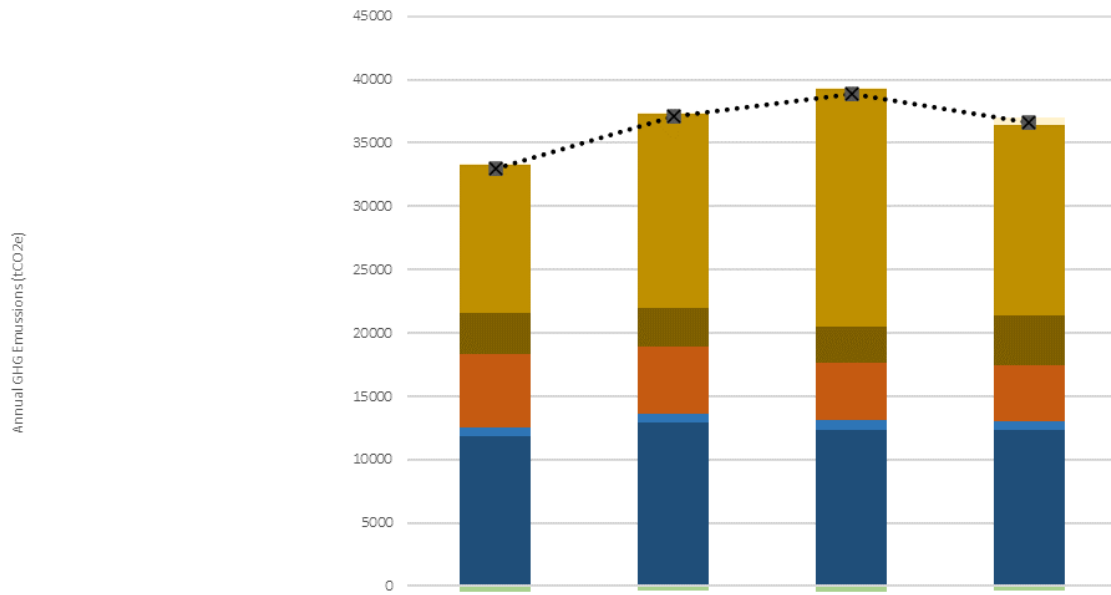
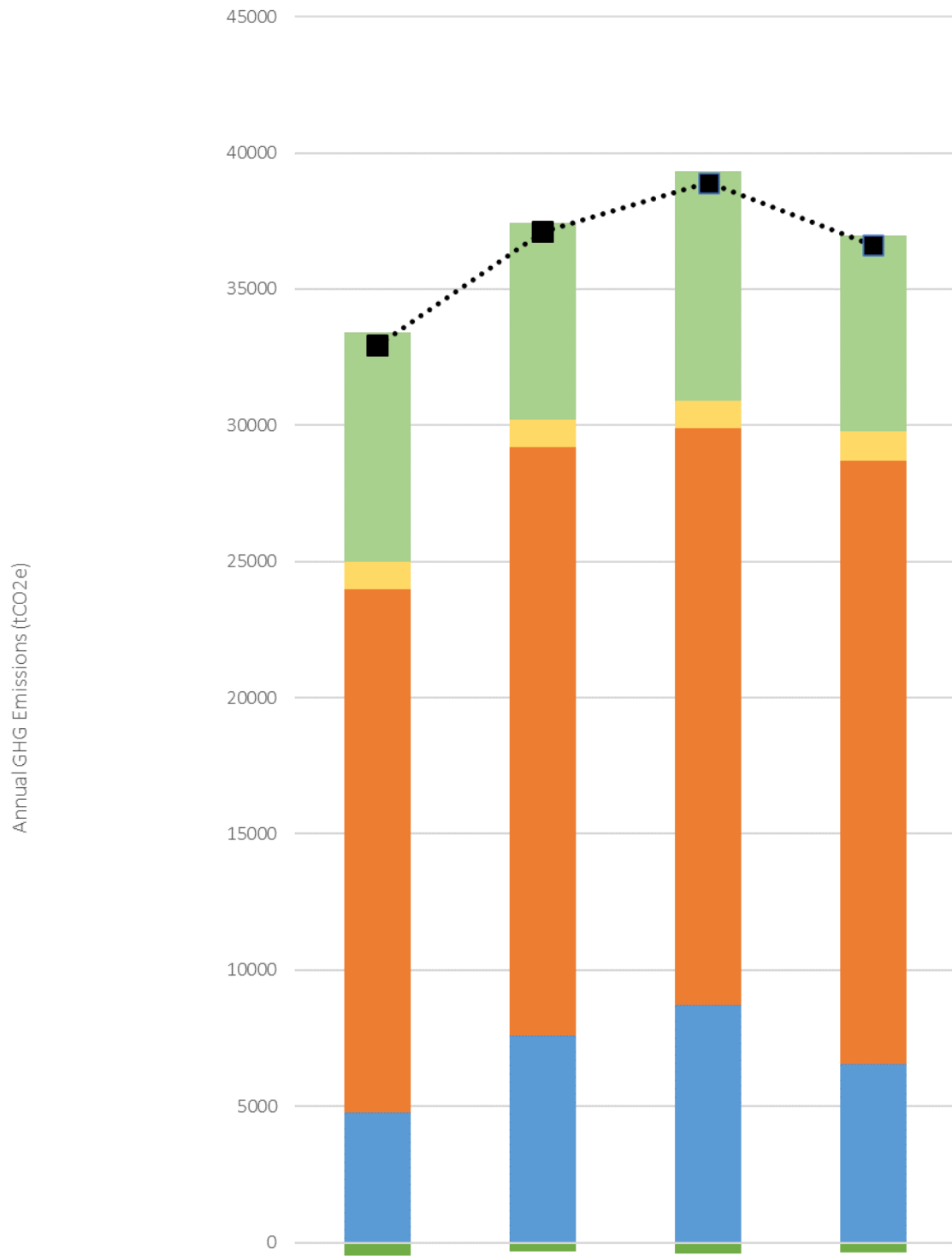


Figure 2: GHG emissions by ISO 14064-1 main category



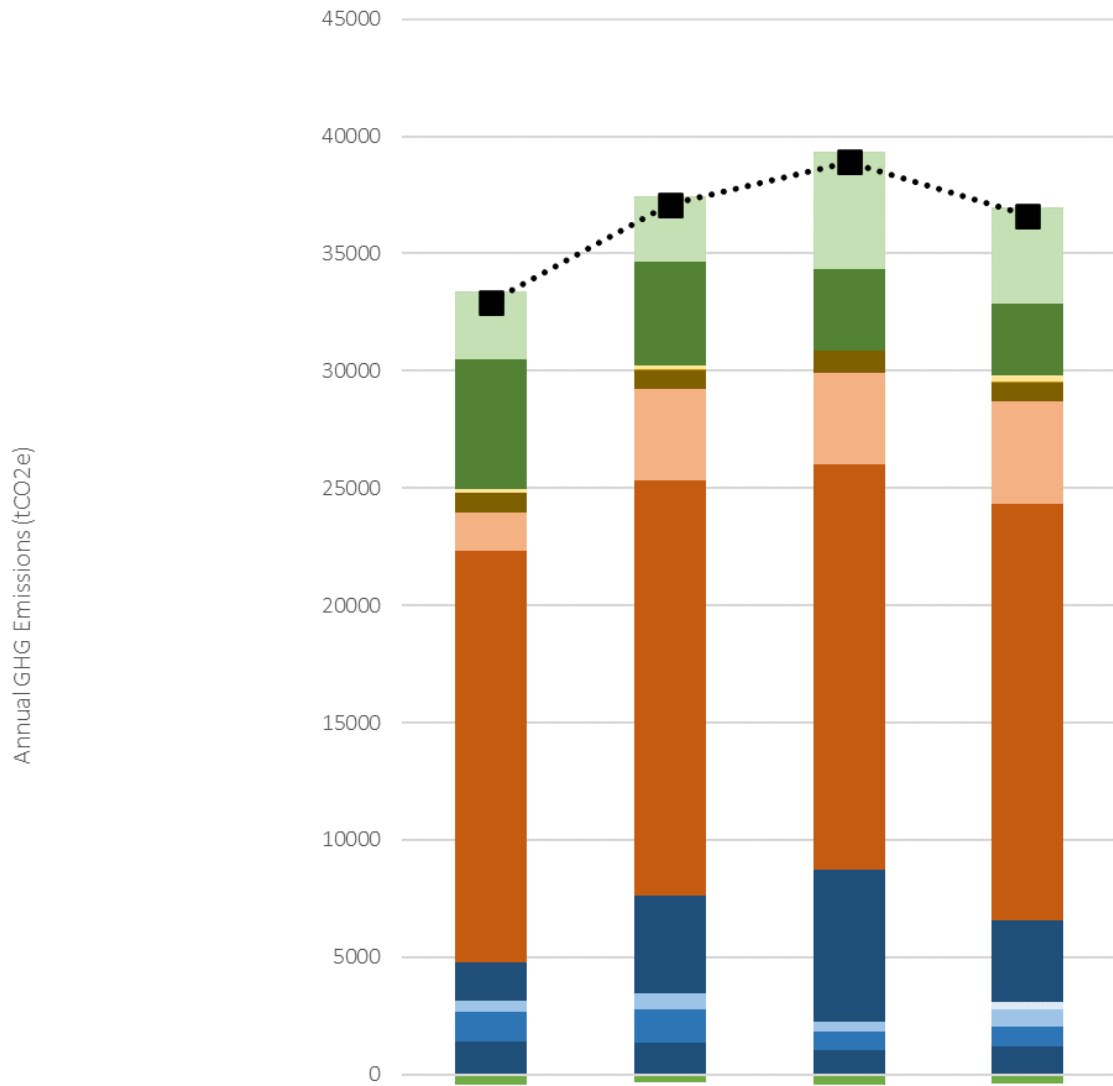
	2018/19	2019/20	2020/21	2021/22
Offset Carbon	-468	-333	-423	-365
Other indirect emissions not included in the other 22 categories	0	0	0	0
Employee commuting	129	126	19	521
Downstream leased assets	0	0	0	0
Downstream franchises	0	0	0	0
End of life of the product	0	0	0	0
Use stage of the product	0	0	0	0
Downstream transport and distribution	0	0	0	0
Client and visitor transport	0	0	0	0
Investments	0	0	0	0
Upstream leased assets	0	0	0	0
Business travel	17	16	13	8
Upstream transport and distribution	0	0	0	0
Waste generated from organisational activities	3	3	3	3
Capital equipment	0	0	0	0
Purchased products	11682	15277	18800	15062
Energy-related activities not included in direct emissions and energy indirect emissions	3265	3124	2864	3965
Indirect emissions from consumed energy imported through a physical network	0	0	0	0
Indirect emissions from imported electricity consumed	5757	5295	4537	4396
Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	0	0	0	0
Direct fugitive emissions	18	18	18	18
Direct process related emissions	0	0	0	0
Direct emissions from mobile combustion	670	675	769	654
Direct emissions from stationary combustion	11863	12894	12306	12351
GRAND TOTAL (net)	32935	37095	38906	36613

Figure 3: GHG emissions by ISO 14064-1 sub-category



	2018/19	2019/20	2020/21	2021/22
5. Offsets	-468	-333	-423	-365
4. Procurement	8430	7213	8445	7181
3. Transport	1009	1013	994	1094
2. Social Housing	19192	21594	21183	22147
1. Buildings (exc. housing)	4772	7609	8706	6556
••• GRAND TOTAL (net)	32935	37095	38906	36613

Figure 4: GHG emissions by alternative main category



	2018/19	2019/20	2020/21	2021/22
5.1 Exported Renewable Energy	-468	-333	-423	-365
4.2 Services	2887	2779	4980	4137
4.1 Goods	5544	4433	3466	3044
3.4 Commuting	160	157	24	271
3.3 Business Travel	0	0	0	0
3.2 Grey Fleet	21	20	16	11
3.1 Own Vehicles	827	835	955	812
2.2 Construction and Maintenance	1639	3902	3902	4398
2.1 Operational emissions	17553	17692	17282	17749
1.6 Construction and Maintenance	1613	4162	6453	3483
1.5 Homeworking Energy	0	0	0	305
1.4 Waste from Buildings	3	3	3	3
1.3 Other Non-Domestic	509	660	426	750
1.2 Leisure Centres	1243	1421	793	848
1.1 Corporate Estate	1404	1362	1032	1167
••• GRAND TOTAL (net)	32935	37095	38906	36613

Figure 5: GHG emissions by alternative sub-category

Table 3: Detailed GHG emissions by alternative category

Category	2018/19	2019/20	2020/21	2021/22
1. Buildings (exc. housing)	4772	7609	8706	6556
1.1 Corporate Estate	1404	1362	1032	1167
RAMM	591	583	449	593
Guildhall	28	31	24	32
Carpenter Close Community Centre	2	2	1	0
Exwick Cemetery	0	0	0	0
Corn Exchange	86	52	59	64
Longbrook st Community Rooms	0	0	0	0
Southlands	1	0	0	1
Grandisson Court	2	2	1	0
Weavers Court	1	0	0	0
Faraday House Common Room	0	0	0	0
Bodley Close Community Centre	3	4	2	1
Livestock Centre	8	9	3	1
Nelson Close	0	0	0	0
Abbeville Close Community Centre	0	0	0	0
MRF	94	94	66	75
Carpenters Workshop Exton Rd	10	10	7	6
Customs House	8	10	8	9
ARK Museum Store	0	0	0	0
Toronto House	0	14	20	0
Civic Centre	283	318	223	237
St Nicholas Priory	75	0	0	0
St Georges Market - Corn Exchange	40	41	15	26
CCTV Control Centre	34	30	0	5
Oakwood House	29	32	25	29
Other Buildings	104	41	33	19
Glencoe, Alphington Street, 25 Queens Road		5	8	0
		7	34	0
Night Shelter, Magdalen Street		3	7	0
Matford Livestock Centre		70	41	61
Exton Road Depot - Oakwood House	4	4	3	5
1.2 Leisure Centres	1243	1421	793	848
Exeter Arena	58	66	36	38
ISCA Centre	122	124	89	45
Nothbrook Pool	167	253	68	81
Pyramids	464	440	280	257
Riverside	326	448	224	348
Wonford	68	53	47	44
Northbrook Pool	36	34	42	35
Northbrook Golf	1	0	0	
Clifton Hill Sports Centre		2	0	0
Leisure others		0	6	
1.3 Other Non-Domestic	509	660	426	750
Car Parks	221	219	140	200

Facilities Management	49	54	24	38
Public conveniences	16	16	8	10
Public Realm	24	105	87	70
Sheltered Accommodation	118	100	53	123
Tenant Services	80	124	75	269
UMS Energy	0	43	40	40
1.4 Waste from Buildings	3	3	3	3
Paper	2	2	2	2
Residual Waste	1	1	1	1
1.5 Homeworking Energy				305
Work at Home energy use				305
1.6 Construction and Maintenance	1613	4162	6453	3483
Procured Construction: Non-residential	1613	4162	6453	3483
2. Social Housing	19192	21594	21183	22147
2.1 Operational emissions	17553	17692	17282	17749
Council Owned Homes	17553	17692	17282	17749
2.2 Construction and Maintenance	1639	3902	3902	4398
Procured Construction: Homes	1639	3902	3902	4398
3. Transport	1009	1013	994	1094
3.1 Own Vehicles	827	835	955	812
Car Parking Services	12	4	4	4
Cleansing & Fleet Manager Refuse Trucks	558	563	556	642
Cleansing & Fleet Manager Other	55	153	152	54
Corporate Customer Services	5	0	0	2
Housing	13	1	2	0
Leisure and Museum Manager	5	1	1	0
Patrollers	7	0	0	0
Pool Car	1	0	0	0
Pool Van Engineering	4	0	0	0
Principal EHO	3	0	1	0
Public & Green Spaces	159	110	236	107
Waterways	4	2	2	2
3.2 Grey Fleet	21	20	16	11
Grey Fleet	21	20	16	11
3.4 Commuting	160	157	24	271
Commute by car	133	130	17	251
Commute by bus	18	18	6	8
Commute by train	10	9	1	12
4. Procurement	8430	7213	8445	7181
4.1 Goods	5544	4433	3466	3044
Procured Goods	5544	4433	3466	3044
4.2 Services	2887	2779	4980	4137
Procured Services	2887	2779	4980	4137
5. Offsets	-468	-333	-423	-365
5.1 Exported Renewable Energy	-468	-333	-423	-365
Council Owned Homes	-105	-74	-83	-76
RAMM	-4	-1	-2	-3
MRF	0	0	0	0

Oakwood House	-3	-2	-3	-2
Civic Centre	0	0	0	0
Ark	0	0	0	0
Belle Isle	-1	0	0	0
MA Car Park	-40	-32	-35	-30
JL Car Park	-28	-23	-26	-21
Wat Tyler	-3	-2	-3	-3
Climb Centre	-5	-3	-4	-4
Livestock Centre	-280	-194	-268	-227
5.2 Land Use Change			0	0
Valley Parks Tree Planting			0	0
Grand Total	32935	37095	38906	36613

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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 21 September 2023

Report of: Service Lead Net Zero & Business

Title: Progress Report Shared Prosperity Fund – Update 3

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

- 1.1 This report updates members on Exeter's Shared Prosperity Fund (UKSPF) allocation, which supports Building Pride in Place and Increasing Life Chances in Exeter.

2. Recommendations:

- 2.1 Members note progress made in delivering UKSPF in Exeter.
- 2.2 The Service Lead for Net Zero & Business continues to provide an update to Strategic Scrutiny every 6 months on the delivery and management of UKSPF, the next being March 2024.

3. Reasons for the recommendation:

- 3.1 Members are updated on progress made delivering UKSPF in Exeter and understand the reasons why for any delay in progress.
- 3.2 Members have the opportunity to scrutinise delivery and projects funded by UKSPF.

4. What are the resource implications including non financial resources

- 4.1 Management of UKSPF Exeter is currently overseen and managed by the Service Lead for Net Zero & Business, which will change once a temporary Project Manager is appointed.
- 4.2 4% of the £1,403,877 (£56,120) is available for the administration, monitoring and evaluation of UKSPF, £6,804 has been spent to date on project management, a salary contribution to the Service Lead Net Zero & Business. A Project Manager to lead on UKSPF is in the process of being recruited, the post is fixed term until 31 May 2025 to enable the post holder to evaluate projects funded by UKSPF. A verbal update on recruitment will be provided at Strategic Scrutiny.

4.3 A small salary of £86,960 (salary & on-costs) remains within the Net Zero & Business budget to contribute to project management of UKSPF. Below shows a breakdown of costs associated with the Project Manager role.

	2022 / 23	2023 / 24	2024 / 25	2025 / 26
UKSPF 4% management fee	£6,804	£13,629	£35,687	£0
Net Zero & Budget salary	£0	£86,960	£86,960	£86,960
TOTAL	£6,804	£100,589	£122,647	£86,960
Project Manager SPF (grade K)		£20,748 + on-costs (6 months)	£41,496 + on-costs	£6,916 + on-costs (2 months)

4.4 The overall budget for UKSPF Exeter has not changed from our original communication with DLUHC, but the % breakdowns for capital and revenue has been slightly amended for 2023/24, the % breakdown for 2024/25 is unknown. This will not result in any changes to interventions in year 2, as the figures below relate to what was submitted in our investment plan and end of year reporting to DLUHC.

ORIGINAL						
2022/2023		2023/2024		2024/2025		Total
Capital	Revenue	Capital	Revenue	Capital	Revenue	
10%	90%	13%	87%	20%	80%	
£17,037.30	£153,335.70	£44,297.11	£296,449.89	£178,551.40	£714,205.60	
Total £170,373		Total £340,747		Total £892,757		£1,403,877

REVISED						
2022/2023		2023/2024		2024/2025		Total
Capital	Revenue	Capital	Revenue	Capital	Revenue	
10%	90%	18%	82%	Yet to be determined by DLUHC		
£17,037.30	£153,335.70	£63,540	£277,207			
Total £170,373		Total £340,747		Total £892,757		£1,403,877

5. What are the legal aspects?

5.1 The original Exeter Investment Plan was signed off by DLUHC January 2023, with the original budget listed above. Year 1 spend, outputs and outcomes were signed off by DLUHC 28 June 2023, which was a 3 month delay. The year 2 allocation was then released. This 3 month delay was consistent with other district council's across Devon and isn't unique to Exeter.

5.2 The Service Lead Net Zero & Business was not prepared to spend at risk Exeter's year 2 UKSPF allocation until the year 1 expenditure was signed off by DLUHC. This has resulted in a small delay in some projects starting this financial year. There are currently no plans to make any major changes to the Exeter UKSPF Investment Plan and interventions within, which would require sign off from DLUHC.

5.3 The Service Lead Net Zero & Business has been working with Legal on Services Level Agreements for UKSPF funded projects and contracts.

6. Exeter UKSPF Update 3

6.1 Year 1

The table below highlights the interventions funded in year 1 of UKSPF. The procurement of the CCTV cameras and body worn cameras were a priority, the feasibility study was not completed in year 1 due to capacity issues. DLUHC has confirmed that the feasibility study can be rolled forward and delivered in year 2, once the Project Manager has been appointed.

6.2 The £595 capital underspend will be allocated to a year 2 capital project under a Communities & Place project, the installation of two parklets.

Year 1 Exeter UKSPF projects		Capital		Revenue		Rolled Forward
Intervention	Project	Projected	Actual	Projected	Actual	
E5 - Built & Landscaped environment to design out crime	Replace old city centre CCTV cameras & provide Body Worn Cameras for enforcement	£130,373	£129,778	£0	£0	£595
E31 – Support relevant feasibility studies	Study the suitability of new build techniques for Exeter	£0	£0	£33,186	£0	£33,186

6.3 UKSPF has paid for the replacement of 54 old analogue cameras in 25 locations across the city centre and City Council owned car parks. It has also paid for 22 new body worn video cameras for use by Civil Enforcement Officers, Environmental Health and the Waterways Team. A new Body Worn Video Camera policy is currently being written, which will be brought to Executive at a future date.

Intervention		Output	Outcome
E5 - Built & Landscaped environment to design out crime	Number of neighbourhood improvements undertaken	25 (locations CCTV cameras installed)	
	Neighbourhood crimes (decreases in number of crimes reported)		TBC

6.4 We are awaiting crime data for intervention E5, latest Exeter crime data hasn't been uploaded as yet to <https://www.police.uk/pu/your-area/devon-and-cornwall-police/exeter-city-centre/?yourlocalpolicingteam=about-us&tab=crimemap>

6.5 The installation of CCTV and the purchase of body worn video cameras are part of a bigger project (Safer Exeter Partnership) within the City Centre to design out crime and to reduce Anti-Social Behaviour in public spaces – the city centre and car parks.

6.6 Year 2

The table below highlights projects funded through UKSPF and an update on activity. Many of the projects have only commenced, due to the delay in being notified our year 2 funded has been released.

	Intervention	Project	Update	Spend
Communities & Place	E6 – Local arts, culture, heritage & creative activities	Creative Arc	Creative Arc Programme Manager (0.6FTE) has been appointed until July 2025. Creative Arc Strategy Group set up, first meeting took place with representatives from Exeter City Council and the University of Exeter. Design Thinking Workshop delivered to train Facilitators which will be running workshops as part of the Creative Arc Programme Creative Arc website domain name bought, website being designed and built. Workshop space at Positive Lights sought for meetings and workshops.	£0
	E2 – Community & neighbourhood infrastructure projects	Parklets	Project led by InExeter. Awaiting the outcome of a tender to build and install 2 parklets in the city centre.	£50,000 (budget paid to InExeter to deliver)
	E3 – Creation of & improvements to local green spaces	Rougemont Garden	Project delayed to capacity issues within the Engineering team and the need to re-quote for works. Engineering officers now hired and design solution for fencing anchoring system complete. Work is programmed in for mid to end August 2023.	£0

Supporting Local Business	E23 – Strengthen local entrepreneurial ecosystems	Building Greater Exeter	<p>Programme of events developed from Q3 2023 onwards to help grow partner businesses.</p> <p>First event held 7 July with a morning of taster workshops and presentations covering digital marketing & social media, legal, attracting new talent, developing workplace culture, mental health and wellbeing, and environmental accreditation.</p> <p>Future events will help partners reach new audiences, make informed decisions, and build meaningful business relationships and more.</p>	£20,000 (budget paid to BGE to deliver)
	E23 – Strengthen local entrepreneurial ecosystems	Innovation Hub	Lease agreement being negotiated with UofE for the Exeter Works unit. Innovation Hub is due to open September.	£27,558
	E31 - Support relevant feasibility studies	Feasibility Study	Project will start once Project Manager has been appointed.	£0
	E26 – Growing the local social economy	Business Support	The City Council have been working in partnership with East Devon and Mid Devon District Council, with Devon County Council leading on procuring Business Support: General, Start-Up and Greening Your Business. This project is due to go live imminently.	£101,000 (budget paid to DCC to deliver)
Spend to date				£178,558

7. How does the decision contribute to the Council’s Corporate Plan?

7.1 UKSPF links directly to the Exeter Vision and a number of Corporate Priorities.

Corporate Plan	Prosperous Local Economy	Interventions support businesses to innovate and to provide them individual business support to grow and pivot
	Housing & Building Great Neighbourhoods	An intervention supports the aims and aspirations of Liveable Exeter and to provide a safe place to live, work, visit and shop
	Net Zero Carbon City	Interventions support business and residents to reduce their carbon emissions
	Thriving Culture & Heritage	Interventions support the cultural sector within Exeter
Exeter Vision	Innovative & Analytical City	Interventions support high growth potential businesses, as well as the commercialisation of research from city institutions. Skills and learning interventions will be developed to support residents to improve their learning opportunities.
	Accessible world class educations	Interventions support residents to access city educational institutions in delivering world class education to residents and businesses, giving opportunities to all.
	Liveable & connected	Interventions support a thriving city centre
	A leading sustainable city	A number of interventions will support the delivery of the Exeter Net Zero 2030 Plan
	Culture	Interventions support cultural activity through Liveable Exeter

8. What risks are there and how can they be reduced?

- 8.1 Due to delays in being notified that Exeter's UKSPF allocation has been released, there is the ongoing risk of projects being delayed. This may result in Exeter not being able to spend our full allocation each year and project outputs and outcomes not being achieved.
- 8.2 Once the project Manager has been appointed, this will assist City Council officers and external organisations in delivering their project.

9. Equality Act 2010 (The Act)

- 9.1 No potential impact has been identified on people with protected characteristics as determined by the Act because the report is for noting only. An EQIA will be developed for each project funded by UKSPF.

10. Carbon Footprint (Environmental) Implications:

- 10.1 Some of the proposed interventions support Exeter's Net Zero 2030 Plan in reducing city carbon emissions. It also supports businesses and residents to reduce their carbon emissions.
- 10.2 Elements of the People & Skills theme will focus on green skills. Larger projects will be reviewed to keep carbon emissions to a minimum or to net zero.

11. Are there any other options?

11.1 Within the guidance for UKSPF, Exeter City Council is a 'Lead Authority', so there is a requirement to manage Exeter's UKSPF allocation and develop an Investment Plan.

11.2 There was the option of not appointing a Project Manager to manage a number of the major projects. The decision was taken to appoint a temporary position, due to limited capacity within the team and the City Council.

Director: Net Zero & City Management

Author: Service Lead Net Zero & Business

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

2 March 2023, Progress Report Shared Prosperity Fund – Update 2

22 September 2022, Progress Report Shared Prosperity Fund – Update 1

5 July 2022, UK Shared Prosperity Fund, Exeter allocation

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

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APPENDIX ONE

	2020-23 allocation £170,373		2023-24 allocation £340,747		2024-25 allocation £892,757		Total Allocation £1,403,877		
	10%	90%	18%	82%	20%	80%			
	£17,037.30	£153,335.70	£63,540	£277,207	£178,551.40	£714,205.60	£239,885.81	£1,163,991.19	£1,403,877.00
Communities & Place	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
Creative Arc	£0	£0	£0	£36,269	£39,000	£96,000	£39,000	£132,269	£171,269
Install two parklets in the city centre	£0	£0	£50,000	£0	£0	£0	£50,000	£0	£50,000
Replace 30 old City Centre CCTV cameras & provide body worn cameras	£129,778	£0	£0	£0	£0	£0	£130,373	£0	£130,373
	£595 Underspend rolled forward to year 2								
Rougemont Gardens: footpath resurfacing to improve access and to reduce ASB	£0	£0	£15,540	£3,938	£0	0	£15,540	£3,938	£19,478
Community energy/EPC advisors residents	£0	£0	£0	£0	£0	£40,000	£0	£40,000	£40,000

TOTAL	£130,373	£0	£65,540	£40,207	£39,000	£136,000	£234,913	£176,207	£361,120
	2022 / 2023	2022 / 2023	2023 / 2024	2023 / 2024	2024 / 2025	2024 / 2025	TOTAL	TOTAL	TOTAL
Supporting Local Business	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
Business Support – General & Start-Up	£0	£0	£0	£51,000	£0	£51,000	£0	£102,000	£102,000
Business Support - high growth potential	£0	£0	£0	£50,000	£0	£50,000	£0	£100,000	£100,000
Business Support - greening your business	£0	£0	£0	£54,000	£0	£67,182	£0	£121,182	£121,182
Feasibility Study: Exeter Passivhaus Training Academy	£0	£33,186 Underspend rolled forward to year 2	£0	£0	£0	£0	£0	£40,000	£40,000
Building Greater Exeter	£0	£0	£0	£20,000	£0	£20,000		£40,000	£40,000
Innovation Hub & ongoing costs	£0	£0	£0	£60,000	£0	£60,000	£0	£120,000	£120,000
TOTAL	£0	£0	£0	£235,000	£0	£248,182	£0	£523,182	£523,182

	2022 / 2023	2022 / 2023	2023 / 2024	2023 / 2024	2024 / 2025	2024 / 2025	TOTAL	TOTAL	TOTAL
People & Skills	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
Retrofit Skills Centre	£0	£0	£0	£0	£140,000	£49,575	£140,000	£49,575	£189,575
Urban Learning Academy	£0	£0	£0	£0	£0	£180,000	£0	£180,000	£180,000
Exeter Skills Strategy	£0	£0	£0	£0	£0	£100,000	£0	£100,000	£100,000
	£0	£0	£0	£0	£140,000	£329,575	£140,000	£329,575	£469,575
	2022 / 2023	2022 / 2023	2023 / 2024	2023 / 2024	2024 / 2025	2024 / 2025	TOTAL	TOTAL	TOTAL
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
TOTAL FOR SPF	£129,778	£0	£65,540	£275,207	£179,000	£713,757	£374,913	£1,028,964	£1,403,877
			Totals do not include underspend rolled forward from year 1						

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REPORT TO STRATEGIC SCRUTINY COMMITTEE AND CUSTOMER FOCUS SCRUTINY COMMITTEE

Date of Meetings: 21 September and 5 October 2023

REPORT TO EXECUTIVE

Date of Meeting: 7 November 2023

REPORT TO COUNCIL

Date of Meeting: 12 December 2023

Report of: The Scrutiny Programme Board

Title: Annual Scrutiny Report 2022-23

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 To provide an annual update in respect of the Scrutiny work achieved during the municipal year 2022 – 2023.

2. Recommendations:

2.1 The Annual Scrutiny Report 2022- 2023 is noted by the Strategic Scrutiny Committee and the Customer Focus Scrutiny Committee; and

2.2 The Executive note and recommend that Council approve Annual Scrutiny Report 2022- 2023.

3. Reasons for the recommendation:

3.1 The Annual Scrutiny Report provides the Scrutiny Committees with an opportunity to:-

- a. Monitor the progress of the Scrutiny function and process at Exeter City Council;
- b. Comment upon the progress and direction of Scrutiny over the past year and into the future;
- c. Ensure that the Scrutiny Committees are kept fully up to date as to the Task and Finish Groups and what they have achieved;
- d. Illustrate how effective Scrutiny can contribute towards an accountable, transparent and democratic process.

4. What are the resource implications including non financial resources

None

5. Section 151 Officer comments:

5.1 There are no financial implications contained within this report.

6. What are the legal aspects?

6.1 None identified.

7. Monitoring Officer's comments:

7.1 This report raises no issues for the Monitoring Officer.

8. Report details:

8.1 This update concentrates on providing Members with an overview of the work and achievements of Scrutiny during 2022 - 2023 and is set out in detail at Appendix A attached to this report.

9. How does the decision contribute to the Council's Corporate Plan?

9.1 Good governance contributes to the Council's purpose of a "Well Run Council".

10. What risks are there and how can they be reduced?

N/A

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the report is for information only.

12. Carbon Footprint (Environmental) Implications:

12.1 No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

N/A

Scrutiny Programme Board

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265115

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SCRUTINY ANNUAL REPORT 2022/23

EXETER CITY COUNCIL

(September 2022 – June 2023)

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Foreword from the Chair of the Scrutiny Programme Board

The role of Scrutiny is to provide support, challenge and to maximise the effectiveness of Exeter City Council and its working relationships with its partners across the local and wider communities it serves.

The two Scrutiny Committees have continued to take a proactive approach to matters concerning the Council and its residents, to support the Council in making a positive contribution to work in the city. The Scrutiny Programme Board supported by the Democratic Services Team have also continued to work to reinforce the focus of Scrutiny and manage the available resources to develop scrutiny training for all Members.

The Scrutiny Programme Board was set up to meet on a bi-annual basis, but have more recently moved to meet once a quarter to provide oversight and direction on the work of Scrutiny. The meetings attended by the Chairs and Deputy Chairs aim to develop a future programme of work, review any Scrutiny Proposals (pro-forma) submitted by Members and support best practice for both of the Scrutiny Committees.

I would like to take this opportunity to thank all Scrutiny Committee Members, and our partners for their continued support in contributing to the Scrutiny process as well as officers and the Democratic Services team in facilitating the operation of the Board and the Committees.

**Councillor Allcock,
Chair of the Scrutiny Programme Board**

September 2023

Introduction

The Annual Scrutiny Report for Exeter City Council provides an overview of the work undertaken by the Strategic Scrutiny Committee and Customer Focus Scrutiny Committee during the 2022/23 year (September 2022 to June 2023).

Scrutiny is a key tool for promoting the best interests and wellbeing of the area and seeks to ensure that local people receive high quality services that meet their needs. The two Scrutiny Committees act as a 'critical friend' to the Executive, and hold it to account, providing challenge where it deems necessary. Scrutiny has a vital role in the areas of reviewing the formulation of policy development and advising the Executive of areas of potential improvements. The work of the two Scrutiny Committees supports the Council in the work undertaken to achieve the aims of the Council's corporate objectives.

The aims of the Scrutiny process are to:-

- add value to Council business and decision-making;
- hold the Executive to account;
- to monitor the budget and performance of services;
- assist the Council in the development of policy and review the effectiveness of the implementation of Council policy;
- to review relevant Government policy development and legislation to assess the impact on the City and make recommendations to Executive.

The two Scrutiny Committees of Strategic Scrutiny and Customer Focus discharge the functions conferred by Section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000. Work has continued to highlight the role of Scrutiny and the following training and resources are in place and include:-

- A link on the Council Intranet site to the [Scrutiny Hub](#) to provide Members with supporting information and guidance to assist them in good scrutiny practice;
- Highlighting the importance of Scrutiny Committees being led by Members, who are responsible for setting their own work programme and taking into account the views of Committee Members who are not Members of the largest political group on the Council; Members are encouraged to submit requests for consideration at Scrutiny to the Scrutiny Programme Board using the [Scrutiny proposal form](#)
- Appointing Deputy Chairs of Scrutiny Committee to Chair any Task and Finish Groups or Spotlight Reviews, as and when established;
- A Pro-Forma for Portfolio Holders to complete to update Members on activities within their portfolios;
- Face to face training scrutiny with an external provider took place on 7 September 2023.

The Council's Scrutiny Committees continue to have an important role in relation to the development of the Council's budget and policy framework, as well as to make proposals to the Executive in so far as they relate to matters within their terms of reference. Members have access to the Council's Forward Plan for work being undertaken throughout the year and where there is need for Scrutiny consideration following an Executive decision to bring the matter to Committee first – the Call In process.

This Annual report serves as a reminder to Members of what their responsibilities and powers are, and to re-iterate the importance of Scrutiny being Member led. For the benefit of Members, the Terms of Reference for the Scrutiny Programme Board are included in this report.

Terms of Reference and Membership

Scrutiny Programme Board (SPB)

The purpose of the Scrutiny Programme Board is to manage scrutiny in a way that ensures the functions of overview and scrutiny are fairly balanced across all aspects of the Council's work, with a view to improving services, reducing inequalities and improving outcomes for the people of Exeter.

Role of the Scrutiny Programme Board:-

- to set priorities for the annual scrutiny work programme, based on submissions from Members, referrals from Council, the public and proposals from Executive, Strategic Management Board (SMB) or Scrutiny Committees;
- to allocate work fairly across the two scrutiny committees and that the work reflects all aspects of the Council's work by providing oversight and direction to the committees' work programmes;
- to ensure corporate and cross cutting business is dealt with by the relevant committees;
- to review performance against the relevant corporate priorities and inform work programmes as appropriate;
- to receive for information, and oversee implementation of, recommendations made by each of the two Scrutiny Committees;
- to plan and oversee implementation of the process for annual Budget Scrutiny;
- to produce an annual scrutiny report to Council (in conjunction with the scrutiny committees);
- to review national best practice and guidance in relation to scrutiny and recommend any changes to the way scrutiny is undertaken as a result.

Committee Membership – Scrutiny Programme Board (formed of the current Chairs and Deputy Chairs of the two Scrutiny Committees)

- Councillor Naima Allcock (Chair);
- Councillor Matthew Vizard;
- Councillor Catherine Rees;
- Councillor Yvonne Atkinson;
- Councillor Michael Mitchell.

General role of the Scrutiny Committees

The relevant scrutiny committee is responsible for

- hearing call-ins, petitions and any Councillor's call for action (CCFA) - which enables a ward Councillor to refer issues of direct local concern to the Scrutiny Board; approving the creation of time limited working groups for issues within its remit;
- monitoring performance against the relevant corporate priorities;
- receiving finance and performance reports;
- agreeing recommendations to Executive, Council and partner organisations;
- agreeing appointments of co-opted representatives;
- monitoring the forward plan;
- reviewing new and developing legislation to assess its impact on the city;
- considering and introducing schemes to involve the public in developing policy;
- working with national, regional and local organisations to promote the interest of local people;

- considering matters referred to the Scrutiny Committee through established Task and Finish Groups and Spotlight Reviews

Strategic Scrutiny Committee

The Strategic Scrutiny Committee provides scrutiny for the following areas of Council Work

- Relevant policies in the Exeter Plan
- Corporate Health & Safety
- Response to Central Government's Policy Making
- Climate change and sustainability
- Council wide/strategic matters
- Hear call-ins relevant to the role of the committee
- Partnership links
- Growth Board
- Joint Committee for Heart of the South West
- Heart of the South West Local Enterprise Partnership

Committee Membership

- Councillor Yvonne Atkinson (Chair);
- Councillor Michael Mitchell (Deputy Chair);
- Councillor Naima Allcock;
- Councillor Marina Asvachin;
- Councillor Richard Branston;
- Councillor Andy Ketchin;
- Councillor Paul Knott;
- Councillor Andrew Leadbetter;
- Councillor Zion Lights;
- Councillor Diana Moore
- Councillor Tess Read
- Councillor Martyn Snow
- Councillor Matthew Vizard, and
- Councillor Matthew Williams

Note: Membership for Scrutiny Chair's is proposed by the majority group and Deputy Chairs are proposed from the opposition groups.

Customer Focus Scrutiny Committee

The Customer Focus Scrutiny Committee provides scrutiny for the following areas of Council Work

- Corporate Performance Monitoring
- Financial Performance Monitoring
- Annual Budget Setting Process
- Service specific/operational matters
- Hear call-ins relevant to the role of the committee Partnership links
- Health and Wellbeing Board
- Exeter Community Safety Partnership
- Strata

Committee Membership

- Councillor Matthew Vizard (Chair);
- Councillor Catherine Rees (Deputy Chair);
- Councillor Yvonne Atkinson
- Councillor Jane Begley;
- Councillor Joshua Ellis-Jones;
- Councillor Adrian Fullam;
- Councillor Rob Hannaford
- Councillor David Harvey;
- Councillor Peter Holland;
- Councillor Mollie Miller;
- Councillor Susannah Patrick;
- Councillor Amy Sparling;
- Councillor Tony Wardle; and
- Councillor Steve Warwick.

Note: Membership for Scrutiny Chair's is proposed by the majority group and Deputy Chairs are proposed from the opposition groups.

Year in Review: Scrutiny 2022/23

Strategic Scrutiny Committee

The Strategic Scrutiny Committee has met on six occasions between September 2022 and June 2023.

29 September 2022

- Member Questions and Answers.
- Update from the Leader and Councillor Wood the Portfolio Holder for Climate Change
- Working Towards Net Zero – Exeter City Council’s Corporate Carbon Footprint Report and Carbon Reduction Plan
- Progress Report Shared Prosperity Fund
- Scrutiny Programme Board Annual Report

17 November 2022

- Member Questions and Answers
- Update from Councillor Wright the Portfolio Holder for Arts, Culture and Corporate Services
- Commercialisation

12 December 2022 (Call-In)

- Community Infrastructure Levy – Partial Review Consultation – Special Meeting in accordance with Standing Order No 17 following a Call-In on the Executive decision on a partial review of the Community Infrastructure Levy (CIL)

19 January 2023

- St Sidwell’s Point
- Member Questions and Answers.
- Update from Councillor Morse, Portfolio Holder for City Development and Planning

16 March 2023

- Question from the public – Mr Cleasby on the future role of Exeter City Futures
- Member Questions and Answers.
- Councillor Parkhouse, Portfolio Holder for Leisure and Physical Activity
- St Sidwell’s Point Project Contractual Arrangements
- Live and Move Programme Update
- Exeter Plan: Outline Draft Consultation : Initial reporting
- Working Towards Net Zero – Exeter City Council’s Corporate Carbon Reduction Plan –
- Progress Report Shared Prosperity Fund – Update 2

16 June 2023

- Question from the public – Mr Cleasby on the adequacy of the bus service
- Member Questions and Answers
- Update from the Leader
- Presentation on the Role of Scrutiny
- Ethical and Low Carbon Advertising

There was one call-in request during 2022/23 – see above.

Customer Focus Scrutiny Committee

The Customer Focus Scrutiny Committee has met on five occasions between September 2022 and June 2023.

6 October 2022

- Member Questions and Answers.
- Update from the Portfolio Holder for Recycling, Waste Management and Waterways – Councillor Williams
- Operation London Bridge – Expenditure
- Street Naming and Numbering
- Homelessness Task and Finish Working Group – Update from the Chair of the Working Group
- Scrutiny Programme Board Annual Report

1 December 2022

- Question from a Member of the Public
- Member Questions and Answers.
- Update from the Portfolio Holder for Communities and Homeless Prevention – Councillor Pearce
- Tackling the Ecological Emergency
- Homelessness Task and Finish Working Group

2 February 2023

- Member Questions and Answers.
- Update from the Portfolio Holder for City Management and Environmental Services – Councillor Ghusain
- Recycling and Food Waste Management
- Review of Exeter City Council's Homelessness Service – Report of the Homelessness Task and Finish Working Group

30 March 2023

- Member Questions and Answers.
- Update from the Portfolio Holder for Customer Services and Council Housing – Councillor Denning

- Community Safety Partnership – Presentation

29 June 2023

- Member Questions and Answers.
- River Exe – Presentation by representatives of South West Water
- Presentation on the Role of Scrutiny

No call-in requests were received during 2022/23.

Combined Customer Focus and Strategic Scrutiny Committee

The Combined Scrutiny Committee meets to discuss joint issues and also meets to discuss the Council budget. The Chair rotates between the Chairs of the respective Scrutiny Committees.

9 February 2023

Budget 2022/23 – Annual briefing for Members prior to the Council Tax Budget Council in February 2023.

Looking Ahead to 2023/24

The Scrutiny Programme Board agrees the format and content of the work programme, (Scrutiny Work Schedule) which is regularly updated and reported on, at each Board meeting.

A copy of the Scrutiny Work Schedule is attached to each Scrutiny Committee agenda.

The Forward Plan is circulated to Members and is available on the [Council Website](#)

Scrutiny Contact Details

Contact for information for Scrutiny items coming forward can be made through committee.services@exeter.gov.uk

Strategic Scrutiny Contact

- Sharon Sissons - sharon.sissons@exeter.gov.uk
- **Chair:** Cllr Yvonne Atkinson
- **Deputy Chair:** Cllr Michael Mitchell

Customer Focus Scrutiny Contact

- Howard Bassett - howard.bassett@exeter.gov.uk
- **Chair:** Cllr Matt Vizard
- **Deputy Chair:** Cllr Catherine Rees

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Equality Impact Assessment: *Annual Scrutiny Report 2022-23*

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive Committee 7 November 2023 Council 12 December 2023	Annual Scrutiny Report 2022-23	The Executive note and recommend that Council approve Annual Scrutiny Report 2022-2023.	None

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed

decision will have a **positive, negative or neutral impact**. This is must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Sex/Gender	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Gender reassignment	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).			
Pregnancy and maternity including new and breast feeding mothers	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year
Marriage and civil partnership status	Positive	Low	The report outlines the work of Scrutiny for 2022-23 year

Actions identified that will mitigate any negative impacts and/or promote inclusion

Officer: Democratic Services

Date: September 2023

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WORK PLAN FOR SCRUTINY ITEMS 2023/2024

Working Draft September 2023

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
21 September 2023	Portfolio Holders Report (Deferred)				
21 September 2023	Ethical and Low Carbon Advertising Policy (<i>Moved to 16 November meeting</i>)	Director Culture, Leisure and Tourism (JP)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Notice of Motion by Councillor Sparling Council 18 April 2023 (report to Strategic Scrutiny Committee 22 June 2023)	Approved SPB 5 June 2023 and Agreed at SPB 13 September 2023 to move to Nov meeting
21 September 2023	Ethical and Low Carbon Advertising Planning Policy Considerations	Director City Development (IC)	Portfolio Holder City Development (Cllr Morse)	Notice of Motion by Councillor Sparling Council 18 April 2023	
21 September 2023	Working Towards Net Zero - Exeter City Council's Corporate Carbon Footprint Report and Carbon Reduction Action Plan	Director Net Zero Exeter & City Management (DB) Service Lead Net Zero & Business (VH)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Report from Strategic Scrutiny Committee 29 September 2022 - half yearly report	
21 September 2023	Progress Report Shared Prosperity Fund - Update	Director Net Zero Exeter & City Management (DB)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Report from Strategic Scrutiny Committee 29 September 2022 - half yearly	
21 September 2023	Live and Move Programme Update (<i>Moved to 16 November meeting</i>)	Director Culture, Leisure and Tourism (JP)	Portfolio Holder Leisure & Physical Activity (Cllr Wood)	Report from Strategic Scrutiny Committee 16 March 2023 half yearly	Agreed at SPB 13 September 2023
21 September 2023	Scrutiny Programme Annual Report	Director Corporate Services (BAK)		Yearly report	

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
16 November 2023	Portfolio Holders Report (Cllr TBC)			Yearly report	
16 November 2023	<i>Live and Move Programme Update (Moved from 21/9/23)</i>	Director Culture, Leisure and Tourism (JP)	<i>Portfolio Holder Leisure & Physical Activity (Cllr Wood)</i>	<i>Report from Strategic Scrutiny Committee 16 March 2023 - half yearly report</i>	
16 November 2013	<i>Exeter Local Plan Consultation (NEW ENTRY)</i>	Director City Development (IC)	Portfolio Holder City Development (Cllr Morse)	<i>Proforma by Progressive Group</i>	Timetabling agreed at SPB 13 September 2023
25 January 2024	Portfolio Holders Report (Cllr TBC)			Yearly report	
Combined Strategic Scrutiny and Customer Focus 7 February 2024	Budget	Director Finance (DH)		Yearly report	
14 March 2024	Portfolio Holders Report (Cllr TBC)			Yearly report	
14 March 2024	Live and Move Programme Update	Director Culture, Leisure and Tourism (JP)	Portfolio Holder Leisure & Physical Activity (Cllr Wood)	Report from Strategic Scrutiny Committee 16 March 2023 half yearly	
14 March 2024	Working Towards Net Zero - Exeter City Council's Corporate Carbon Footprint Report and Carbon Reduction Action Plan	Director Net Zero Exeter & City Management (DB) Service Lead Net Zero & Business (VH)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Report from Strategic Scrutiny Committee 29 September 2022 half yearly report	

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Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
14 March 2024	Progress Report Shared Prosperity Fund - Update	Director Net Zero Exeter & City Management (DB)Service Lead Net Zero & Business (VH)	(Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Report from Strategic Scrutiny Committee 29 September 2022 half yearly report	

Outstanding Items

Review findings of the Car Parks Strategy report - *Report to be progressed following further work Date TBC*

Customer Focus Scrutiny Committee	Item	Director	Portfolio Holder	Origin of Business	Status
5 October 2023	Portfolio Holders Report (Cllr Williams)			Yearly report	
5 October 2023	Update on Street Cleansing and Bin Collection – Recycling and Food Waste Collection	Director Net Zero Exeter & City Management (DB)	Portfolio Holder Place and City Management (Cllr Williams)	Yearly report	
5 October 2023	Six monthly update on Homelessness Strategy	Director City Development (IC)	Portfolio Holder Communities & Homelessness Prevention ~ (Cllr Pearce)	Proposed by Councillor Denning – half yearly report	September 2021 Homelessness Strategy approved Executive 7 February 2023 and Council 21 February 2023
5 October 2023	<i>Healthy Homes Report – To Discuss Way Forward (NEW ENTRY)</i>	Director City Development (IC)	Portfolio Holder Council Housing Development and Support Services (Cllr Denning)	Proposed by Progressive Group	Timetabling agreed at SPB 13 September 2023
5 October 2023	Scrutiny Programme Annual Report	Director Corporate Services (BAK)		Scrutiny Programme Board Yearly report	
30 November 2023	Portfolio Holders Report (Cllr TBC)			Yearly report	
30 November 2023	Council Housing Strategy Update (NEW ENTRY)	Director City Development (IC)	Portfolio Holder Council Housing Development and Support Services (Cllr Denning)		
1 February 2024	Portfolio Holders Report (Cllr TBC)			Yearly report	
1 February 2024	Recycling and Food Waste Collection		Portfolio Holder Place & City Management (Cllr Williams)	Customer Focus Scrutiny Committee 2 February 2023 Annual report	

Customer Focus Scrutiny Committee	Item	Director	Portfolio Holder	Origin of Business	
Combined Strategic Scrutiny and Customer Focus 7 February 2024	Budget	Director Finance (DH)		Yearly report	
28 March 2024	Portfolio Holders Report (Cllr TBC)				
28 March 2024	Six monthly update on Homelessness Strategy	Director City Development (IC)	Portfolio Holder Communities & Homelessness Prevention ~(Cllr Pearce)	Proposed by Councillor Denning – half yearly report	September 2021 Homelessness Strategy approved Executive 7 February 2023 and Council 21 February 2023

Outstanding Items
 Review Allotments - *Report to be progressed following further work Date TBC*

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