

STRATEGIC SCRUTINY COMMITTEE

Date: Thursday 14 March 2024

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 25 January 2024.

3 **Declarations 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 11 March 2024.

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 **Portfolio Holder report - Councillor Wright** (Pages 13 - 16)

To receive a report from Councillor Wright, the Portfolio Holder Culture and City Centre Strategy.

8 **Portfolio Holder report - Councillor Morse** (Pages 17 - 20)

To receive a report from Councillor Morse, the Portfolio Holder for City Development.

9 **Progress Report Shared Prosperity Fund - Update 4** (Pages 21 - 28)

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

10 **Working Towards Net Zero - Exeter City Council's Corporate Carbon Reduction Plan** (Pages 29 - 72)

- 11 **Exeter Plan: Full Draft Consultation: Initial Reporting** (Pages 73 - 84)
To consider the report of the Director City Development and Housing.
- 12 **Ethical Advertising and Low Carbon Framework** (Pages 85 - 96)
To consider the report of the Director.
- 13 **Forward Plan of Business and Scrutiny Work Plan** (Pages 97 - 104)
Please see for noting 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/>
Also attached is a draft work plan of future scrutiny items.
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 6 June 2024** at 5.30 pm in the Civic Centre.

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STRATEGIC SCRUTINY COMMITTEE

25 January 2024

Present:

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

Apologies:

Councillors Atkinson and Leadbetter

Also present:

Director Corporate Services, Service Lead Net Zero & Business and Democratic Services Officer (SLS)

In attendance:

Councillor Philip Bialyk	- Leader
Councillor Josie Parkhouse	- Portfolio Holder Climate and Ecological Crisis
Councillor Duncan Wood	- Portfolio Holder Leisure Services and Physical Activity

1 Chair

In the absence of the Chair, the meeting was chaired by the Deputy Chair, Councillor M. Mitchell, who on behalf of the Committee, expressed condolences to Councillor Atkinson on her recent bereavement.

2 Minutes

The minutes of the meeting held on 16 November 2023 were taken as read, approved and signed by the Chair as correct, subject to the amendment that in Minute 71 (Questions from Councillor M Mitchell) and the response to the supplementary question should remove the second sentence and commence the third sentence with "The Portfolio Holder advised that"

3 Declaration of Interest

No declarations of interest were made by Members.

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

There were no questions submitted by the public.

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

In accordance with Standing Order No. 20, the following questions were submitted by Councillor Moore in relation to the Portfolio of Councillor Bialyk who attended the meeting. The questions were circulated at the meeting to Members of the Committee. The response of the Leader is set out in italics below: –

QUESTIONS FROM MEMBERS UNDER SO20 TO CLLR BIALYK

Questions from Councillor Moore

1. The Exeter Development Fund (<https://www.globalcityfutures.com/case-study/next-phase-exeter-development-fund/>) no longer features in the Regulation 18 version of the Local Plan. Please can the Leader explain why this project is not included?

Work is in progress to explore how it could function, and should it come into being, which sites it could support. Until there is clarity on these matters, it is not necessary to include a reference in the plan.

Councillor Moore asked a supplementary question and referred to the Exeter Development Fund Task and Finish Group which had only met once to agree a set of terms of reference. She asked about their role and if there would be further involvement when the work was complete.

The Leader asked the Member to contact him in writing, so that he could obtain a response.

2. How much money has the Council secured and spent on the development of the Exeter Development Fund? How much staff time has been estimated to have been spent on the development of the Exeter Development Fund?

Exeter City Council had received £850k in total from the Government. To date £329,153 has been spent. The City Council has no data on officer time spent on this project.

Councillor Moore asked a supplementary question regarding the lack of outcome, despite the level of expenditure. She referred to the sum still to be spent and asked when further outputs from this work might be forthcoming.

The Leader undertook to seek a response to the question.

Councillor Moore asked an additional question in relation to flood mitigation measures which would come at the end of approved developments in the St Davids ward, and sought assurance that there will be more immediate measures before the Local Plan comes forward.

The Leader advised that he would seek a response as consideration of the appropriate flood measures and mitigation would be important as the future development in the Water Lane area of the city progressed. He reiterated that he would be happy to discuss this with Councillor Moore through the usual channels of discussion.

6 **Portfolio Holder report - Climate and Ecological Crisis**

Councillor Parkhouse reported on the Climate and Ecological Crisis areas of her Portfolio and detailed the issues relating to achieving the Council's published priorities, major ongoing programmes of work, issues impacting delivery, financial performance, budget requirements and potential changes being considered.

The Portfolio Holder provided further updates on the key areas set out in the report which included:-

- the City Council taking on the co-ordination and facilitating role for city wide net zero, with a temporary two year Programme Manager post to coordinate activity and to work with existing structures across the city such as the Exeter Place Board. That person will also be the main point of contact for city businesses, and community groups as part of a collective effort to reach Net Zero 2030. Progress will be reported to scrutiny every six months, starting September 2024.
- highlighting the successful recognition of the internal Net Zero team following an independent review and being named as one of the top District Councils in the country for their work in net zero, as well team who oversaw the Water Lane Smart Grid and Storage (the Portfolio Holder would issue an invitation to visit the facility after the City Council Elections in May), and the Green Spaces team, who had also made great achievement in their work enhancing biodiversity within the city.
- a visit to Bristol City Council included meeting with colleagues from the Bristol City Leap initiative (a community energy proposition).
- the launch of the Exeter Innovation Hub in the city.
- the successful bid by 1Energy to the Green Heat Network Fund to install a District Heating network in Exeter.
- the South West Energy & Environment Group (SWEEG) will review the City wide Green House Gas report.

The Chair referred to the resolution at the September meeting of Strategic Scrutiny Committee, and the in principle decision to set up a Climate Change Sub Committee, subject to discussion with the Portfolio Holder, lead Members, officers and the Chief Executive on the best approach to progress city wide net zero without any duplication of work. The meeting in December, and report to Executive on 9 January proposed utilising existing structures within the City Council. A report would be made to this Committee every six months to provide a closer examination of the work undertaken, as well as the opportunity to invite speakers to contribute and focus on particular activity connected with city wide net zero.

Councillor Moore welcomed the planned work with the community, but considered the proposal for a Climate Change Sub Committee, which had been agreed in accordance with legislation had still to be addressed, and if the matter was not to be pursued, then it would have to be overturned formally at the Scrutiny Committee.

Councillor Knott indicated that he wished to make a proposal for the resolution made at the Strategic Scrutiny Committee in September to be rescinded.

Members made the following comments on the proposal:-

- of disappointment that the proposal for a Sub Committee was now the subject of further discussion rather than making time to discuss net zero. The Member supported the proposal to rescind the minute and move forward.
- this matter had been discussed on a number of occasions and the position had now changed, and any duplication of effort or calling on limited resources would not be helpful.

The Director Corporate Services referred to the previous conditional resolution made at this Committee requiring a meeting with the Chief Executive and others to agree the way forward. This meeting took place in December, and an agreement was reached and the detail was included in the Portfolio Holder's report. A proposal to rescind the previous decision would bring to an end the conversation about creating a Sub Committee.

Councillor Moore remained concerned over the lack of progress to form the Sub Committee, and the busy work programme of the Strategic Scrutiny Committee. The Chair noted the Member's concern on the workload of the Scrutiny Committees, which could be raised at the Scrutiny Programme Board.

Councillor Knott in conclusion, stated that the proposed recommendation was constructive and still offered clear scrutiny to the decisions that would be made. He proposed, and was seconded by Councillor Asvachin, that as Scrutiny of Net Zero progress would be dealt with appropriately and brought before this Committee on a regular basis, the proposal to establish any formal Climate Change Sub Committee be rescinded.

Following a vote, the recommendation was carried.

The Portfolio Holder and Service Lead Net Zero & Business responded to the following Members' questions and comments:-

Section 1 – Issues relating to achieving the council's published priorities:-

The Portfolio Holder responded:-

- the Public and Green Spaces Operations Manager worked to achieve how best to increase the biodiversity of all City Council owned sites despite the different competing priorities. Through the Public and Green Spaces Operations Manager, a draft Tree Strategy would be presented to Executive.
- planning considerations would continue to offer the most impact in improving biodiversity and ecology in the city's diverse sites, including the natural green spaces and the valley parks. She would work with the Portfolio Holder for Place and City Management and with the Net Zero biodiversity community group on what can be achieved, ward by ward, including the Clifton Hill site.

The Service Lead Net Zero & Business responded:-

- the spend of £1 million to deliver net zero both internally and externally is reported to Strategic Scrutiny Committee every six months, outlining where the money has been spent. For city wide net zero, approximately £155,000 was left from a budget allocation of £200,000 that will be earmarked for the Programme Manager role, with any money left over for delivery and redundancy payments.
- SWEEG would be commissioned to review the city wide Green House Gas report to establish areas of focus going forward. The Programme Manager would be focused on delivery and reducing city wide green house gas emissions across Exeter.

Section 2 Update or commentary on any major ongoing programmes of work

The Portfolio Holder responded:-

- the preference was for Exeter to benefit from the off site biodiversity net gain, radiating out to Devon, rather than further afield. She would ask the Services Lead Net Zero & Business to contact Planning colleagues to clarify the position.
- she would speak to the Public and Green Spaces Operations Manager regarding the budget spend for tree planting. The team was working with the Suitable Alternative Natural Greens Spaces (SANGS) and Planning to look at

capturing green sites across the city to improve biodiversity. In relation to a comment on the hills around the city, she was considering a watch and looking at all of the land that we own.

- the Council were not the transport authority, but the City Council's Transport Working Group, provided the opportunity to respond to consultations. A response had been made in respect of the transport section of the Exeter Plan. An invitation would also be made for transport colleagues from Devon County Council to attend a future meeting to continue some constructive dialogue.

The Service Lead Net Zero & Business responded:-

- in referring a matter raised by a Member in improving the trains and frequency in the city and across our travel to work, this will form of the work programme for the Transport Working Group, in lobbying public transport providers across Exeter.
- the Group were revising their terms of reference.
- the scale of Bristol City Council's Leap Project included significant funding, for a very ambitious joint venture project with Ameresco. Any similar venture in Exeter would be on a much smaller scale.
- Exeter had made impact with retrofitting the Council's social housing , producing solar energy, plans for a District Heating Network, as well as decarbonising work on RAMM and the Riverside Leisure Centre. There may be future opportunities that can be explored, particularly once the Programme Manager for city wide Net Zero was in place.
- representatives from the Anaerobic Digestive Plant located just outside Exeter were keen to work with the City Council, ensuring renewable gas produced is used across the city. The Programme Manager will be able to develop that relationship with Exeter.
- the Local Electric Infrastructure Funding (LEVI) Bid funding was through Devon County Council, who had an allocation of over £7 million to install EV charging both off street and on street. The fund was aimed at residents rather than commuters or visitors. The Council had discussed the installation of EV charging in nearly all of the City Council's car park estate, but were mindful of ensuring there was still access to bays for disability, motor cycles or family bay use. A tendering process, managed by Devon County Council, would provide off street and on street charging points.
- 1Energy had received Government funding to develop a new District Heat Network for the city. The City Council are developing its own business case to determine a way forward, which would be subject to a procurement process.
- the next report on City Council Net Zero would be presented to the Committee in March and the first report on city wide net zero will be presented in September.

Section3 – Issues that may impact service delivery/financial performance/future budget requirements

The Portfolio Holder responded that:-

- she had confidence in the team that they were looking at all of the things that were immediately possible to ensure a gain. A key task of the new Programme Manager would be to identify the financial cost of achieving city wide net zero by 2030.

The Service Lead Net Zero & Business responded:-

- current resources were focused on delivering net zero for the City Council, and the new Programme Manager would focus on city wide net zero. The work with SWEEG to review the city wide Green House Gas report would help the discussion on the costs around achieving net zero by 2030.
- some projects funded through Shared Prosperity Fund supports city wide net zero, such as Community Energy Project, the Exeter College Retrofit Project and the Greening Your Business.

Councillor Moore referred to the review of City Council policies in respect of impact on city wide or corporate carbon emissions and in referring to Internal Audit, if there had been a review of the Service Plan policy. The Portfolio Holder stated that it was premature to ask for this action in relation to a review of City Council policies in relation to the impact on carbon emissions. The Service Lead Net Zero & Business has commenced discussions with the services and will provide an update in the future. The Service Lead Legal also suggested that the issue could be raised with Internal Audit in the meantime, and an update be provided to this Committee.

Section 4 – Potential Changes to Service/provisions being considered

The Portfolio Holder noted the request for a review on city wide net zero delivery be made in a year's time.

Section 5 – Other Matters the Portfolio Holder wishes to raise with the Scrutiny Committee

The Portfolio Holder responded that:-

- she would make enquiries about the point raised in relation to measuring air pollution from wood burners and bonfires.
- the comment made about co location of public sector accommodation were noted.

Councillor Moore, seconded by Councillor Read, proposed that there be consideration of the investment in net zero in relation to the Community Infrastructure Levy and the Infrastructure Plan to include a detailed analysis of the level of carbon emissions including any offset and the impact to be clear on the carbon ramifications.

The Portfolio Holder advised that consideration of net zero was already included with an assessment of the carbon footprint in every Committee report.

Following a vote, the recommendation was lost.

After some brief discussion with Councillor Moore, the Service Lead Net Zero & Business agreed to speak to the planning team and raise the points made and report back to this Committee in March.

The Portfolio Holder report was noted.

7 Forward Plan of Business and Scrutiny Work Plan

Members commented on the work plan and topics of proforma submitted. The Democratic Services Officer responded to questions on the list of Scrutiny proforma submitted:-

- that two scrutiny proformas recently submitted would be discussed at the forthcoming Scrutiny Programme Board in March; and
- that a request for scrutiny of the strategic direction of the Local Plan, rather than just consideration of the consultation outcomes and to further scrutinise a number of aspects which related to the Air Quality Action Plan would be made.

Members noted the Forward Plan and draft Scrutiny Work Plan.

The meeting commenced at 5.30 pm and closed at 8.00 pm

Chair

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PORTFOLIO HOLDER'S REPORT TO SCRUTINY COMMITTEES

REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: Thursday 14th March

COUNCILLOR Laura Wright, Lead Cllr for Arts & Culture and City Centre Strategy and Digital Transformation.

<p>1. Issues relating to achieving the Council's published priorities</p> <p>Prosperous local economy;</p> <ul style="list-style-type: none">• InExeter (Business Improvement District) new board and new CEX working very well and looking ahead to the Ballot in October to secure the next 5 years to work for businesses in the BID area.• Ongoing work to bring key stakeholders together for a City Centre Strategy to include the Night-Time Economy• ASB sub-group has been set up through the CSP to work collaboratively to address the ASB issue in the city centre
<p>2. Healthy and active city</p>
<p>3. Housing and building great neighbourhoods and communities: The Public Art Strategy came into being in the last year and this is having a positive impact on proposals for art works in the city.</p> <ul style="list-style-type: none">• There is work ongoing to embed Culture into the vision of Liveable Exeter and a Culture sub-group of the Exeter Place Board is being created.
<p>4. Net zero carbon city:</p> <ul style="list-style-type: none">• Decarbonisation grant Funding has been secured to install air-source heat pumps and further improvements to the RAMM to drastically reduce carbon output. This should also help to bring down costs of heating and cooling.
<p>5. Thriving culture and heritage</p> <p>Strong partnerships with the NPOs that ECC supports; Exeter Phoenix and Exeter Northcott Theatre in addition to our own RAMM and the Corn Exchange and our ECC designation for UNESCO City of Literature.</p> <p>Our Cultural Compact with the University has been praised by Arts Council England.</p> <p>Exeter Creative Arc (ECC and Exeter University) have facilitated grant funding from Arts Council England to Positive Lights 'Pelican Project' and Artist Noami Hart, both working with community groups to create fantastic art work which is in display in windows in Princesshay.</p>

Further grants (from UK Shared prosperity Fund) awarded to 'Lightbeare Lane' and 'Scratchworks' both to work with community groups on creative arts productions and activities.

2. Update or commentary on any major ongoing programmes of work
1. NPO's progress and partnerships – Northcott Theatre are progressing brilliantly with their taking on the running and management of the Barnfield Theatre. Through regular meet ups and sharing of ideas, space in St Sidwells Point is now being utilised by dance and drama groups. The focus for the Barfield remains as a training ground for new and upcoming actors, writers, performers and tech crews.
2. Livestock Market – doing very well and creating good profits
3. Digital Transformation – work across ECC is progressing well and the Director's work with Strata and other councils is very positive. A strong focus is to improve the digital interactions with ECC for customers and clients and to make internal functions more efficient and easier to use. This will drastically improve cross-department working and tackle historic 'silo' working (due to outdated and non-aligned systems). A continued priority is to make sure that residents who need/want to communicate and undertake paperwork face to face or by telephone are able to do so much more effectively than at present.
4. Culture Strategy 2025 -consultation to be launched this year to include creative industries practitioners, community groups, members of the public, cultural venues.
5. RAMM: Decarbonisation fund proposed works. New management structure. Foot fall, benefit to economy of between £5-6 m per year
6. CCTV – new 'contact' boards, monitoring of two other towns, links to DCP and also to DCC for traffic monitoring.
7. Exeter Safe Space – was run by previous CEX of InExeter with one-off funding from Safer Streets which has now run out. Not an ECC responsibility but was initiated by InExeter through the Community Safety Partnership.

3. Issues that may impact : services delivery/financial performance/future budget requirements
1. Proposed extension of supportive funding for our 5 NPO's in line with Arts Council England extension of funding by one year. This will mean committing for a further year (2026-27) as part of this current funding period. If we don't commit, the ACE Funding for the NPO's can't be given for the extended period.
2. Roof at the Barnfield theatre – ongoing issues with leaks which affect the use of the stage.

3. Work to create a team of city 'patrollers' is being undertaken by looking at re-working the current enforcement and car-park team structures. At present, it is looking positive for having a neutral budget implication but there <i>might</i> be some budget requirement.
4. The lift at the Corn Exchange has been out of operation for some time but the funds have been found and allocated for a replacement lift and this should be installed in a matter of weeks.
5. The Roman Wall – an important, visible and notable part of our heritage in Exeter. But...it's pretty old! Essential maintenance to ensure safety is carried out but some sections are now boarded off as we don't have funds for full repairs. The Heritage officer is currently exploring ways to apply for heritage grant funding.

6. Potential changes to services/provisions being considered
1.
2.
3.
4.

7. Other matters the Portfolio Holder wishes to raise with the Scrutiny Committee
1. The Visit Exeter team (of 2) have exceeded expectations of generating income this year and have expanded membership of Visit Exeter which has a positive impact on tourism and therefore local economy.
2. The Corn Exchange has also done exceptionally well this year, as has the Livestock Market and the Underground Passages. A shared booking and ticketing system for RAMM, Corn Exchange, Northcott and Barnfield theatres and the Underground Passages has improved the booking systems for users – increasing ticket sales.
3. Scrutiny of the Police and Crime Commissioner and DCP through the Panel is largely effective but there are continuing issues with the response rate for 101 calls and recent reporting of sexual and domestic abuse cases not having been dealt with in the past. There is concern at the ongoing suspension of the Chief Constable although the acting CC, Jim Cowell attended the last panel meeting and gave an encouraging report to the members.
4.

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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 14 March 2024

PORTFOLIO HOLDER'S REPORT TO SCRUTINY COMMITTEES

COUNCILLOR EMMA MORSE- PORTFOLIO HOLDER FOR CITY DEVELOPMENT AND PLANNING

1. Issues relating to achieving the Council's published priorities
Number of major planning applications determined – the City Council decided on 29 major planning applications in 2023. Of these, 3 were refused.
Appeals won/lost – In 2023, 22 appeals were dismissed, 1 was part-allowed and 8 were allowed.
Liveable Exeter Placemaking Charter – the City Council expects all new development to be of the highest quality, and we are committed to raising the standard of design. Officers have been working on a “Liveable Exeter Placemaking Charter” which sets out several practical measures to achieve these objectives, including the promotion of design excellence through a collaborative planning process, prioritising sustainable development principles, enhancing community well-being by creating inclusive public spaces, and committing to continuous improvement and innovation in development practices. It encourages stakeholder engagement and accountability, ensuring that the development aligns with Exeter's Vision 2040 for a sustainable, inclusive, and resilient urban future.
CIL/S106 monies – since the Community Infrastructure Levy (CIL) introduction in 2013, CIL collection has amounted to £30.9m in CIL receipts. In 2022/23 alone, the city received £3.1 in CIL receipts. In the same period, the Council was able to spend £1.4m secured through the Section 106 process of affordable housing, outdoor sport and play, and other projects benefitting people who live, work and visit the city.

2. Update or commentary on any major ongoing programmes of work
Exeter Plan – Public consultation on a full draft of the Exeter Plan took place between October 2023 and January 2024. Consultation was held for 12 weeks, twice the statutory requirement, and series of 15 events, a community workshop and meetings with stakeholders were held to encourage engagement. The vision, Liveable Exeter principles and a series of draft policies in the full draft of the Exeter Plan cover place-shaping, the 2030 net zero ambition, biodiversity net gain and the importance of active travel. The draft also includes a series of proposed allocations to meet development needs. The Council has also worked with the County Council

<p>on the preparation of the local cycling and walking infrastructure plan which has now been adopted by DCC. These concepts continue to be central to the emerging planning policy for the city.</p>
<p>Article 4 Direction – Public consultation on the proposed changes to the Article 4 Direction and accompanying HMO supplementary planning document took place between May and July 2023. The revised Article 4 Direction has now been 'made' by the Council and will come into effect in December 2024. The accompanying supplementary planning document has been adopted.</p>
<p>Liveable Water Lane SPD – the Local Plans team has produced and consulted on the Liveable Water Lane SPD.</p>
<p>Householder's guide to extension design SPD – the Local Plans and Development Management teams have updated and consulted on the householders SPD.</p>
<p>Authority Monitoring Report – the Local Plans team has written and published the Authority Monitoring Report</p>
<p>Custom and Self-Build Register - the Local Plans team has updated the Custom and Self-Build Register</p>
<p>Brownfield Land Register - the Local Plans team has updated the Brownfield Land Register</p>
<p>Exeter, East Devon, Mid Devon and Teignbridge Joint Strategy - the Exeter, East Devon, Mid Devon and Teignbridge Joint Strategy has been approved.</p>
<p>CIL Review – the CIL charging schedule has been approved.</p>
<p>Annual Infrastructure Funding Statement has been approved.</p>
<p>CIL and s106 monitoring software – significant progress has been made in utilising new Exacom software.</p>
<p>Exeter Design Quality Partnership Charter – the Charter referred to above is due to be reported to the Executive and Full Council in March/April 2024. Subject to endorsement by the Council, pre-application charges for major applications will be introduced in May 2024.</p>
<p>European City of the Year – the team hosted the Academy of Urbanism, and Exeter was shortlisted for the European City of the Year.</p>

3. Issues that may impact services delivery/financial performance/future budget requirements

Recruitment – There are 36 establishment posts in City Development. Currently, there are six vacancies; where needed they are being covered by agency staff.

Economic impact – Building Control and Land Charges are reporting a reduction in case work, but there currently is no cause for concern about fee income. Planning application submissions are also showing signs of slowing down. Major applications, in particular, are being received at a lower level than previous years. The Service is reliant on the fees submitted for major applications. However, a recent national increase in the fees we are able to charge will offset the impact.

Building Control challenges - by 6 April 2024 Building Control officers are required to register with the new Building Safety Regulator (BSR); this is post-Grenfell initiative. However, the system of registration has broken down and there is a risk of a shortfall in certified and registered building control professionals. This scenario threatens the continuity of building control functions, potentially affecting ongoing construction projects due to the lack of inspections. The Local Authority Building Control organisation has appealed for a six-month delay in implementing the registration requirement aims to mitigate the risk of systemic collapse, underlining the urgent need for strategic planning to address potential service delivery disruptions, financial implications, and adjustments to future budgeting to accommodate this critical transition period. This situation underscores the necessity for the City Council to closely monitor developments, evaluate the potential impact on our services, and consider proactive measures to ensure continuity in building control functions within our jurisdiction.

Brownfield land challenges – the key focus of the Exeter Plan is the delivery of housing and other new development on brownfield land. Brownfield sites are strategically valuable but can be constrained by land treatment costs, the fragmentation of available plots, complex landownership, infrastructure costs and declining property values. Development can be complicated and more costly than on greenfield land. The City Council will need to work carefully and closely with developers to unlock the potential of brownfield land. This work requires particular expertise and resources that we currently do not have in City Development. The potential to rectify this will be explored in the context of the forthcoming senior management restructure.

4. Potential changes to services/provisions being considered

Charging for pre-application enquiries – as discussed above we anticipate introducing pre-application charges for major applications in May. Depending on our experience we may consider proposing the introduction of charges for other types of application in due course.

Liveable Exeter Placemaking Charter – as referred to above, the Charter will be published in May subject to Full Council endorsement. The Charter includes a commitment to introduce a forum for those in the development industry involved in delivering major developments in the city. Officers are currently working on the format of this forum. The Charter also includes a commitment to monitor the ongoing success of completed developments. Officers are exploring the most effective way to do this.

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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 14 March 2024

Report of: Service Lead Net Zero & Business

Title: Progress Report Shared Prosperity Fund – Update 4

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 and discuss progress made in delivering UKSPF in Exeter.
- 2.2 To note the change made to the Community Energy project in year 3, as indicated in 6.5.
- 2.3 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 September 2024.

3. Reasons for the recommendation:

- 3.1 Members are kept up to date 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 Up to January 2024, management of UKSPF Exeter has been overseen and managed by the Service Lead for Net Zero & Business. We now have the Project Manager in post, who will now take on this role.
- 4.2 4% of the £1,403,877 (£56,120) is available for the administration, monitoring and evaluation of UKSPF. £13,618 has been spent to date (Apr 22 - Sep 2023) on project management, which covers a salary contribution to the Service Lead Net Zero & Business. The costs for the Project Manager, who is on fixed term until 31 May 2025, will be paid from the remaining amount.

4.3 A salary of £86,960 (salary & on-costs) remains within the Net Zero & Business budget to contribute to paying for the Project Manager role going forward.

4.4 Since the last update in September, the budget and allocation for UKSPF Exeter has not changed:

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

4.5 Recent communications from DLUHC have informed District Council's of the impact of any underspends. Year 3 (2024/25) allocations will be determined by previous spend over the first two years of the Fund. DLUHC have established five bands of spend performance, as shown in the table below, which shows the percentage spend required to receive each band of funding for initial payments in 2024.

% Total spend 2022/23 & 2023/24 (combined)	Initial Year 3 payment to local authority	Amount local authority can claim (in arrears)
Less than 20%	0%	100%
20% - 39%	20%	80%
40% - 59%	50%	50%
60% - 79%	70%	30%
80% and higher	100%	0%

4.6 Section 6 gives a breakdown of spend for year 1 and the first six months of 2023/24. The Service Lead for Net Zero & Business, as well as the Project Manager are in regular contact with project owners to ensure the full spend of their project allocation.

5. What are the legal aspects?

5.1 The original Exeter UKSPF Investment Plan was signed off by DLUHC January 2023, with the original budget listed in section 4.4. Year 1 spend, outputs and outcomes were signed off by DLUHC 28 June 2023, a 3 month delay, which the released our year 2 allocation. This 3 month delay was consistent with other district council's across Devon and wasn'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 4

6.1 Year 1 - 2022/23

The table below highlights interventions funded in year 1 of UKSPF, with a total spend of £136,582. The procurement of the CCTV cameras and body worn cameras were a priority, to ensure a good level of spend for year 1.

Year 1 Exeter UKSPF projects		Under spend	Capital		Revenue	
Intervention	Project		Projected	Actual	Projected	Actual
Community & Place						
E5 - Built & Landscaped environment to design out crime	Replace old city centre CCTV cameras & provide Body Worn Cameras for enforcement	£595	£130,373	£129,778	£0	£0
E31 – Support relevant feasibility studies	Study	£33,186	£0	£0	£33,186	£0
Management & Administration						
4% Management & Administration	Salary contribution to the Service Lead for Net Zero & Business post	£10	£0	£0	£6,814	£6,804
TOTAL		£33,791	£130,373	£129,778	£40,000	£6,804

6.1.1 E5 - Built & Landscaped environment to design out crime

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.

We are awaiting crime data for intervention E5, latest available data is available for October 2022 - <https://www.police.uk/your-area/devon-and-cornwall-police/exeter-city-centre/?yourlocalpolicingteam=about-us&tab=crimemap>

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.

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

6.1.2 E31 - Support relevant feasibility studies

Due to capacity issues, and in agreement with DLUHC, this project was rolled forward to year 2 (2023/24). The study has recently been tendered for and is due to be awarded imminently.

6.2 Year 2 - 2023/24

The table below highlights projects funded through UKSPF and an update on activity, with a total spend of £222,340 to date (April to September).

6.3 As of September 2023, £358,922 has been spent from our combined year 1 and year 2 allocation of £511,120, which equates to a 70% spend. There is no concern that we won't spend all of our allocation, as there has been spend for Creative Arc and the Innovation Hub since September. From this, we will be able to draw down 100% of our year 3 allocation.

Year 2 Exeter UKSPF projects		Under spend	Capital		Revenue	
Intervention	Project		Projected	Actual	Projected	Actual
Underspend spend from Year 1			£595		£10	
Community & Place						
E2 Community & neighbourhood infrastructure	Exeter Parklets	£0	£50,000	£50,000	£0	£0
E3 Creation of and improvements to local green spaces	Rougemont Garden	£0	£15,540	£14,323	£4,000	£0
E6 Local arts, cultural, heritage & creative activities	Creative Arc	£0	£0	£0	£34,808	£0
TOTAL		£0	£65,540	£64,323	£38,808	£0
Supporting Local Businesses						
E31 Support relevant feasibility studies	Study (rolled forward from year 1)	£0	£0	£0	£30,717	£0
E23 Strengthening local entrepreneurial ecosystems	Innovation Hub	£0	£0	£0	£104,250	£30,203
E23 Strengthening local entrepreneurial ecosystems	Building Greater Exeter	£0	£0	£0	£20,000	£20,000

E23 Strengthening local entrepreneurial ecosystems	Prosper (business support)	£0	£0	£0	£101,000	£101,000
TOTAL		£0	£0	£0	£255,967	£151,203
Management & Administration						
4% Management & Administration	Salary contribution to the Service Lead for Net Zero & Business post	£0	£0	£0	£13,628	£6,814
TOTAL		£0	£0	£0	£13,628	£6,814
GRAND TOTAL		£0	£66,135	£64,323	£308,413	£158,017

6.3.1 Exeter Parklets

Project led by InExeter. The design and build of two Parklets was commissioned and won by a local business, which will be located on Musgrave Row and Fore Street. The parklets have been designed with consideration for planting, landscaping, weather resilience, maintenance costs and incorporate sustainable materials. As an addition to the project, chess boards will be incorporated into both Parklets. This will be funded from capital underspend elsewhere.

6.3.2 Rougemont Garden

Project led by the City Council. Capital works delivered to restore a footpath/fencing within Rougemont Garden. The project opens up access to the garden and to allow Red Coat Guided Tours to take place. A small capital underspend, as costs came in cheaper than anticipated, which funds the chess boards on the Parklets.

6.3.3 Creative Arc

Project led by the University of Exeter. Project went live end of autumn 2023.

6.3.4 Study

Project led by the City Council, which was rolled forward from year 1. Tender developed to produce a new study/strategy to drive additional shoppers and visitors to the City Centre. Project is due to start March 2024.

6.3.5 Innovation Hub

Project led by the University of Exeter. Prolonged discussions took place to agree a lease agreement between the University of Exeter, the City Council and Crown Estate for the use of the Tourist Information Centre unit in Princesshay as an Innovation Hub. The Innovation Hub officially opened January 2024.

6.3.6 Building Greater Exeter

Project led by Building Greater Exeter. Events held during summer and autumn 2023 to support the construction sector across Exeter, East Devon, Mid Devon & Teignbridge to help grow their business and to attract young people into the industry.

6.3.7 Prosper (business support)

Project led by Devon County Council. Business support covering Exeter, East Devon and Mid Devon tendered, which was won by Cosmic and BIP. Support is provided for businesses, which includes general business support, Start-Up and Greening Your Business. The project went live autumn 2023. A presentation is provided on this project, which will include outcomes and outputs achieved since it went live.

6.3.8 Management & Administration

The Service Lead for Net Zero & Business continued to oversee and manage UKSPF for Exeter. A Project Manager was appointed and started in post January 2024.

6.4 Year 3

For the final year of UKSPF in Exeter, the following projects will continue from year 2:

- Management & Administration
- Creative Arc
- Innovation Hub
- Building Greater Exeter
- Prosper (business support)

The following projects will commence from April 2024:

- Community Energy Advisor, currently out for tender
- Urban Learning Academy, led by CoLab
- Retrofit Skills, led by Exeter College
- Implementation of Exeter Skills Strategy (continuation of Exeter Youth Hub), led by Devon County Council

6.5 There is a minor amendment with the Community Energy project. After consultation with Exeter Community Energy, there is no need for revenue funding, there is a need for capital funding to support residents make changes to their homes to be more energy efficient. This project will be managed in-house by the Project Manager.

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 Strategic 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 & Communities	An intervention supports the aims and aspirations of Liveable Exeter and to provide a place to live, work, visit and shop
	Net Zero Carbon City	Interventions support business and residents to reduce their carbon emissions and to gain skills within the green economy
	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 was going to be released, some project start dates were delayed. Additional support has been provided to project leads to ensure full spend within this financial year, so that the city receives 100% of our year 3 allocation.
- 8.2 Now that the Project Manager has been appointed, they 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.

10.3 Within the Service Level Agreement for each project funded by UKSPF, sustainability outputs and outcomes have been added for reporting on.

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:-

21 September 2023, Progress Report Shared Prosperity Fund – Update 3

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

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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 14 March 2024

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 This report is the six monthly update on the work of the Net Zero Team, and commitment to Net Zero carbon reduction by 2030 for the City Council.
- 1.2 An update of the Corporate Carbon Reduction Plan (February 2022 v4.0), following a six monthly review of all measures (Achieving Net Zero Report 2022) across each sector of the Council's Carbon Footprint.
- 1.3 A report of the City Council's Annual Carbon Footprint Report and Greenhouse Gas Inventory results for 2022/23.

2. Recommendations:

- 2.1 That members acknowledge progress made and challenges to achieving measures set out in the Corporate Carbon Reduction Plan.
- 2.2 Members note the results of the most recent carbon footprint report (2022/23), which shows a small overall decline of 4% on the previous year.

3. Reasons for the recommendation:

- 3.1 Members have an understanding of the level and range of work being carried out to deliver the Corporate Carbon Reduction Plan to support City Council services, risks and challenges faced, together with resources needed to deliver Net Zero by 2030.
- 3.2 The organisational Greenhouse Gas inventory for 2022/23 follows the production of the previous inventory for 2021/22 and Carbon Footprint Baseline Report 2020/21, both produced by the Centre for Energy and the Environment, from the University of Exeter. The 2020/21 footprint report provided a detailed evaluation of the City Council's emissions across seven sectors including carbon reduction measures, projections and offsetting options to deliver net zero, as set out in the Carbon Reduction Plan.

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

- 4.1 Exeter City Council declared a Climate Emergency in 2019 and as part of this declaration, the City Council set a target to achieve net zero Green House Gas emissions for its own corporate activities by 2030. The target year is 20 years in advance of the national net zero target of 20250, required under the Climate Change Act and reported on in the Sixth Carbon Budget.
- 4.2 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 will be very challenging in such a tight time frame and with the resources currently available at our disposal.
- 4.3 Additional resources will be required to enable the Net Zero Team to continue to drive forward the required organisation change and the investment needed to deliver activity across services to support one of the main City Council's Strategic priorities. One-off financial and non-financial resources currently in place were detailed in a report to Executive July 2022, which will need to be addressed next financial year if temporary roles are to be extended or made permanent.
- 4.4 To deliver Net Zero by 2030 will require an increase in financial investment and operational capacity, both internally and from government at a national level. Significant external investment 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 Corporate Carbon Reduction Plan should be addressed with some urgency to ensure investment is planned.
- 4.5 £1million was committed from earmarked reserves for net zero activity, of which £800,000 was allocated for City Council Activity and £200,000 for City Wide activity. £155,513 remains from City Wide Net Zero and has been committed to appointing a temporary Programme Manager, which was reported to Executive January 2024.
- 4.6 £661,043 has been spent from the £800,000 City Council net zero budget. The table below highlights previous, current and future spend.

	2021/22	2022/23	2023/24	2024/25	2025/26
Staffing 2 temp staff	£0	£75,995	£84,106	£88,451	£91,989 est
SWEEG	£31,610	£19,663	£20,031	£20,031	£20,031
Carbon Literacy		£2,936	£2,977		
Public Transport		£162	£661		
Solar PV		£42,083	£71,870		
Green Accord		£14,880	£1,676		

Feasibility Studies / Research		£8,300	£58,822		
Membership / subscriptions		£1,495	£1,666		
Staff Training	£175	£460	£0		
Conferences & Events		£0	£738		
Mobile Phone		£0	£47		
Devon Climate Emergency		£140			
Other		£48			
TOTAL	£31,785	£166,162	£242,594	£108,482	£112,020

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. Corporate Carbon Reduction Plan Update

- 6.1 The Corporate Carbon Reduction Plan demonstrates progress made and our commitment to reducing the City Council's Carbon Footprint. The Carbon Reduction Plan is a summary of current and proposed measures taken and is reviewed with service leads across the City Council on a six monthly basis, to provide for an authority wide commitment to Net Zero. The Carbon Reduction Plan is a 'live' document and is reviewed with all relevant service leads on a six monthly basis to monitor progress, and evaluate actions needed to deliver net zero. Listed below are a few of the key updates from the Corporate Carbon Reduction Plan, with a full breakdown of activity within Appendix A.
- 6.2 The results of the most recent carbon footprint report (2022/23), are broken down and the percentage of the overall Carbon Footprint for each sector inserted into the Reduction Plan update. This allows each service to understand carbon emissions attributed to their function and service area. This is highlighted in Section 9 of the report.
- 6.3 Emissions from City Council owned non domestic buildings (commercial property) are now included within our annual reporting and accounts for 42% of our carbon footprint. Opportunities are constantly sought for financing decarbonisation and energy efficiency measures of our commercial property building stock, with a decarbonisation plan being developed. The Net Zero team were successful in obtaining a £6.4M Public Sector Decarbonisation Scheme (PSDS) grant last year to deliver heat

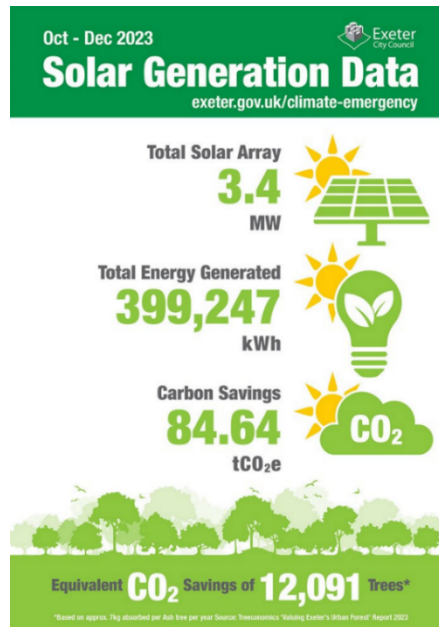
decarbonisation projects for both the Royal Albert Memorial Museum (RAMM) and the Riverside Leisure Centre. These City Council sites, are two of the highest consumers of energy and once the decarbonisation works have been completed, associated carbon emissions savings will be significant. The project includes a new air source heat pump system at RAMM, as well as replacing existing gas fired boilers that are at the end of their life. The Riverside Leisure Centre project replaces an end of life boiler and heating plant with air source heat pumps, there will also be an integrated heat recovery system and an upgrade to its central roof to improve thermal efficiency and to accommodate the roof mounted air source heat pumps. Full feasibility and detailed designs will be made available before the end of year one of the two year project.

- 6.4 RAMM also secured additional funding of £498,000. This 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 of the roof, including insulation of 5 roofs and an additional 21 kW PV array. The MEND project is due to complete in June 2024. To support this work, a full decarbonisation plan for RAMM is being developed.
- 6.5 Decarbonisation reports have been produced for Northbrook Swimming Pool, ISCA Centre, the Riverside Leisure Centre and the historic Guildhall. A report for RAMM is due this summer.
- 6.6 The City Council's Green Accord Scheme has been re-launched after a full and comprehensive review. Green Accord is an environmental accreditation scheme for businesses to evidence carbon reduction within their business. 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 was softly relaunched last year and will be used to secure improved supplier engagement for high spend City Council services, and will soon be rolled out to all Housing suppliers. The Net Zero Team are in discussions with a number of South West organisations to promote Green Accord to the business community across the region. Furthermore, the scheme has received endorsement from the Government's new UK Business Climate Hub.
- 6.7 The Net Zero Team have delivered Carbon Literacy training to 196 members of staff, including members of the Strategic Management Board, Organisational Management Board, Councillors and officers from across the organisation. 90 Councillors and staff are certified as being Carbon Literate, which secures Carbon Literate Organisational Bronze Status for the City Council. The team have a programme of additional training courses planned for 2024 and are researching options in how Green Accord can support future work in supporting businesses and community groups from across Exeter.
- 6.8 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. Government grant of £1.49M has been secured from the Social Housing Decarbonisation Fund for 2023 through to 2025. The funding award represents 43% of the estimated retrofit costs, with a further £1.998m co-funded contribution from the Council, representing 57% and a total expenditure of £3.493M. over a 2year project period. Year 1 programme has been completed with 773 properties to be retrofitted by March 2024, and it is hoped this will increase to 929 properties by March 2025. All part of a fabric first strategy.

- 6.9 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. Through our membership, SWEEG have been commissioned to provide a revised Carbon Footprint report and associated study to establish the full financial cost to achieve Net Zero for the City Council by 2030.
- 6.10 The City Council is currently working with Devon County Council and other Devon District Councils to secure Local Electric Vehicle Infrastructure (LEVI) funding. The fund from government will be allocated to Tier 1 authorities (DCC), to support the expansion of on-street residential electric vehicle (EV) charging infrastructure across the County. The City Council will seek funding to install new EV charging facilities in City Council owned car parks (off-street) in line with our City EV strategy, to be reported to Executive later this year for adoption.
- 6.11 The pioneering Water Lane Smart Grid and Storage Project completed last year, has received national recognition, securing a RTPI, APSE and EDIE commendation. More recently, the scheme has been shortlisted by REGEN for a Clean Energy Scheme Award. The ERDF part funded project 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 provides a renewable energy supply to the City Council's Operations Depot at Exton Road to support the installation and roll-out of EV charging infrastructure for the electrification of our operational fleet. The project also includes a 120kw solar PV array on the Riverside Sports Hall roof and battery storage. Battery storage has been installed at both the Matford Centre and John Lewis Car Park to optimise power generation from existing PV. The City Council currently lease 3 eRCV's and has a further two vehicles on trial. The case for full fleet electrification is a compelling one, and would remove all fleet carbon emissions, but this ambition is hampered by the increased cost of leasing electric vehicles.
- 6.12 The City Council is researching revenue funding opportunities through the new South West Net Zero Hub Local Net Zero Fund (£1m Fund). The fund has been created to support South West Local Authorities to deliver on net zero. Grants can be used to investigate opportunities, unlock barriers and get stalled projects moving.
- 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.
- 6.14 A solar survey has been completed, as well as structural surveys and DNO feasibility to bring together a business case to install solar PV on a number of roofs owned by the City Council. This will support the decarbonisation of City Council owned buildings, to provide energy independence and to reduce energy bills.
- 6.15 The Net Zero Team have supported the Service Lead for Active & Healthy People in reviewing the City Council's Green Travel Policy, as employees returning back into the office has increased post-pandemic. The team will be researching options of reducing re-introducing EV pool vehicles, as business has increased post-pandemic. Once the

Policy has been adopted, implementation of the revised Policy will transfer to the Net Zero team.

- 6.16 The Net Zero Ambassadors have been operational for two years. Due to some of the Ambassadors leaving the organisation for new opportunities elsewhere, we have reviewed the Ambassadors to provide them with more focus and a direct opportunity to reduce carbon emissions within their own service.
- 6.17 The team are developing a new Environmental Plan for the City Council, which is required for contracts we bid for, but too also provide some consistency across the organisation. The Environmental Plan will be brought to committee for sign off.
- 6.18 The team are working with 1Energy to determine the financial and carbon impact of the City Council connecting to the newly announced District Heat Network. Separate work is also ongoing to assist 1Energy to support the skills agenda and to procure goods and services locally, to ensure the project has significant positive impacts within the city.
- 6.19 The Net Zero team will be reviewing the “*Carbon Footprint (Environmental) Implications*” section of the committee report template, to understand how this section can be completed consistency, similar to completing an EQIA for carbon. Discussion with the LGA and Net Zero Go <https://www.netzerogo.org.uk/s/> will be held over the summer, to learn best practice from Local Authorities across the UK.
- 6.20 Planning are working with Strata to purchase software to manage and report on Biodiversity Net Gain across the city from the start of the planning process, all the way through to monitoring of a site for 30 years. The first report is due 2026.
- 6.21 The last 3 years has seen broad operational work to enhance the sequestration potential of City Council owned public space. Since 2021 we have planted 3 new woodlands over approximately 2 hectares of land, New Haven Fields, Monkerton Ridgeline, and Lancelot Road. This has seen an additional 3,512 trees planted. These newly planted trees will start reducing carbon in earnest from year 6 and will reach full carbon potential between the ages of 16 and 25 at which point, based current carbon figures, their carbon storage potential could exceed 9,000 tonnes a year.
- 6.22 In addition, work continues at Northbrook where 950 whips and 50 standards have been planted, extending the potential annual sequestration levels further. Less considered, but nonetheless valuable, is the sequestration value provided by the meadow grass programme city wide. Whilst currently less measurable, studies indicate that a change in intensive grass management could see carbon soil retention worldwide increase in excess of 2.3 billion tonnes through reduced compaction and reduced carbon release. Whilst more work needs to be done to fully understand the sequestration potential of Exeter Meadow areas, the sequestration value they offer is not in question.
- 6.23 The team are working with the City Council's Communications team in informing members of the public in how much solar is generated from our 3.4mw solar estate. The image below show how much solar was generated in Oct – Dec 2023, the information will be updated every 3 months.



6.24 Strata have their own carbon reduction plan and produce their own annual footprint. This is calculated and then split between the Local Authorities they serve. The City Council's share of this is reported in our GHG inventory. Strata is committed to reducing their carbon footprint to net zero and have made progress, primarily through reductions associated with the two datacentres, and reductions in staff travel largely. Recent hardware and cooling equipment upgrades in the datacentres have reduced electrical consumption meaning less power is used, which has a positive effect on the City Council's carbon emissions.

6.25 The 2024/25 Strata Business Plan has a focus on 'Reduce Carbon Footprint', with a number of objectives for this area:

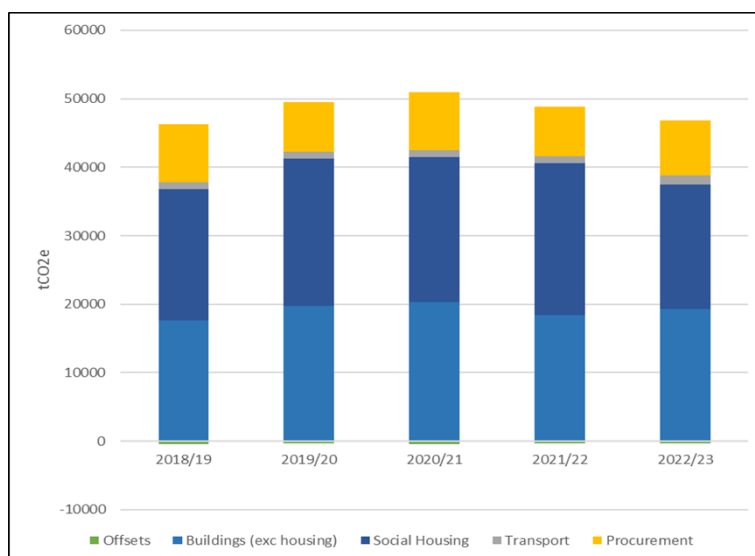
- Introduce a Sustainable procurement policy.
- Ensure when purchasing new hardware that consideration is given to environmental factors such as power consumption, service life, and recycle or reusability when the equipment becomes redundant.
- A green travel plan can be used to identify and promote ways to encourage a range of sustainable, or less environmentally damaging transport modes, usually with the emphasis being on reducing single user private car travel. A plan addresses all transport issues within an organisation including staff travel into their place of work, staff travel on business, and clients visiting the organisation's premises.
- Strata have committed to evaluate staff membership of an electrical leasing salary sacrifice scheme, with a view to implementing if viable.
- Actively monitor the resource utilisation in the datacentres. As systems and servers move towards the cloud, and Global Desktop numbers reduce, the energy usage within the Strata datacentres will reduce. This will enable Strata to leverage the multi-billion-dollar investment companies such as Microsoft and Amazon have made in carbon reduction.
- Strata is aware of several schemes available to them to reuse, harvest components, or recycle redundant equipment.

- Explore options for offsetting carbon emissions. This could be achieved using a charitable partner to plant trees locally, and potentially be funded through disposal of redundant hardware or donations.

7. Carbon Footprint report for 2022/23

- 7.1 The City Council began monitoring its carbon footprint in line with the Devon CO₂ Baseline Commission, set up in 2020 (baseline year). The 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 2022/23 were 46,495 tCO₂e, which represents a reduction of 1,959 tCO₂e (4%) on the previous year. For the first year, non-domestic buildings that are leased out have been included, with previous years carbon reports being adjusted.
- 7.3 **Non-Domestic Buildings 41% of our footprint (38% in 2021/22)** This section now includes 'leased out' non domestic buildings. Overall, emissions from non-domestic buildings increased in 22/23 by 891 tCO₂e. This masks a whole range of factors some of which increased emissions, and others that decreased them. The electricity emission factor decreased compared to 21/22 which contributed to a general reduction. This was more than offset by increased emissions from leisure centres (Riverside increasing activity compared to 21/22, St Sidwells Point coming online, both of these more than offsetting Pyramids closing). In addition, there was an increase in 1,278 tCO₂e from 'construction and maintenance' as identified from spend records.
- 7.4 **Social Housing 39% of our footprint (46% in 2021/22)** Emissions in this category significantly reduced. This was mainly due to a reduction of 3,330 tCO₂e from 'construction and maintenance' as identified from spend records. Operational emissions remained similar to previous years, as the underlying housing stock has remained similar, with the decrease due to the lower electricity emission factor.
- 7.5 **Transport 3% of our footprint (2% in 2021/22)** Emissions increased by around 16% in this category, however it remains a comparatively small part of our overall carbon footprint. The main source of emissions were from refuse collection vehicles, though there was a 13% reduction in emissions from these, which was influenced by the new electric refuse vehicles in the fleet.
- 7.6 **Procurement 17% of our footprint (15% in 2021/22)** Emissions from this category increased by 12%, driven by an increase in spend across the City Council coming out of the Covid pandemic. For the City Council spend data was available covering 80,033 transactions with 8,432 unique suppliers.
- 7.7 **Offsets -1% of our footprint (unchanged form 2021/22):** Whilst generation remained similar to the previous year, the amount of carbon offset by PV panels fell by 8% over the year as the wider national electricity grid decarbonises. As the grid decarbonises, PV has the potential to offset less fossil-based generation.

7.8 The tables below illustrate Green House Gas emissions by main operational category, as opposed to carbon scope, which better identifies outputs from City Council activities, and the difference in emissions since the baseline year of 2018/19.



Category	2018/19	2019/20	2020/21	2021/22	2022/23	tCO2e difference from 2021/22	% difference from 2021/22	% of 2022/23 Carbon Footprint
Offsets	-468	-333	-423	-365	-334	31	-9.3	-1%
Buildings (exc housing)	17,593	19,695	20,285	18,397	19,288	891	4.6	42%
Social Housing	19,192	21,594	21,183	22,147	18,187	-3,960	-21.8	39%
Transport	1,009	1,013	994	1,094	1,276	182	14.3	3%
Procurement	8,430	7,213	8,445	7,181	8,079	898	11.1	17%
TOTAL	45,756	49,182	50,484	48,454	46,496	-1,958	-4.2	

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 strategic priorities. Projects will need to be delivered in partnership with all City Council services to be supported and secure investment and reduce 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
	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	Value for money services	Carbon reducing actions will be commercially viable and will reduce service delivery costs Solar projects to reduce energy and to provide an income to the City Council. Net Zero projects reduce energy consumption and help to reduce service delivery costs
	Prosperous Local Economy	City Council are supporting the new Innovation Hub, led by the University of Exeter
	Net Zero Carbon City	Net Zero team focuses on reducing City Council carbon emissions to deliver Net Zero by 2030.
	Housing & Building Great Neighbourhoods & Communities	Working with Building Greater Exeter, Liveable Exeter, 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 Review of the City Council Green Travel
	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 Corporate 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 Corporate Carbon Reduction Plan is 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 reviewed and addressed by the Net Zero Team, with initiatives undertaken such as the Net Zero Ambassadors and Carbon Literacy Training Programme, as listed in the Corporate 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. 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 are working with SWEEG to determine the full cost of achieving net zero by 2030 for the City Council. As soon as the report is completed, it will be presented to Strategic Scrutiny on the resources required to achieve net zero 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 Corporate Carbon Reduction Plan provides a clear roadmap of actions to reduce City 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 carbon emissions.

11.3 The Net Zero Risk Register considers 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. This is reported to Audit & Governance every six months.

12. Are there any other options?

12.1 There is the option of not committing existing or additional financial and non-financial resources in working 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 City 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 Corporate Carbon Reduction Plan, working with services to identify capacity and match funding within the City Council.

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 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 2021/22' 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 February 2024.

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	January 2024 Update
Council Non-domestic buildings (42% of 2022/23 footprint)	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"> BMS upgrade and Energy Management Information system installed in 2021 to better identify projects and measure improvements ASHP survey undertaken for two key leisure sites 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. Net Zero discussions with the Centre Operator have begun following acquisition of Guildhall Shopping Centre in 2023 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 2023/24, studies include investigating decarbonisation of corporate estate and operational services, embodied emissions associated with future of Civic Centre, Water Lane Smart Grid and Storage Project Case For Electrification of Fleet, support for net zero policies for emerging Local Plan in relation to retrofit, embodied emissions and future development standards, Low Carbon Skills Fund application for Decarbonisation Surveys 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. 	<ul style="list-style-type: none"> Next round of Low Carbon Skills Funding soon to be submitted to support a full Council wide decarbonisation programme Continue to look for funding to improve energy efficiency of all buildings. Potential Measures marked with * where this is unable to take place due to funding being unavailable Work underway on the Royal Albert Memorial Museum (RAMM) using Museum Estate & Development (MEND) funding (£498,000) awarded in 2023. The MEND grant is matched by an existing capital programme budget and will provide vital funds to address the maintenance backlog of the RAMM roof and includes installation of a permanent access system to the roof, upgrading the roofs' insulation and the re-decoration of damaged ceilings. Due to complete in Summer 2024. £6,391,664 of Public Sector Decarbonisation Scheme (PSDS) funding awarded to in 2023 to deliver heat decarbonisation projects at the RAMM and the Riverside Leisure Centre (Riverside). RAMM will install a new air source heat pump system, replacing existing gas fired boilers that are at the end of their life. Riverside will 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 its thermal efficiency and accommodate the roof mounted air source heat pumps. Once approved, to commence in April 2024, to complete by March 2025. 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 Changes to temperature and humidity controls at RAMM Energy storage under review and if financially viable will be included in new solar install programme (dependent on building condition)
		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	SMB, City Surveyor, Net Zero Lead,	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 are installed, ensure that low and zero GWP refrigerants are used *	-584	Corporate Property, Net Zero Team, Service Leads	H			
Water	Review water saving opportunities	-	Net Zero Team, Service Leads	L			

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	January 2024 Update
	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 (39% of 2022/23 footprint)	New low carbon dwellings	Build new low carbon dwellings at a 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 Current housing assets planned maintenance programme includes retrofit work as standard 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 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. This programme of works equates to a target of 98 properties for Year 1 (2023/24) and 147 properties for Year 2 (2024/25). New rented Council housing to be delivered to low carbon or high environmental standard 53 bed extra care scheme 'Edwards Court' was completed in 2022. The scheme was built to the Passivhaus energy performance standard and Building Biology principles. The current new-build target is for 500 Council homes over a 10 year period – commenced in 2020 	<ul style="list-style-type: none"> Working with Wales and West Utilities on a pilot tool to create a decarbonisation tool using ECC data. Delivery target date of 2030 being assessed on the basis of current delivery and resource/funding availability, but likely to be beyond this date. Currently working on design specification for non-traditional properties to be retrofitted. 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. Year 1 programme has just been completed. Retrofit delivery is 773 properties to be completed by March 2024 part of a 'fabric first' strategy – with the inclusion of PV installation and smart heating controls. Estimated that by March 2025, this will have increased to 929. ECC continue to work on sites through the design and development stage based on a low carbon or high environmental standards. Current development programme has been suspended due to the inability to make schemes financially viable – 2 schemes currently on site. 21 flats in Hamlin Gardens, will be completed in June 2024. 35 flats at Vaughan Road, will be completed in May 2025.
	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 a combination of smart technologies, heat recovery, thermal and electrical storage where a property type is able to achieve 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 2022/23 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"> Driver Training undertaken to maximise efficiency Navigation software investigated to provide optimisation of residential waste collection Exton Road Depot site installed with full charging infrastructure to electrify the Council's operational fleet, provided with renewable energy from Water Lane Solar Farm co-located with energy storage technology, connected to Exton Road via private wire. Completed January 2023. Report undertaken by SWEEG evaluating the case for electrification of the remainder of the refuse collection 	<ul style="list-style-type: none"> Implementation Plan for new Green Travel Policy underway, to incentivise public transport and active travel. Currently looking into electric 7.5 tonne vehicle for food collections, with the potential for a trial Electric alternative to 3.5 tonne vehicles and small plant and equipment explored routinely for any replacement requirements for Public and Green Spaces (P&GS) teams for as and when vehicles/equipment reach end of life.
		Minimise number of and mileage of journeys / better route planning for bin collections / waste bin collection rounds	tbc	Cleansing Services Lead, Fleet Management	H		
		Drive efficiently e.g. through Telematics (especially important with electric vehicles)	tbc	Cleansing Services Lead, Fleet Management	M		

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	January 2024 Update
		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	<ul style="list-style-type: none"> vehicle fleet, considering both greenhouse gas emissions and costs. High lease costs currently prohibiting further electrification. Research carried out to ascertain the viability of using biodiesel for fleet vehicles as an interim solution to reduce carbon emissions of fleet whilst electrification of the fleet is delivered EV infrastructure implementation plan and City Strategy completed and to be reported to Executive. New Stagecoach Corporate Discount put in place for ECC staff in April 2023. Staff travel survey carried out in July 2023 allowed for commuting and homeworking emissions to be calculated more accurately for 2022/23 carbon footprint. 	<ul style="list-style-type: none"> 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 2022/23 Alternative suppliers for eRCVs currently being investigated with the potential for a trial ECC currently working with Devon County Council and other District Councils following awarding of LEVI funding - ECC to allocate in line with the commissioned EV strategy, new public EV charging facilities to be procured in 2024. Currently investigating possibility of bringing back electric pool cars (ECC previously had 2x Leaf cars until 2020) to reduce grey fleet mileage Currently investigating daisy chain charging at Belle Isle depot. A report has been commissioned and is currently underway to produce a Net Zero by 2030 plan for the Waterways team, this will cover all aspects of the service including the fleet of boats
	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		
Procurement <i>(17.37% of 2022/23 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"> 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 Task and Finish (T&F) group established, looking at supplier engagement and improving accuracy of Scope 3 data capture Carbon footprint reporting used by SWEEG for Scope 3 emissions data updated and more accurate methods are in place providing better recording of Scope 3 emission data Green Accord accreditation scheme relaunched at Exeter Chamber Event in April 2023 following rebrand, providing a sustainability 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 and discussions underway with district councils in Devon and other large supply chains to adopt Green Accord. 	<ul style="list-style-type: none"> New Environmental Requirements have been established and to be introduced for all contracts over £100k and high impact contracts over £25k. More promotion of Green Accord to be made internally, on website and included in email sent to new suppliers. Discussions underway to create or use an existing carbon calculator to allow suppliers to calculate carbon footprints and provide more accurate data to calculate Scope 3 emissions than spend-based method. Discussions underway with housing suppliers to implement Green Accord as a supply chain tool. Action Plan to be put together to deliver Social Value aspects of the Devon Districts Procurement Strategy 2023 – 2027, which contains commitments to carbon reduction and sustainability.
		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	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		

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Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	January 2024 Update
		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, 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 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 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			
Renewable energy (-1% of 2022/23 footprint)	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 2023 - 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, a battery storage at the Matford Centre, and a battery store at John Lewis Car Park, to optimise power generation from existing Solar 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 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. 	<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. 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		

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Version 4.0, updated February 2024**

Sector	Area of Focus	Potential Measures	Identified GHG reduction tCO2e	Lead	Priority	Measures taken	January 2024 Update
Land use change – afforestation <i>(0% of 2022/23 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"> Parks officers working closely with community groups and to support community-based initiatives. 2021/22 has seen the establishment and extensions of two community gardens in Exeter. Increased meadow grass programme in 2021/22 P&GS aiming for 30% canopy cover (tree line cover) by 2030, working with Greater Devon Network partners to increase canopy cover further across remaining private open spaces. 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"> Study to be undertaken to evaluate offsetting opportunities 107 standard trees planted city wide in 2023, and 591 whips in a new woodland project at Newhaven fields. Northbrook has planted 50 heritage variety fruit trees, 3,800 native bulbs, 400 hedge row whips which will be extended later in 2024 P&GS service lead and Planning working on Local Infrastructure Plan which will allocate land for offsetting, Suitable Alternative Natural Greenspaces (SANGs) and BNG Total glyphosate use at 40L in 2023 (down from 195L used in 2017) ECC stopped spraying on behalf of Highways, so total city use has reduced by 900L in 2023.
		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 Carbon Literate Organisation 'Bronze' Status achieved in November 2022 New 'Climate Emergency' section created on ECC website in January 2023 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 Statement made in support of the Devon Carbon Plan in December 2022 	<ul style="list-style-type: none"> Review of committee reports and accountability to 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 underway 190 members of staff and Councillors have undertaken Carbon Literacy training delivered by 2 members of Net Zero team 90 members of staff and Councillors 'certified' as Carbon Literate so far Staff members' Carbon Literacy pledges to be shared in staff newsletters Maintenance of 'Climate Emergency' section on ECC website Investment Plan to determine what resources would be required to achieve net zero measures to be investigated Environmental Policy to be produced in 2024 Active engagement with external networks – Devon Climate Emergency Response Group, Devon Climate Emergency Tactical Group, University of Exeter Green Future's Community of Practice Scope 3 group
		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		
		Improve staff capacity to allow delivery of Net Zero across all ECC Services (sectors)	-	All services, SMB	H		
		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

**Exeter City Council Corporate Net Zero Carbon Reduction Plan
2022 – 2030
Version 4.0, updated February 2024**

- **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

Changes to version 4.0 in January 2024

- All previous measures taken moved to new ‘Measures taken’ column and new column created for January 2024
- Sector % updated to 2022/23 data

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University
of Exeter

Centre for Energy
and the Environment

Exeter City Council's Carbon Footprint 2022/23

CENTRE FOR ENERGY AND THE ENVIRONMENT

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February 2024





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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 2022/23 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 2022/23 period. This follows the productions of previous footprints covering the 2018/19, 2020/21, and 2021/22 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.

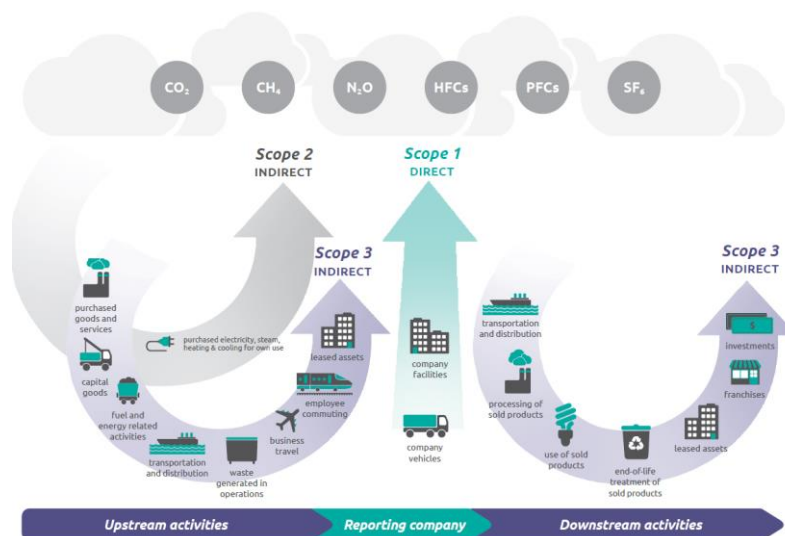


Figure 1: The relationship of direct and indirect emissions [Source: GHG Protocol]

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	Include
		22	Employee commuting	Include
Varies	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, Leased Out.
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 2022 to 5th April 2023 where daily data is available, or April 2022 to March 2023 where data is monthly). It is referred to as the 2022/2023 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 80,033 transactions with 8,432 unique suppliers. The total spend was £87.4 million (ex. Vat). Each transaction also included spend categories at different resolutions. 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. As the emissions from this approach and category were so low, the previous year’s values were used for this year’s footprint.

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. Other modes of transport (bus and train) were estimated based on speed data.

Alternative Categorisation and Mapping

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

- Transport > Grey Fleet
- Transport > Business Travel

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

Description

This section includes emissions from downstream assets, for example buildings owned by ECC that are leased out.

Data Hierarchy and Calculation Approach

The approach to data hierarchy and calculation is the same as for other categories with buildings emissions. This category had been excluded in previous years and was included for the first time this year. As it was shown to have such a significant impact on emissions, this category has been retrospectively added to previous years using the same asset list and therefore energy consumption data, but with emission factors for the given period.

The approach taken for ECC was to establish the floor area and building type of each leased asset and combining this with CIBSE TM41 benchmark data to estimate energy use (electricity and gas) for each building. These could then be converted to emissions using the Government's conversion factors.

Alternative Categorisation and Mapping

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

- Buildings (exc. housing) > Leased Out

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

For the first time, data from a staff travel survey was available. This asked questions about number of days worked from home and commuted, commuting distance, main and alternative modes, and frequency of each. In total, 272 responses were obtained. The data was analysed to establish an average annual distance travelled by mode for a single member of staff (FTE). This was multiplied by total ECC staff to establish total distance travelled by mode, and annual hours per year of home working. These were then multiplied by the Government EFs to obtain annual emissions.

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.

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 were assumed.

Alternative Categorisation and Mapping

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

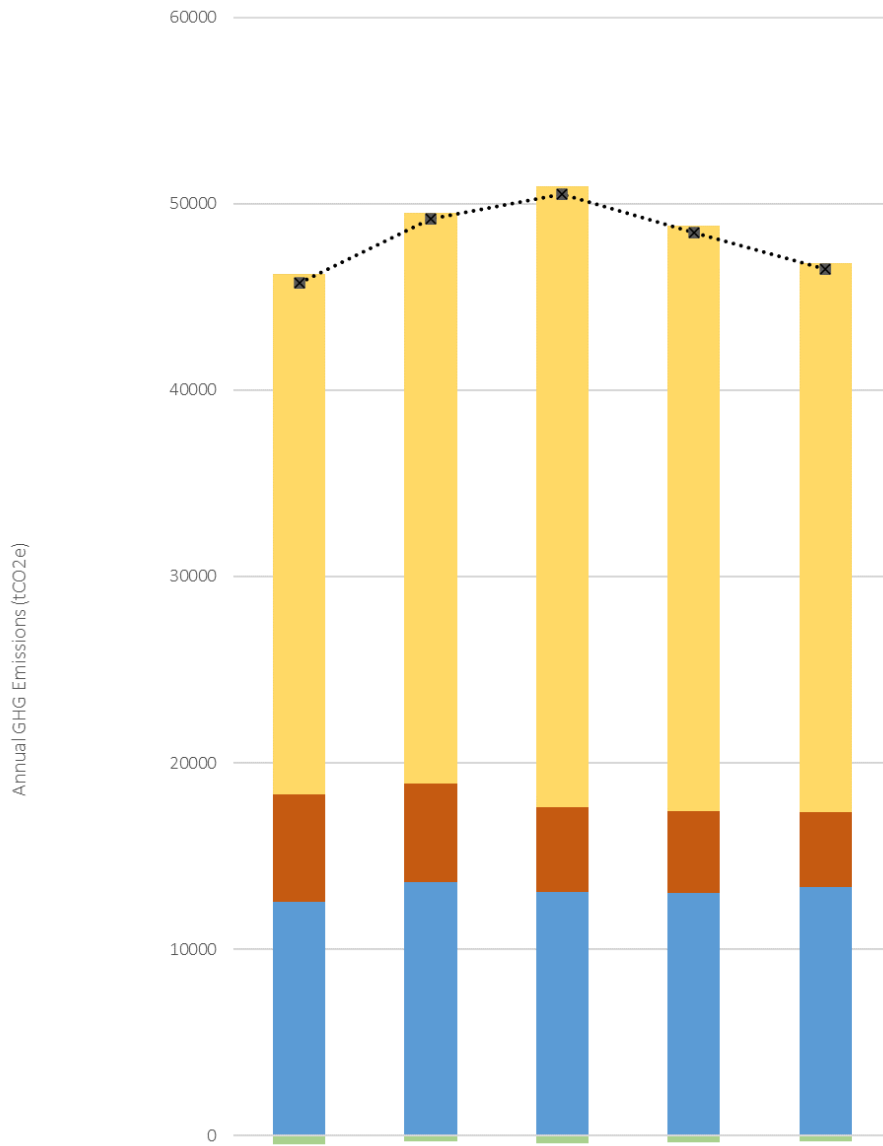
- Offsets > Exported Renewable Energy
- Offsets > Land Use Change

3 Inventory Results

The results for the 2022/23 inventory and previous years 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.

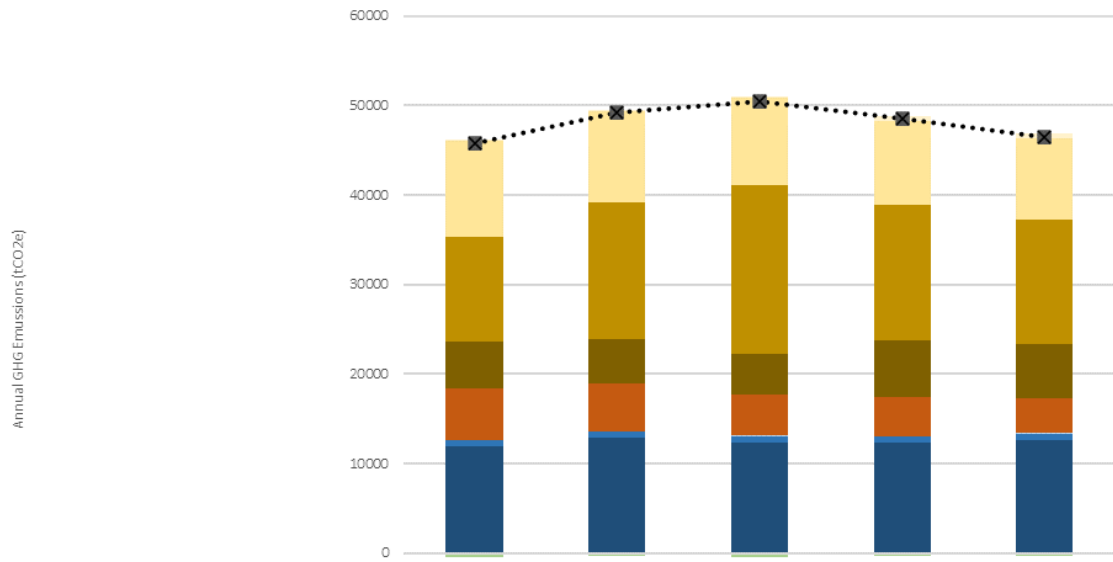
Emissions for the 2022/23 period were 46,495 tCO₂e. This represents a reduction of 1,959 tCO₂e (4%) on the previous year. Headline observations from the alternative categories are as follows:

- Non-Domestic Buildings (41% of footprint): This section now newly includes (for this year, and backdated to previous years) 'leased out' non-domestic buildings which represent 24% of the footprint. Overall, emissions from non-domestic buildings increased in 22/23 by 891 tCO₂e. This masks a whole range of factors some of which increased emissions, and others that decreased them. The electricity emission factor decrease compared to 21/22 which contributed to a general reduction. This was more than offset by increased emissions from leisure centres (Riverside increasing activity compared to 21/22, St Sidwells Point coming online, both of these more than offsetting Pyramids being retired). In addition, there was an increase in 1,278 tCO₂e from 'construction and maintenance' as identified from spend records.
- Social Housing (39% of footprint): Emissions in this category significantly reduced. This was mainly due to a reduction of 3,330 tCO₂e from 'construction and maintenance' as identified from spend records. Operational emissions remained similar to previous years, as the underlying housing stock has remained similar, with the decrease due to the lower electricity emission factor.
- Transport (3% of footprint): Emissions increased by around 16% in this category, however it remains a comparatively small part of the overall footprint. The main source of emissions were from refuse collection vehicles (though there was a 13% reduction in emissions from these, which was influenced by the new electric refuse vehicles in the fleet).
- Procurement (17% of footprint): Emissions from this category increased by 12%, driven by an increase in spend.
- Offsets (offsets 1% of footprint): The amount of carbon offset by PV panels fell by 8% 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.



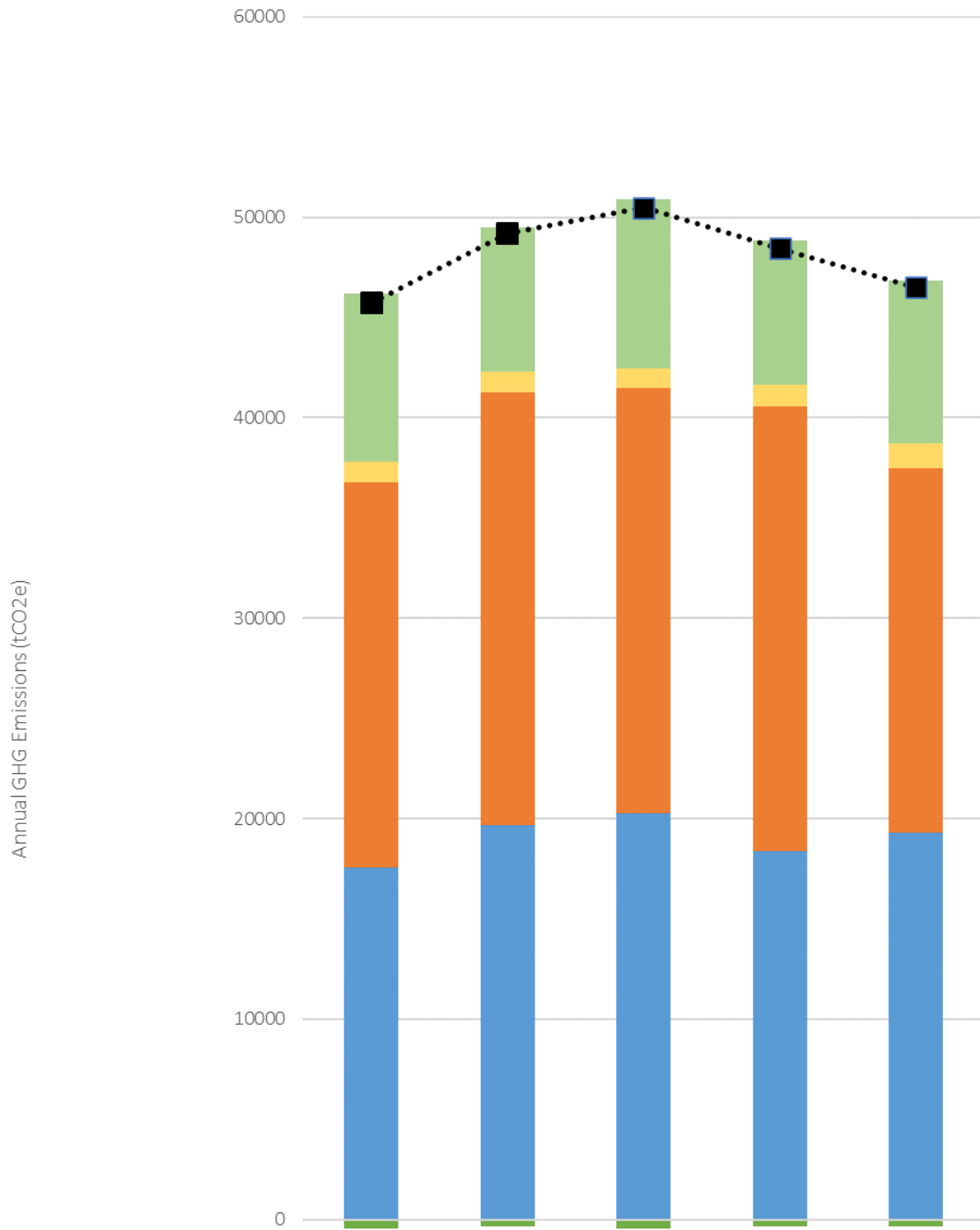
	2018/19	2019/20	2020/21	2021/22	2022/23
Offset Carbon	-468	-333	-423	-365	-334
Scope 3	27906	30631	33277	31400	29500
Scope 2	5757	5295	4537	4396	3974
Scope 1	12551	13587	13094	13023	13355
GRAND TOTAL (net)	45746	49181	50485	48454	46495

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



	2018/19	2019/20	2020/21	2021/22	2022/23
Offset Carbon	-468	-333	-423	-365	-334
Other indirect emissions not included in the other 22 categories	0	0	0	0	0
Employee commuting	129	126	19	521	496
Downstream leased assets	10762	10257	9847	9446	9081
Downstream franchises	0	0	0	0	0
End of life of the product	0	0	0	0	0
Use stage of the product	0	0	0	0	0
Downstream transport and distribution	0	0	0	0	0
Client and visitor transport	0	0	0	0	0
Investments	0	0	0	0	0
Upstream leased assets	0	0	0	0	0
Business travel	17	16	13	8	20
Upstream transport and distribution	0	0	0	0	0
Waste generated from organisational activities	3	3	3	3	3
Capital equipment	0	0	0	0	0
Purchased products	11682	15277	18800	15062	13907
Energy-related activities not included in direct emissions and energy indirect emissions	5315	4954	4595	6360	5993
Indirect emissions from consumed energy imported through a physical network	0	0	0	0	0
Indirect emissions from imported electricity consumed	5757	5295	4537	4396	3974
Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	0	0	0	0	0
Direct fugitive emissions	18	18	18	18	18
Direct process related emissions	0	0	0	0	0
Direct emissions from mobile combustion	670	675	769	654	696
Direct emissions from stationary combustion	11863	12894	12306	12351	12641
GRAND TOTAL (net)	45746	49181	50485	48454	46495

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



	2018/19	2019/20	2020/21	2021/22	2022/23
5. Offsets	-468	-333	-423	-365	-334
4. Procurement	8430	7213	8445	7181	8079
3. Transport	1009	1013	994	1094	1276
2. Social Housing	19192	21594	21183	22147	18187
1. Buildings (exc. housing)	17583	19695	20285	18397	19288
••• Series5	45746	49181	50485	48454	46495

Figure 4: GHG emissions by alternative main category

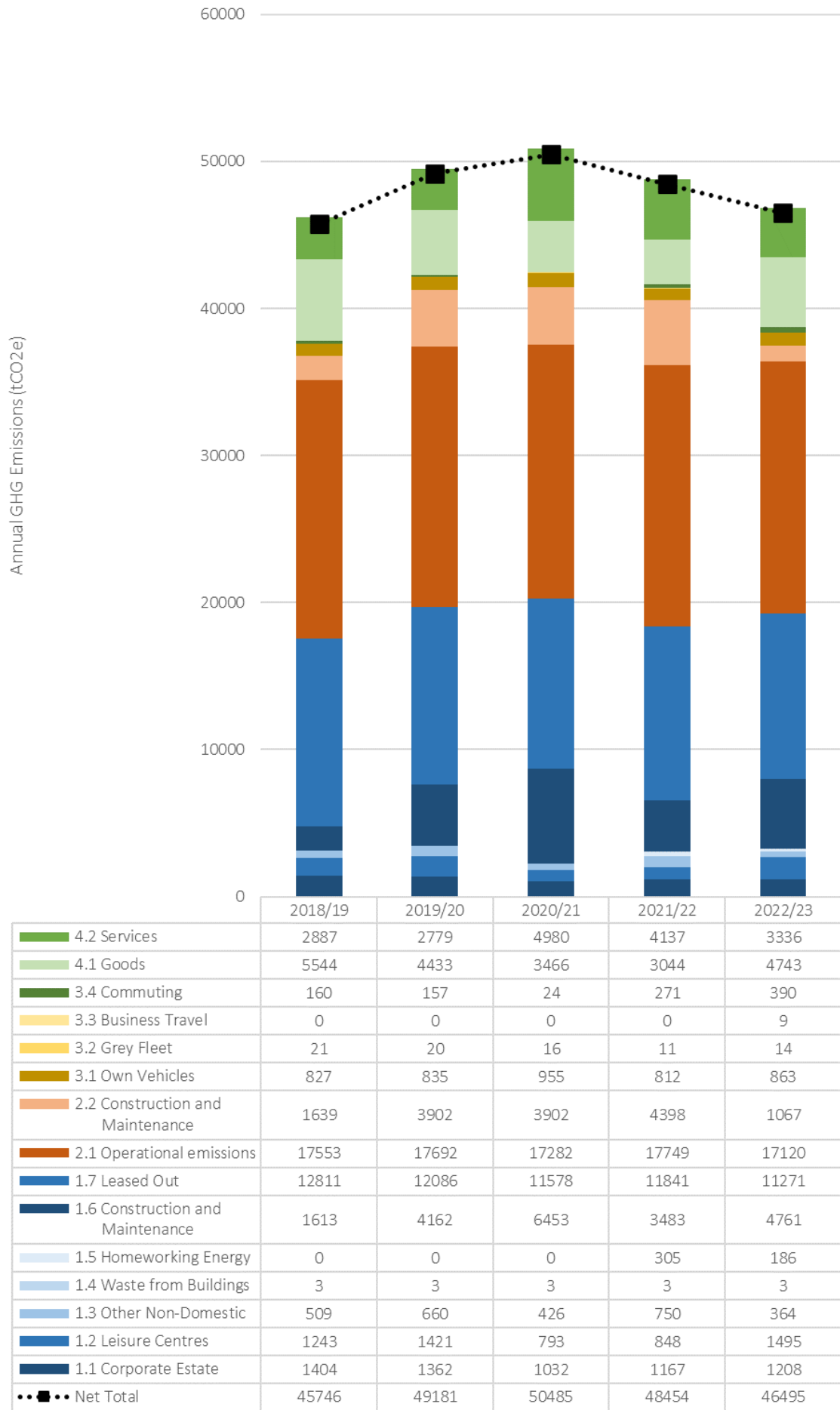


Figure 5: GHG emissions by alternative sub-category

Table 3: Detailed GHG emissions by alternative category

Category	2018/19	2019/20	2020/21	2021/22	2022/23
1. Buildings (exc. housing)	17583	19695	20285	18397	19288
1.1 Corporate Estate	1404	1362	1032	1167	1208
RAMM	591	583	449	593	523
Guildhall	28	31	24	32	33
Carpenter Close Community Centre	2	2	1	0	
Exwick Cemetary	0	0	0	0	
Corn Exchange	86	52	59	64	63
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	0
Abbeville Close Community Centre	0	0	0	0	
MRF	94	94	66	75	63
Carpenters Workshop Exton Rd	10	10	7	6	
Customs House	8	10	8	9	13
ARK Museum Store	0	0	0	0	
Toronto House	0	14	20	0	
Civic Centre	283	318	223	237	208
St Nicholas Priory	75	0	0	0	
St Georges Market - Corn Exchange	40	41	15	26	24
Cctv Control Centre	34	30	0	5	
Oakwood House	29	32	25	29	8
Other Buildings	104	41	33	19	
Glencoe, Alphington Street,		5	8	0	
25 Queens Road		7	34	0	
Night Shelter, Magdalen Street		3	7	0	
Matford Livestock Centre		70	41	61	43
Exton Road Depot - Oakwood House	4	4	3	5	6
Carpenter Close					2
Exwick Road					0
Longbrook Street					0
Bishop Road					2
Commercial Road					0
Grendon Road					1
Bodley Close					4
Carpenters Workshop					3
Prince Charles Road					1
Non-half hour electricity use					212

1.2 Leisure Centres	1243	1421	793	848	1495
Exeter Arena	58	66	36	38	42
ISCA Centre	122	124	89	45	98
Pyramids	464	440	280	257	2
Riverside	326	448	224	348	882
Wonford	68	53	47	44	51
Northbrook Pool	203	288	110	116	162
Northbrook Golf	1	0	0		
Clifton Hill Sports Centre		2	0	0	
Leisure others		0	6		
St Sidwells Point					257
1.3 Other Non-Domestic	509	660	426	750	364
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	
Non-half hour electricity use					364
1.4 Waste from Buildings	3	3	3	3	3
Paper	2	2	2	2	2
Residual Waste	1	1	1	1	1
1.5 Homeworking Energy				305	186
Work at Home energy use				305	186
1.6 Construction and Maintenance	1613	4162	6453	3483	4761
Procured Construction: Non-residential	1613	4162	6453	3483	4761
1.7 Leased Out	12811	12086	11578	11841	11271
Bar, Pub Or Licensed Club	46	44	43	44	42
Clinic	56	54	52	53	51
Cultural Activities	697	666	646	662	639
Dry Sports And Leisure Facility	75	72	70	72	69
General Accommodation	1145	1108	1085	1115	1087
General Office	6558	6143	5848	5972	5644
General Retail	1170	1048	955	966	867
Hotel	913	874	849	871	842
Restaurant	1025	988	965	991	963
Schools And Seasonal Public Buildings	81	78	76	78	76
Storage Facility	475	459	449	461	449
Terminal	27	26	25	26	25
Workshop	543	526	515	530	517
2. Social Housing	19192	21594	21183	22147	18187
2.1 Operational emissions	17553	17692	17282	17749	17120
Council Owned Homes	17553	17692	17282	17749	17120
2.2 Construction and Maintenance	1639	3902	3902	4398	1067

Procured Construction: Homes	1639	3902	3902	4398	1067
3. Transport	1009	1013	994	1094	1276
3.1 Own Vehicles	827	835	955	812	863
Car Parking Services	12	4	4	4	4
Cleansing & Fleet Manager Refuse Trucks	558	563	556	642	556
Cleansing & Fleet Manager Other	55	153	152	54	96
Corporate Customer Services	5	0	0	2	0
Housing	13	1	2	0	2
Leisure and Museum Manager	5	1	1	0	7
Patrollers	7	0	0	0	
Pool Car	1	0	0	0	1
Pool Van Engineering	4	0	0	0	
Principal EHO	3	0	1	0	
Public & Green Spaces	159	110	236	107	133
Waterways	4	2	2	2	13
Unallocated					50
3.2 Grey Fleet	21	20	16	11	14
Grey Fleet	21	20	16	11	14
3.3 Business Travel					9
Bus					7
Train					2
3.4 Commuting	160	157	24	271	390
Commute by car	133	130	17	251	
Commute by bus	18	18	6	8	21
Commute by train	10	9	1	12	16
Car or Van (Petrol)					130
Car or Van (Diesel)					193
Car or Van (Electric)					3
Car or Van (Hybrid)					13
Car Share					6
Taxi					0
Motorcycle					7
Active transport (walking, running, cycling, scooting)					0
4. Procurement	8430	7213	8445	7181	8079
4.1 Goods	5544	4433	3466	3044	4743
Procured Goods	5544	4433	3466	3044	4743
4.2 Services	2887	2779	4980	4137	3336
Procured Services	2887	2779	4980	4137	3336
5. Offsets	-468	-333	-423	-365	-334
5.1 Exported Renewable Energy	-468	-333	-423	-365	-334
Council Owned Homes	-105	-74	-83	-76	-69
RAMM	-4	-1	-2	-3	-2
Livestock Centre	-280	-194	-268	-227	-190
MRF	0	0	0	0	-3
Civic Centre	0	0	0	0	-6
Oakwood House	-3	-2	-3	-2	-2

Belle Isle	-1	0	0	0	0
MA Car Park	-40	-32	-35	-30	-19
JL Car Park	-28	-23	-26	-21	-11
Wat Tyler	-3	-2	-3	-3	-2
Ark	0	0	0	0	-1
Climb Centre	-5	-3	-4	-4	-5
Water Lane Solar Farm					-23
5.2 Land Use Change	0	0	0	0	0
Valley Parks Tree Planting	0	0	0	0	0
Grand Total (net)	45,746	49,181	50,485	48,454	46,495

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- [4] World Resources Institute (WRI) and World Business Council for Sustainable Development (WBCSD), Corporate Value Chain (Scope 3) Accounting and Reporting Standard: Supplement to the GHG Protocol Corporate Accounting and Reporting Standard, 2011.
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- [9] GHG Protocol: Life Cycle Databases, (n.d.). <https://ghgprotocol.org/life-cycle-databases>.
- [10] UK Government, UK and England's carbon footprint to 2019, (n.d.). <https://www.gov.uk/government/statistics/uks-carbon-footprint>.
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REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 14 March 2024

Report of: Director of City Development and Housing

Title: Exeter Plan: Full Draft consultation: Initial reporting

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1. Between September 2023 and January 2024, the Council consulted on a Full Draft of the emerging Exeter Plan, the new Local Plan for the city. Since the consultation closed, the Local Plans Team has been undertaking initial evaluation of the consultation responses received. This report provides an initial summary of this work. A full consultation report will be presented to the Executive later this year.

2. Recommendation:

2.1 That the summary of the Full Draft Exeter Plan consultation, as included in this report, is noted and discussed.

3. Reasons for the recommendation:

3.1 To provide an opportunity to reflect on the engagement activities undertaken during the Full Draft Exeter Plan consultation and to give an early update on the consultation responses received.

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

4.1 There are no resource implications of the recommendations which are to note and discuss the contents of the report. This is because the consultation which is referred to has been completed within existing budgets.

5. What are the legal aspects?

5.1 The preparation of planning policy, usually through a Local Plan, is a legal requirement under section 19 of the Planning and Compulsory Purchase Act 2004. This report provides an update on the Full Draft Exeter Plan consultation. This consultation complied with the provisions of Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 which requires the Local Planning Authority to undertake an early statutory consultation process.

6. Report details:

Consultation activities

6.1 The Full Draft Exeter Plan document, and the accompanying proposals map, was available for public comment between 23 October 2023 and 15 January 2024. This twelve-week period was twice the statutory required minimum and twice the six weeks set out in the Council's Consultation Charter.

6.2 The consultation material included a Full Draft Exeter Plan document and the emerging evidence base. This evidence base has developed since the previous consultation and will continue to be added to as the plan progresses.

6.3 Approximately the first half of the consultation ran alongside parallel consultations on the Liveable Water Lane Supplementary Planning Document and the Householder's Guide: Design of extensions and alterations Supplementary Planning Document.

6.4 Responses to the consultation material were invited online through the Commonplace engagement platform with alternative options available to email or post responses back to the Council. The consultation was also signposted directly from the Council's website.

6.5 In addition to the significant digital presence, 15 public exhibitions were held across the city, running daytime into evening to promote access. The exhibitions were arranged to provide a geographic spread across the city whilst also to be located close to the main development sites proposed in the Draft Plan. A wider range of venue type was also chosen for the consultation this year with a greater number of cultural and community spaces used in order to widen the audience. Officers from the City Development team spoke to more than 500 people at these events.

6.6 To supplement the exhibitions, officers attended five established coffee mornings/events organised by the Exeter Community Builders to provide additional opportunities to engage with different groups in a less formal setting. Officers spoke to more than 100 people at these gatherings.

6.7 In total, 645 people attended the various events.

6.8 Great efforts were made to promote the consultation in a variety of ways including via:

- Providing copies of the Draft Plan consultation document in all of the city's libraries.
- Permanent displays at Exeter venues including St Sidwell's Point and Riverside Leisure Centres, RAMM, Exeter Tickets (Corn Exchange) and the Civic Centre.
- The Council's weekly e-newsletter (available through 'Stay Connected') which goes to over 4,000 people across the city.
- Email / post notification for all those included on the Council's planning policy database and any properties in the potential development sites.
- A series of press releases during the consultation.
- Extensive use of social media during the consultation.
- Digital advertising screens at locations throughout the city including prominent locations such as Central Station, the bus station and RAMM.
- Banners over Bridge Road and Topsham Road.

- Adverts on the Council's fleet of bin lorries providing repeat coverage for all households in Exeter.
- Posters: More than 200 posters were distributed across the city including to libraries, community centres, parks, car parks, shops and schools.
- Articles included in the September 2023 and December 2023 editions of the Exeter Citizen which goes to each address in Exeter.
- An article in Iscatape – Exeter's talking newspaper for visually impaired people.
- Promotion through Exeter Connect and associated networks.
- A community organisation workshop.
- Prominent advertising on the City Council's website homepage.

6.9 Significant efforts were also made to make the consultation material interesting and accessible in its presentation. The various features in the Commonplace engagement platform were used to present the content in more manageable sections, provide a series of quick questions, prepare a summary version of the plan policies in digestible format, present an interactive map and to show what development sites could look like in future. Paper copies of the plan were printed and a fully accessible digital version of the plan was made available. An audio version of the document was produced on CD and was available online, whilst other alternative formats were available on request.

6.10 Finally, the consultation questions were organised in a way to enable people to respond in a variety of ways. As already explained, questions were provided within an online survey, Word versions of the survey form were available and paper copies were provided at the various exhibitions. As per the previous Exeter Plan consultation, the consultation survey initially asked a simple 'initial feeling' question of how the respondent felt about the policy or site, with an open, follow-up question asking for more details and an explanation of views. No questions were mandatory to provide flexibility in how people answered. Lastly, as part of the online platform, four 'quick questions' were provided to enable people to provide input about four important Exeter Plan topics. The aim of these was to enable people to provide consultation input quickly to encourage responses from those who may not have time to go through the full survey.

The consultation in numbers

6.11 A summary of the responses received and some of the key patterns to these responses is provided in the next section of the report.

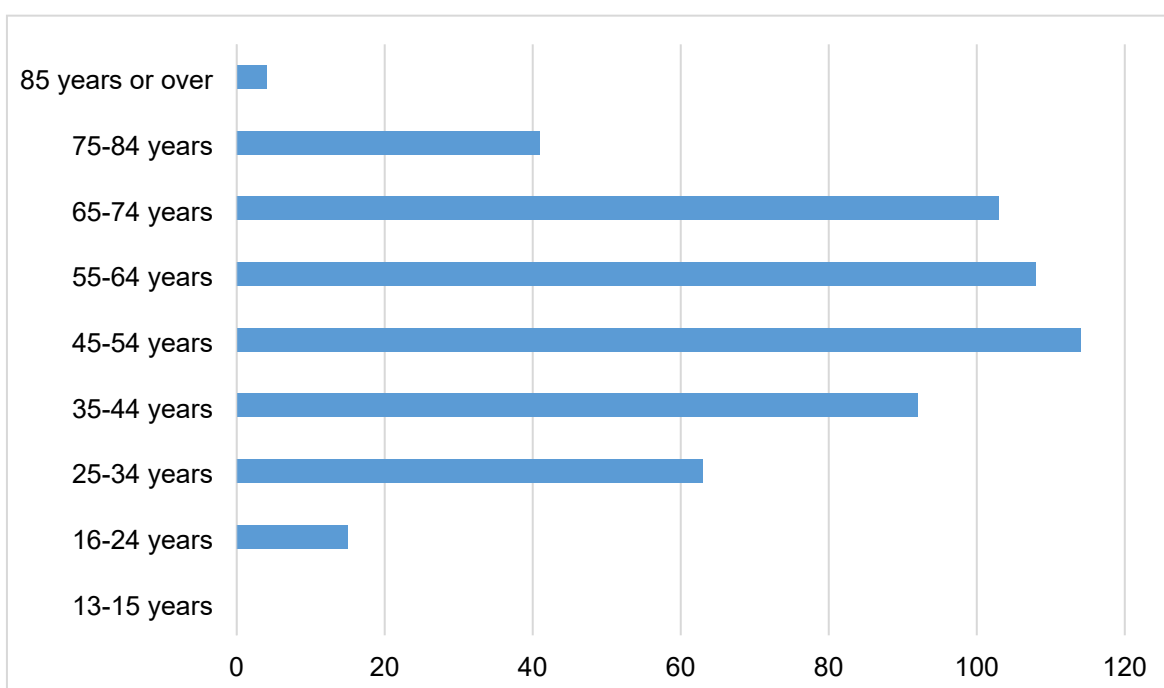
- Total number of respondents: 1118
- Total number of responses: 2856
- Total number of responses to the 'quick survey': 715
- Total number of people attending the exhibitions: 537
- Total number of people spoken to at coffee mornings: 108
- Total number of hits on the Commonplace consultation webpage: 11,248

6.12 The consultation survey included an option to identify whether the response was on behalf of an individual or an organisation. The vast majority of the 1118 respondents were individuals (1030) with 88 stating they were responding on behalf of an organisation. Table 1 outlines a breakdown of the respondent type, including type of organisation.

Respondent type	Number of respondents
Individuals	1030
Other organisations	42
Developers / agents / land promoters	28
Government agencies / public bodies	12
Councils	6
TOTAL	1,118

Table 1: Number of respondents by respondent type

6.13. The consultation survey included an option for the respondent to select their age range. Around half (578 respondents) chose to either leave this question blank or select 'prefer not to say' leaving 540 responses with an age range provided. The highest numbers of respondents were between the four age brackets covering 35-74 years, with 45-54 years being top with 114 respondents in the age category. The distribution of ages is presented in Graph 1.



Graph 1: Age range of respondents

Summary of responses received: Quick questions

6.14 During the consultation a series of four 'quick questions' were released at regular intervals. These were intended to provide people with a quick and easy way of demonstrating their interest in some of the key issues which the plan is addressing. The four quick questions were related to:

- Building heights and density.
- Climate change.
- High-tech business.
- The role of the city centre.

6.15 The four quick questions received a total of 715 responses. The question covering building heights received the largest number of responses at 259. This was closely followed by the question on the role of the city centre with 218 responses. More detail on the quick question responses is included in Table 2.

Topic	Total	Answering yes	Answering no
To provide the homes Exeter needs and still protect green spaces and our natural environment, we need to build closer to the city centre at higher densities, with some taller buildings where appropriate but more generous streets and public spaces. Do you agree with this idea?	259	149 (57.5%)	110 (42.5%)
Would you like to see more buildings with higher energy efficiency standards and more renewable energy generation?	133	125 (94%)	8 (6%)
To increase earnings and encourage people to stay and live in the city, Exeter City Council wants to encourage more high-tech and innovative businesses into the city and improve training opportunities. Is this a good idea?	105	91 (86.7%)	14 (13.3%)
The way we shop and the role of the city centre is changing. In future, it will be important to have a wider variety of uses, facilities, jobs and homes in the city centre. Is this a good idea?	218	179 (82.1%)	39 (17.9%)

Table 2: Numbers of responses to the consultation quick questions

6.16 The responses to these questions suggest broad support for important strands of the spatial strategy included in the Exeter Plan including:

- Protecting our natural environment.
- Developing at higher densities with some taller buildings where appropriate if this allows environmental protection.
- Efficient buildings and renewable energy generation.
- Encouraging innovative employment sectors.
- A wider mixture of uses in the city centre to maintain vitality.

Summary of responses received: Policies

6.17 The Full Draft Exeter Plan included 62 draft policies for comment covering a wide range of topics. Policy H2: Housing allocations listed all the potential development sites for the plan. This has not been included with the review of responses to other policies because the consultation asked questions on the sites separately. A review of the detailed policy comments is still ongoing and so a full discussion of the responses to all of the policies is not included here.

6.18 Table 3 sets out the five draft policies which received the largest number of responses, combining the responses outlining an overall view of the policy (an 'initial feeling response' demonstrated by a smiley face or a frown) and the number of more detailed text comments.

Policy	Number of 'initial feeling' responses	Number of comments	Total
S1: Spatial strategy	113	99	212
STC1: Sustainable movement	95	93	188
S2: Liveable Exeter delivery principles	84	81	165
H1: Housing requirement	82	83	165
CC1: Net Zero Exeter	81	80	161

Table 3: Draft policies receiving the largest number of responses

6.19 Table 4 sets out the five draft policies which received the smallest number of responses.

Policy	Number of 'initial feeling' responses	Number of comments	Total
C2: Development and cultural provision	14	16	30
EJ2: Retention of employment land	17	11	28
EJ3: New forms of employment provision	11	11	22
EJ5: Provision of local services in employment areas	11	11	22
EJ4: Access to jobs and skills	10	12	22

Table 4: Draft policies receiving the smallest number of responses

6.20 The responses to the question asking people about their 'initial feeling' about each of the policies show that the majority of policies (67% or 41 out of the 61 policies) were generally well received with 50% or more respondents selecting feeling 'satisfied' or 'happy' with the policy. The remaining 20 policies received less than 50% of people selecting feeling 'satisfied' or 'happy'.

6.21 The policies which were positively received by 50% or more of respondents are:

- S1: Spatial strategy
- S2: Liveable Exeter delivery principles
- CC1: Net zero Exeter
- CC2: Renewable and low carbon energy
- CC3: Local energy networks
- CC4: Ground-mounted photovoltaic arrays
- CC5: Future development standards
- CC6: Embodied carbon

- CC7: Solar-ready development
- CC8: Flood risk
- CC9: Water quantity and quality
- H7: Specialist accommodation
- H11: Loss of residential accommodation
- H12: Accessible homes
- H14: Residential amenity and healthy homes
- EJ1: Economic growth in the transformational sectors
- EJ2: Retention of employment land
- EJ3: New forms of employment provision
- EJ4: Access to jobs and skills
- EJ5: Provision of local services in employment areas
- EJ6: New transformational employment allocations
- STC3: Supporting active travel
- STC4: Supporting public transport
- STC6: Travel plans
- STC7: Safeguarding transport infrastructure
- STC9: Digital communications
- NE2: Valley Parks
- NE3: Biodiversity
- NE4: Green infrastructure
- NE5: Green circle
- NE6: Urban greening factor
- NE7: Urban tree canopy cover
- HH1: Conserving and enhancing heritage assets
- HH2: Heritage assets and climate change
- HH3: Conserving and enhancing Exeter City Walls
- D1: Design principles
- HW2: Pollution and contaminated land
- IC2: Viability
- IC3: Community facilities

- IC4: Sport, recreation and allotment space in new development
- IC5: Play areas in new development
- IC6: New cemetery provision

6.22 The policies which were positively received by less than 50% of respondents are:

- H1: Housing requirement
- H3: Affordable housing
- H4: Build to rent
- H5: Co-living housing
- H6: Custom and self-build housing
- H8: Purpose built student accommodation
- H9: Gypsy and traveller accommodation
- H10: Residential conversions and houses in multiple occupation
- H13: Housing density and size mix
- HS1: The vitality of our high streets and centres
- STC1: Sustainable movement
- STC2: Active and sustainable travel in new developments
- STC5: Supporting new forms of car-use
- STC8: Motorway service area
- NE1: Landscape setting areas
- C1: Protecting and enhancing cultural and tourism facilities
- C2: Development and cultural provision
- D2: Advertisements
- HW1: Health and wellbeing
- IC1: Delivery of infrastructure

6.23 Policy S1: Spatial strategy was reasonably well received, with 53% of respondents feeling happy or satisfied with the policy. This is important because it provides a summary of the key approach to be taken in relation to new development in Exeter from which much of the rest of the plan content flows. A number of the housing and transport policies were less well received. Further analysis will be required to understand this further.

Summary of responses received: Sites

6.24 The outline draft Exeter Plan proposed 6 strategic, mixed use brownfield sites, 18 residential-led sites and 4 employment site allocations. A full consultation analysis has

not been provided here because the assessment is still ongoing. However, some initial patterns are included here.

6.25 The six sites which received the largest number of responses are listed below.

- Exe Bridges Retail Park
- Marsh Barton
- Water Lane
- North Gate
- South Gate
- East Gate

6.26 In terms of the views of respondents, there were four sites (all brownfield) which received at least 50% positive responses, although the number of respondents is relatively low. The sites are listed in Table 5.

Site	% 'happy' or 'satisfied'	% 'unhappy' or 'dissatisfied'	Number of respondents
99 Howell Road	75	13	8
Chestnut Avenue	50	30	10
Former overflow car park, Tesco	50	40	10
88 Honiton Road	50	38	24

Table 5: The four sites with 50% or more positive responses

6.27 There were five sites to which over 70% of respondents provided negative responses. Four of these sites are greenfield, with the other at Exe Bridges in use as an edge of city centre retail park. The sites are listed in Table 6.

Site	% 'happy' or 'satisfied'	% 'unhappy' or 'dissatisfied'	Number of respondents
Land to the west of Newcourt Road, Topsham	0	82	17
Exe Bridges Retail Park	16	81	290
Land at Newcourt Road, Topsham	7	80	15
Land adjoining Silverlands	0	77	13
Land at Old Rydon Lane	14	76	21

Table 6: The five sites with 70% or more negative responses

Brief comparison between Outline Draft and Full Draft Consultations

6.28 The Full Draft Plan consultation reporting will compare in more detail the responses to both the 2023/24 Full Draft consultation and the 2022 Outline Draft consultation. However, a brief comparison and discussion is included here, with initial data included in Table 7.

Engagement measure	Outline draft plan	Full draft plan
Total number of respondents	1,489	1,118
Total number of responses	3,473	2,856

Table 7: A comparison between the level of engagement in the Outline Draft and Full Draft Plan consultations

6.29 Overall, the Full Draft Exeter Plan consultation received fewer responses than the Outline Draft. It is challenging to determine accurately the reasons for this. However, by considering some informal conversations with people at events, reviewing the comments received and by considering the context of what is happening in the city more widely, reasons for this could be:

- Time of year: The Full Draft Plan consultation was a month later in the year, running more deeply into the winter than the Outline Draft which may have impacted event attendance, particularly on the occasions when specific weather coincided with consultation events (e.g. Storm Ciaran took place on the same day as one of the exhibitions).
- Consultation fatigue: After previous rounds of Exeter Plan consultation, Devon County Council consultations and various significant planning applications, the appetite for engagement may have diminished.
- Similar consultation content: Although the plan had evolved significantly between the Outline and Full Drafts, to the wider public the overarching presentation, content and aims of the plan may have appeared similar.

6.30 As stated earlier in the report, significant efforts were made to engage with a wide variety of groups in a number of ways. Response monitoring also took place during the consultation period in order that efforts could be made to encourage further engagement as the consultation progressed. This resulted in additional activities being implemented and a significant increase in number of responses in the last two weeks of the consultation when compared with the Outline Draft. The additional activities included:

- Additional exhibitions in a wider variety of venues.
- Attendance at existing coffee mornings.
- Use of quick questions.
- More frequent press releases.
- More frequent social media activity and use of Instagram reels.

Next steps

6.31 The assessment of the consultation responses is currently ongoing. A more detailed consultation report will be presented to the Executive later in 2024. The responses will be used to inform the next stage of the plan-making process. A further consultation will be held in autumn 2024. There will be a further opportunity to discuss the next, and what is

anticipated to be final, draft of the Exeter Plan at the Strategic Scrutiny Committee meeting in September 2024.

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

7.1. The recommendation in the report is that the summary of the Full Draft Exeter Plan consultation, as included in this report, is noted and discussed. No formal decision is sought. However, the content of the emerging Exeter Plan will support all five of the Council's strategic priorities through the Exeter Vision 2040, the overarching spatial strategy for the city and a series of specific thematic policies:

- Prosperous local economy
- Healthy and active city.
- Housing and building great neighbourhoods and communities.
- Net zero carbon city.
- Thriving culture and heritage.

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

8.1. The report is a summary of the Full Draft Exeter Plan consultation. The recommendation is to note and discuss the summary of the consultation which has already taken place and the responses which are analysed were provided by third parties. On this basis, there are no risks associated with the recommendation.

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.

10. Carbon Footprint (Environmental) Implications:

10.1 There are no direct carbon/environmental impacts arising from the recommendations.

11. Are there any other options?

11.1 It is appropriate to note and discuss the responses to the Full Draft Exeter Plan consultation in order that they can be used to inform future stages of plan preparation. There are no other options.

Director of City Development and Housing: Ian Collinson

Report Author: George Marshall: Assistant Service Lead – Local Plans

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

Background papers used in compiling this report:

Exeter Plan: Full Draft plan

Contact for enquires:

Democratic Services (Committees)

Room 4.36

01392 265275

REPORT TO STRATEGIC SCRUTINY COMMITTEE

Date of Meeting: 14th March 2024

Report of: William Nowell, Business Development and Brand Lead

Title: Ethical and Low Carbon Advertising

Is this a Key Decision?

Scrutiny is a non-decision making committee

Is this an Executive or Council Function?

Scrutiny is a non-decision making committee

1. What is the report about?

- 1.1 This report brings together information requested by Members on the topic of enhancing the council's current ethical advertising policy.
- 1.2 At a previous scrutiny meeting Members were asked to submit their thoughts around changes to the policy. These are attached at Appendix 1 and 2.
- 1.3 The report is for noting only.

2. Recommendations:

- 2.1 Members are asked to note the contents of this report.

3. Reasons for the recommendation:

3.1 A Notice of Motion was presented at Council by Councillor Sparling in April 2023 regarding ethical and low carbon advertising. It was amended in accordance with Standing Order 6 (5) and referred to the appropriate Scrutiny Committee.

3.2 A subsequent report was presented to Strategic Scrutiny Committee in June 2023 relating to current corporate advertising arrangements and the existing Ethical Advertising Policy. Further information was sought to better understand the matter. Members were also asked to submit any suggested changes to the policy to be put forward.

3.3 This second report brings together the information for noting and discussion.

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

- 4.1 Scrutiny is a non-decision making body.

5. What are the legal aspects?

5.1 This matter has been the subject of two previous reports to Strategic Scrutiny committee on 22 June 2023 (Ethical and Low Carbon Advertising - Director Jon-Paul Hedge) and 21 September 2023 (Ethical and Low Carbon Advertising: Planning policy considerations – Director Ian Collinson, author George Marshall).

5.2 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.

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

5.4 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

6.1 The Council's adopted Ethical Advertising Policy sets the parameters for acceptance of advertising on council assets. It is separate to a Devon County Council wide agreement with Clear Channel.

6.5 From April 2023 to February 2024 £203,505 income was generated through advertising on council facilities. The income budget for advertising for 23/24 is £200,000 and is expected to face budget pressures due to the impact of the recession on local business spend.

6.6 At the previous Scrutiny, a question was asked around how much income Exeter City Council (ECC) would lose if they were to limit advertising to avoid products and services that contribute to climate change and air pollution. This is difficult to calculate because of direct and indirect contributions to carbon emissions. It is conservatively anticipated that around £18,500 this year would have been lost through direct advertisers (Car sales etc). ECC predominantly supports local businesses.

6.7 Three members submitted a number of comments, set out in Appendix 1 and 2.

6.8 Members sought information regarding emissions from ECC's current digital advertising. This information is provided in section 10.

6.9 Exeter City Council has purposely moved from print towards digital advertising. To phase out the use of digital advertising screens by 2030 would end all paid for advertising on Exeter City Council's 20 digital displays.

6.10 Some Members also suggested that the current Ethical Advertising Policy should also be extended to the contract between Clear Channel, Devon County Council and Exeter City Council for supply and maintenance of bus shelters within Exeter. Copies of the contract have been provided to those Elected Members who requested it.

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

7.1 The Ethical Advertising Policy contributes to the following Council Corporate Strategic priority of:

- A prosperous local economy
- A well run council

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

8.1 No decisions are being taken at this time.

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 Energy Consumption of Exeter City Council owned digital display boards:

Location	Size	Quantity	Energy Consumption Per Unit: Hour / Day	Operating Hours
Exeter St David’s	43 inch external	1	190w / 3610w	5:00-00:00
Exeter Central	43 inch internal	1	45w / 855w	5:00-00:00

Exeter Bus Station	75 inch internal	2	330w / 6105w	5:30-00:00
St Sidwell's Point	75 inch internal	1	300w / 4650w	6:30-22:00
Riverside Leisure Centre	65 inch internal	1	300w / 4650w	6:30-22:00
Leonardo Hotel	43 inch internal	1	45w / 360w	5:45-00:00
Corn Exchange Box Office	43 inch internal	1	45w / 360w	10:00-16:00
Exeter Central Library	43 inch internal	1	45w / 360w	9:00-18:00
John Lewis	43 inch internal	1	45w / 360w	9:00-18:00
RAMM	43 inch internal	1	45w / 315w	10:00-17:00
Guildhall Shopping Centre	65 inch internal	9	300w / 4650w	6:30-22:00

11. Are there any other options?

This is not applicable as there are no changes proposed at this time.

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: Jon-Paul Hedge, Director.

Author: William Nowell, Business Development and Brand Lead

Contact for enquires:
Democratic Services (Committees)
Room 4.36
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Appendix 1

Precis of Comments on Exeter City Council Advertising Policy, jointly submitted by three Members. (See full comments below)

1. A suggested amendment to the policy that Adfree Cities recommends that the Advertising policy is explicitly widened to be an Advertising and Sponsorship policy that clearly covers sponsorship arrangements.
2. An amendment to the policy that Adfree Cities recommend basing Exeter's policy on the thorough policy developed by Bristol City Council as a template that defines "advertising" and "sponsorship" and gives clear guidance on the scope and application of the policy.
3. To update Exeter City Council's 2022-2026 priorities within the policy.
4. An additional proposal was put forward that the Ethical Advertising Policy should be applied to the contract between Clear Channel, Devon County Council and Exeter City Council for supply and maintenance of bus shelters within Exeter.

Comments in full by Members on ECC advertising policy.

Note for transparency: These comments have been based on information from Adfree cities to assist with some of the technical issues and amended by the three Members on the Committee.

1. Adfree Cities recommends that the Advertising policy is explicitly widened to be an **Advertising and Sponsorship policy** that clearly covers sponsorship arrangements.
Cllrs comment: We agree as this would enable the council to be able to offer advertising and sponsorship arrangements as part of any matched contribution to partnership working in the city.
2. Adfree Cities recommend basing Exeter's policy on the thorough policy developed by Bristol City Council as a template that defines "advertising" and "sponsorship" and gives clear guidance on the scope and application of the policy. [Bristol City Council's Advertising and Sponsorship Policy](#). Another recommended basis for a policy is [Cambridgeshire County Council's Advertising and Sponsorship policy](#). **They recommend overhauling the current policy in favour of a more comprehensive policy based on these templates and have drafted a policy below.** This is closely based on the policies in Bristol and Cambridgeshire, but has not been subject to legal review, which is recommended.
Cllrs comments: we agree and have found the policy below very helpful as a basis. Please note we have made further amendments to the proposed text. So this document is not sent on their behalf or purport to be from Adfree Cities.

3. Further notes from Cllrs

Regarding the council's Ethical Advertising policy as it stands, we note that the council priorities are now as follows:

The Council's priorities from 2022-2026 are:

- a. Prosperous local economy
 - b. Healthy and active city
 - c. Housing and building great neighbourhoods and communities
 - d. Net zero carbon city
 - e. Thriving culture and heritage
4. This Policy should be applied to the contract between Clear Channel UK Ltd, Devon County Council and Exeter City Council Ltd for the supply and maintenance of bus shelters within Exeter. Sections 5 & 8 of the contract relate in particular. It is noted Clear Channel are seeking an amendment to their contract so, now is an opportune moment to amend it.

Proposed Draft Policy submitted jointly by three Members

EXETER CITY COUNCIL ADVERTISING AND SPONSORSHIP POLICY

1 Context and definitions

1.1. Advertising and sponsorship encompasses goods, services, ideas, causes, opportunities, prizes and gifts.

1.2. Advertising definition

Advertising is defined within this policy as:

“an agreement between the council (or its intermediaries) and an advertiser, whereby the council receives money from an organisation or individual in consideration of which the advertiser gains publicity in the form of an advertisement in council-controlled print, outdoor, broadcast or electronic media.”

or

“an agreement between the council (or its intermediaries) and a provider, whereby the council pays money to an organisation or individual in consideration of which the council gains publicity in the form of an advertisement in externally- controlled print, outdoor, broadcast or electronic media.”

1.3. Sponsorship

To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial. Sponsorship should not be confused with other types of funding which the council administers e.g. grants.

Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment. There can be cross-over between how advertising and sponsorship works in practice. For example, advertising on roundabouts is usually called sponsorship because the funds support the cost of maintaining these sites.

2. Purpose of the Policy

2.1. Exeter City Council aspires to use its assets and build positive relationships with businesses through advertising and sponsorship *where appropriate*.

2.2. The purpose of this policy is to set out the terms upon which advertising and sponsorship may be sought and accepted by Exeter City Council (the Council).

2.3. The Policy:

- a) outlines the rules and guidelines that the Council and its potential sponsors and advertisers must follow;
- b) assesses risk and managing potential conflicts of interest;
- c) clarifies public accountability and transparency of decision making.

3. Rules on Sponsorship and Advertising

3.1. All advertising must fall within the guidelines and rules laid out by:

- the Code of Recommended Practice on Local Authority publicity
<https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>
 - In the case of any ambiguity, please refer to this document for guidance.
- the Advertising Standards Authority (ASA) www.asa.org.uk;
- ‘The Consumer Protection from Unfair Trading Regulations’ and ‘The Business Protection from Misleading Marketing Regulations 2008’ (all of which can be found at <https://www.gov.uk/marketing-advertising-law/regulations-that-affect-advertising>);

3.2. Any existing advertising or sponsorship arrangements must be reviewed against this policy and the above listed documents at the end of any contractual term.

3.3 The council will not permit any advertising and/or sponsorship that represents a conflict of interest or is likely to cause serious or widespread offence. Particular care will be taken in relation to race, age, religion or belief, sex, sexual orientation, disability, gender reassignment, or gender identity or expression, pregnancy or maternity and marriage or civil partnership.

3.4. Without any limitation on the Council’s ability to exercise its discretion, the Council does not consider the following companies, partnerships, organisations or individuals as suitable for entering into advertising or sponsorship agreements with:

- a) those involved in the manufacture, distribution or wholesaling of tobacco-related products, alcohol, fossil fuels, pornography or addictive drugs;
- b) those whose services or products are considered to be injurious to health, or are seen to be in conflict with the Council’s priorities and responsibilities to the community concerning healthy and active lifestyles. In particular, the promotion or availability of foods and drinks that are high in fat, salt and/or sugar (HFSS) as defined by the Department of Health and Social Care’s nutrient profiling model will not be permitted, without exceptions. This includes advertisements where there is a range of food/drink featured, some of which is HFSS.

This also includes food or drink brands (including food and drink service companies or ordering services) where no food or drink product is featured directly. These brands and services will only be able to place advertisements if the advertisement promotes healthier options (i.e. non- HFSS products) as the basis of the copy.

- c) those whose business activities/practices do not align with the Council's wider values, corporate objectives and strategic goals, such as the net zero carbon city.
- d) those whose business activities/practices do not align with the Council's commitment to the environment and priority for a net zero carbon city by 2030, including, but not limited to, fossil fuel companies, car companies, fossil fuel financiers, and airlines, airports and holiday destinations that necessitate air travel;
- e) providers of gambling or betting services;
- f) financial organisations and loan advancers with punitive interest rates;
- g) providers that appear to promote discrimination against any individual or group on the basis of any protected characteristic detailed in the Equality Act 2010;
- h) providers with active or pending legal actions concerning the Council, or those found guilty of illegal or improper conduct by any other legal authority;
- i) advocacy of, or opposition to, any political party or any socially inflammatory or controversial subjects or issues;
- j) advertising that infringes on any trademark, copyright or patent rights of another company;
- k) claims or representations in violation of advertising or consumer protection laws; those that have been found, or are suspected, to have failed to comply with the guidelines laid out by the Advertising Standards Authority
- l) those whose advertising may result in the Council being subject to prosecution.

3.5. The Council reserves the right to remove advertising deemed to be objectionable.

3.6. The Council also reserves the right to remove advertising at short notice should the subject matter be likely to appear insensitive/cause offence, particularly, but not exclusively, in the light of local or national events e.g., natural disasters, missing children, etc.

3.7. Sponsorship recognition should be tasteful and discrete and must not create situations of potential embarrassment or criticism of the Council.

3.8. There may be times when the Council's Traded Services want to sponsor local events or services. The list of unsuitable partners for sponsorship (at 3.3) applies and if the Council is not the sole sponsor for an event / service, the team should also ensure that the other sponsors are not 'unsuitable partners for sponsorship'.

3.9. Services must comply with the Council's branding guidelines when acknowledging sponsors.

3.10. Exceptions may be considered if the companies, partnerships, organisations or individuals involved can prove that less than 5% of their overall income is derived from any of the excluded items detailed in 3.3. This decision will be made on a case by case basis by the Head of Procurement and the Service Director Finance.

3.11. If any advertising or sponsorship agreements concerning Council assets are managed by a third party, this party must also ensure that these rules and exclusions are followed.

3.12 The Council will follow these rules and exclusions where it manages or places advertising or sponsorship on assets owned by third parties.

4. Principles

4.1. Any consideration given to the establishment of advertising or sponsorship agreements shall have regard to the following principles:

a) Exeter City Council will generally accept paid for advertising and sponsorship which does not conflict with the priorities, aims and objectives of our Corporate Plan and whose association will not bring Exeter City Council into disrepute.

b) We will offer advertising opportunities through our channels to generate income for the authority aimed at achieving best value for our residents. As a local authority with specific duties and responsibilities we will have close regard to the type and nature of the advertising that is deemed acceptable.

c) We will not seek to exploit our position to offer advertising at a cost which undercuts locally available market rates.

d) Where we seek a partner to sell advertising opportunities on our behalf this will be subject to a tendered arrangement for a fixed term with regular review.

e) Channel advertising will be regularly reviewed and overly intrusive advertising will be avoided.

f) All advertising channels will be managed through the council's advertising portal.

g) An arrangement cannot be perceived to influence or hinder how the Council operates or makes decisions.

h) Arrangements must not impose or imply conditions that would limit or appear to limit the Council's ability to carry out its functions fully or impartially.

i) This framework provides guidelines for the acceptance of all forms of advertising, both print and electronic.

j) This framework will be reviewed when needed in line with the Council's Corporate Plan.

K) Digital advertising screens will be energy efficient (minimum A rated) and powered by renewable energy. The use of digital advertising screens will be phased out by 2030 in order to reduce energy demand in line with the Council's net zero and ecological policies. Digital

screens will be turned off between dusk and dawn in order to protect nocturnal and crepuscular creatures.

5. Agreements

6.3. The agreement must include a statement to the effect that any attempted influence of the Council's regulatory functions will result in an automatic review and/or termination of the agreement.

6. Public Accountability / Reporting

6.1. The Council is committed to principles of open government and of public accountability, transparency and accessibility. To meet these objectives, the Council agrees that:

- a) advertising and sponsorship agreements must be in the form of written agreements;
- b) the Council's Sponsorship and Advertising Policy is publicly available on the Council's website;
- c) a public register of advertising and sponsorship agreements is maintained by the Council and is publicly available on the Council's website.

7. Marketing and Media Relations

7.1. The Council's Communications and Information Team must be notified from the outset of all agreements to be entered into by the Council.

7.2. Media relations for all agreements are undertaken by the Council's Communications team.

7.3 There should be a Council approved written form of agreement which clearly sets out:

- a) the benefits, including economic benefits, available to the Council and the sponsor and the nature of the benefits e.g., naming rights;
- b) any personal benefits available to the sponsor's employees and their relatives;
- c) the form or forms of sponsorship which will be available;
- d) the scope of uses which the sponsor can make of the advertising or sponsorship arrangement;
- e) the term of the advertising or sponsorship agreement and any conditions regarding renewal;
- f) consequences of change which may occur over time e.g. a shift in the relationship, new policies, new corporate missions or objectives;
- g) financial accountability requirements;
- h) provision for termination or suspension of the agreement.

6.2. The agreement must include a statement that "the Council's function will continue to be carried out fully and impartially, notwithstanding the existence of an advertising or sponsorship arrangement."

6.3. All media information produced by the sponsor must be approved by the Council's Communication and Information team before circulation.

6.4. The use of sponsors' logos and other branding must not interfere or conflict with the Council's own corporate identity.

6.5. The use of the Council's corporate identity on any sponsors' publicity must be approved by the Council's Communication and Information team.

7. Disclaimer

7.1. All agreements for advertising and sponsorship should operate under the provision that the Council is not explicitly endorsing the product.

7.2. Advertising on Council assets should be clearly labelled as such.

7.3. Recognition of sponsorship should include phrases such as "sponsored by/ funded by/ in partnership with" to reflect that the Council's contribution is distinct from that of the business partner.

7.4. All advertising and sponsorship should include a disclaimer stating the following: "This advertisement is not an official endorsement by Exeter City Council for this product/service. It is a paid-for advertisement/recognition of sponsorship. All efforts have been made to ensure that the content of this advertisement is compliant with the Council's Advertising and Sponsorship Policy, available on the Council's website."

8. Policy Implementation

8.1. This version of the policy will come into effect from [Jan 2024] and will be applied to all current Advertising and Sponsorship agreements and contracts as and when they are due for renewal and once this policy is adopted for any open ended agreement and contracts

8.2. Voluntary adoption of this policy in the middle of a contractual arrangement will be encouraged but not enforced if it would result in claims against the Council or additional costs.

9. Policy Review

9.1. This policy will operate in tandem with the Council's Corporate Strategy and is subject to review in line with that Strategy.

WORK PLAN FOR SCRUTINY ITEMS 2023/2024

Working Draft for March 2024

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
14 March 2024	Portfolio Holders Report Portfolio Holder for City Development (Cllr Morse) and Deputy Leader and Portfolio Holder for Culture and City Centre Strategy (Cllr Wright)			Yearly report	
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	
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	
14 March 2024	Exeter Plan Consultation Outcomes (New)	Director City Development (IC)	Portfolio Holder for City Development (Cllr Morse)		

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
14 March 2024	Ethical and Low Carbon Advertising Policy (Moved from Jan 24)	Director Culture, Leisure and Tourism (JP)	Portfolio Holder for Culture and City Centre Strategy (Cllr Wright) and Portfolio Holder Leisure & Physical Activity (Cllr Wood)	Notice of Motion by Councillor Sparling Council 18 April 2023 (report to Strategic Scrutiny Committee 22 June 2023)	
6 June 2024	Presentation on the Role of Scrutiny	Director Corporate Services (BAK)		Timetabled report	
6 June 2024	Leisure Services Usage/ membership (new)	Director Culture, Leisure, and Tourism (JP)	Portfolio Holder Leisure & Physical Activity (Cllr Wood)	Scrutiny proposal Cllr M Patrick	
6 June 2024	Live and Move Programme Update	Director Culture, Leisure and Tourism (JP)	Portfolio Holder Leisure & Physical Activity (Cllr Wood)	Report from Strategic Scrutiny Committee 6 March 2023 half yearly	
6 June 2024	Commercial Property Portfolio (Moved from March)	Director Finance	(Leader) Cllr Biaylk	Scrutiny proposal Cllr M Mitchell	
12 September 2024	Portfolio Holders Report (Cllr TBC)				
12 September 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	

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
12 September 2024	City Wide Net Zero (new)	Director Net Zero Exeter & City Management (DB) Service Lead Net Zero & Business (VH)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)		
12 September 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	
12 September 2024	Exeter Plan Final Version (new)	Director City Development (IC)	Portfolio Holder for City Development (Cllr Morse)	Scrutiny Proposal - Cllr Moore	
12 September 2024	Scrutiny Programme Annual Report	Director Corporate Services (BAK)		Yearly report	
12 September 2024	Air Quality Performance (new)	Director Net Zero Exeter & City Management (DB)	Portfolio Holder Climate & Ecological Crisis (Cllr Parkhouse)	Scrutiny Proposal - Cllr Moore NB Yearly report to Executive	
14 November 2024	Portfolio Holders Report (Cllr TBC)				
14 November 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	
23 January 2025	Portfolio Holders Report (Cllr TBC)				

Strategic Scrutiny Committee	Item	Director/	Portfolio Holder	Origin of Business	Status
Combined Strategic Scrutiny and Customer Focus February 2025 Date TBC	Budget	Director Finance (DH)		Yearly report	
13 March 2025	Portfolio Holders Report (Cllr TBC)				
13 March 2025	Working Towards Net Zero - Exeter City Council's Corporate Carbon Footprint Report and Carbon Reduction Action Plan Progress Report	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	
13 March 2025	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	
5 June 2025	Portfolio Holders Report (Cllr TBC)				
5 June 2025	Presentation on the Role of Scrutiny	Director Corporate Services (BAK)		Timetabled report	
5 June 2025	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	

Items to be timetabled

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

Workstream to tackle social and affordable housing crisis – (Scrutiny proposal Cllr Atkinson) Report to be incorporated into future Local Plan work/reports Date TBC

Budget Preparation Scrutiny (scrutiny proposal Cllr M Mitchell)

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Customer Focus Scrutiny Committee	Item	Director	Portfolio Holder	Origin of Business	Status
28 March 2024	Portfolio Holders Report Portfolio Holder for Communities & Homelessness Prevention (Cllr Pearce)				
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
27 June 2024	Presentation on the Role of Scrutiny	Director Corporate Services (BAK)		Timetabled report	
27 June 2024	Portfolio Holders Report (Cllr TBC)				

27 June 2024	Report on tackling violence against women and girls (support) (TBC) moved from March	Director Net Zero Exeter & City Management (DB)	Portfolio Holder for Council Housing Development and Support Services (Cllr Denning)/ Deputy Leader and Portfolio Holder for Culture and City Centre Strategy (Cllr Wright)	Scrutiny proposal - Cllr Atkinson	
27 June 2024	ECC Office usage (new)	Director Corporate Services (BAK) and Director Jo Yelland	Portfolio Holder Cllr Foale Corporate & Democratic Services and Environmental Health	Scrutiny proposal Cllr Patrick	
27 June 2024	Report on the Box Shifting Practice (new)	Director Finance (DH)		Notice of Motion –20 February 2024 Cllr Read	
27 June 2024	Review of Consultation Policy TBC	Director (JY)	(Leader) Cllr Biaylk	Scrutiny proposal - Cllr Atkinson	
3 October 2024	Portfolio Holders Report (Cllr TBC)				
3 October 2024	Update on Street Cleansing and Bin Collection – Recycling and Food Waste Collection TBC	Director Net Zero Exeter & City Management (DB)	Portfolio Holder Place and City Management (Cllr Williams)	Yearly report	
3 October 2024	Six monthly update on Homelessness Strategy	Director City Development (IC)	Portfolio Holder Communities & Homelessness	Proposed by Councillor Denning – half yearly report	September 2021 Homelessness Strategy approved Executive 7

			Prevention ~(Cllr Pearce)		February 2023 and Council 21 February 2023
3 October 2024	Scrutiny Programme Annual Report	Director Corporate Services (BAK)			
27 November 2024	Portfolio Holders Report (Cllr TBC)				
27 November 2024	Tenants Energy Review of our Passivhaus C/Homes – (Date TBC)	Director City Development (IC)	Portfolio Holder for Council Housing Development and Support Services (Cllr Denning)/	Scrutiny proposal Cllr Atkinson	
30 January 2025	Portfolio Holders Report (Cllr TBC)				
Combined Strategic Scrutiny and Customer Focus February 2025?	Budget	Director Finance (DH)		Yearly report	
27 March 2025	Portfolio Holders Report (Cllr TBC)				
27 March 2025	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	
27 March 2025	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

26 June 2025	Portfolio Holders Report <i>(Cllr TBC)</i>				
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Items to be timetabled

MRF /glass collection to include in report to CFSC (Scrutiny proposal Cllr Atkinson)

Local Government Devolution (scrutiny proposal Cllr Atkinson)

Review of grass cutting regime –to be discussed with Portfolio Holder - Place and City Management (Cllr Williams)

Budget Preparation Scrutiny (scrutiny proposal Cllr M Mitchell)

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