



CLIMATE CHANGE COMMISSION 12 November 2007

Report of the Director of Corporate and Adult Services

Proposed Corporate Climate Change Action Programme and linkage to the Climate Change Commission workplan

RECOMMENDATION

1. That the Commission approve and adopt the proposal to support the Climate Change Board and specifically to:
 - a) Find out how other similar local authorities have prepared and implemented their Climate Change Action Programmes
 - b) See how best practice local authorities have identified and implemented carbon reduction opportunities through changes to procurement procedures
 - c) Report the findings from (a) and (b) above to the Climate Change Board in March 2008

SUPPORTING INFORMATION

- 2.1 At the Climate Change Commission meeting on 17 September 2007 members asked the Co-ordination Officer to prepare an outline scoping report on the concept of the Commission organising and delivering a large local conference to inform the residents of Derby on carbon mitigation measures that they could implement. The outline scoping report which is contained in Appendix 2 of this report, examines the feasibility and costs of providing such a conference.
- 2.2 Included on the agenda for this Commission meeting is a report on the a consultation draft of the Corporate Climate Change Action Plan which will be presented to the Commission meeting on 12 November 2007 by Andy Hills - Team Leader – Climate Change and Phil Murnaghan – Corporate Climate Change Programme Manager.
- 2.3 As stated in the Climate Change Action Programme, the role of the Climate Change Commission is to review the progress made towards achieving the targets of the Programme. However it is also envisaged that the Commission may take on the task of providing Project/Programme Assurance to the Climate Change Board and that it will, through independent review, ensure that information provided to the Board is accurate.

- 2.4 The Climate Change Action Programme also identifies a number of discrete topic areas on which the initial work of the Programme will focus. In support of these objectives it has been suggested that the Climate Change Commission could greatly assist the Climate Change Board if it were to use its resources to conduct research aimed firstly at seeing how other comparable local authorities have gone about preparing and implementing their Climate Change Action Plans, and secondly by looking at how best practice local authorities have identified and implemented carbon reduction opportunities through changes to procurement practices.
- 2.5 Appendix 3 of this report sets out the outline scope of a review which would enable the Commission to support the Climate Change Board and to assist it in delivering the Corporate Climate Change Programme. It is suggested that the Commission give full consideration to adopting and implementing the proposals outlined in Appendix 3 as it is considered that these currently offer the greatest opportunity for the Commission to support and add value to the Council's Climate Change Action Programme and initiatives.
- 2.6 It should be noted that:
1. Overview and Scrutiny Co-ordination Team resources are such that it will not be possible to support the suggested work of the Commission with the Climate Change Board and to organise and deliver a large scale conference.
 2. There is already a proposal within the Climate Change Action Programme for the Climate Change Unit to organise a major conference to share the lessons learned from the 7 Cs project with all interested members of DCP. Consequently there would seem to be limited value in the Commission organising a similar conference of its own.

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| For more information contact: | David Romaine 01332 255598 e-mail david.romaine@derby.gov.uk |
| Background papers: | Appendix 1 - Implications |
| List of appendices: | Appendix 2 - Outline scoping report on proposal to organise a large local conference to inform the residents of Derby on carbon mitigation measures that they could implement |
| | Appendix 3 - Outline Scoping Report on the ways in which the Climate Change Commission might support the Climate Change Board in the delivery of the Corporate Climate Change Action Programme |

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| IMPLICATIONS |
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Financial

1. Any costs associated with delivery of workplan items will need to be contained within the Commission's research budget.

Legal

2. None arising from this report.

Personnel

3. Overview and Scrutiny Co-ordination Team resources are such that it will not be possible to support the suggested work of the Commission with the Climate Change Board and to organise and deliver a large scale conference.

Equalities impact

4. Climate change issues are of significance to all Derby people

Corporate Objectives

5. This report has the potential to link with the following Corporate Objectives,
 - Leading Derby towards a better environment
 - Giving you excellent services and value for money

Outline scoping report on proposal to organise a large local conference to inform the residents of Derby on carbon mitigation measures that they could implement

1. Outline of Proposal

The original proposal stemmed from the Staff Energy Awareness (SEA) Conference organised by the Scrutiny Management Commission in March 2007.

It was suggested that there was a need to inform residents of Derby of the actions they could take to reduce their own carbon emissions and that one way of doing this might be for the Climate Change Commission to organise and deliver a conference similar to the SEA conference.

An attempt has therefore been made to quantify the likely cost of such an event and the level of input that would be required to organise it.

2. Venue

It was assumed that the best venue for such a conference in Derby would be the Assembly Rooms and prices for the hire of these premises have been obtained.

It was thought that the Darwin Suite, which has a theatre style seating capacity of 250, would probably be too small for the size of the event envisaged, and this being so that it would be necessary to hold the event in the Great Hall which has a total capacity much higher than it is anticipated would be required.

3. Suggested Format of the event

It is suggested that the format of the event should be similar to that of the SEA conference. This consisted of a key note introduction followed by presentations from three speakers with recognised expertise in the field. There was then a workshop session at which delegates were able to put forward and discuss their own ideas within small groups. This was followed by a plenary session where the ideas put forward by the delegates were considered and commented on by the whole conference.

The outcome of the SEA conference was a list of possible actions for reducing the Council's use of energy. A number of delegates also volunteered to become Energy Champions for their departments.

The desired outcomes of the proposed conference would need to be defined by the Commission and no attempt has at this stage been made to suggest

what the outcomes should be. However it is strongly suggested that any proposed outcomes should satisfy SMART criteria and that they should be obviously applicable to/by residents of the City.

It is suggested that the conference should start at 10.00 am and that it should finish at around 2.00 pm. This would give time for:

- An introductory session with a keynote speaker
- Three well recognised speakers
- A workshop session of around 40 min duration
- A short plenary session

No attempt has as yet been made to identify suitable speakers but there is a wide range available with the necessary background and skills.

4. Estimated costs and resource requirements

4.1 Estimated costs

The cost of booking the Assembly Rooms would be around £1200.

It is expected that the speakers would each charge between £800 and £1200. A maximum cost of £4000 has therefore been assumed. The cost of providing refreshments in the form of tea, coffee and biscuits has been estimated at £400. Publicity costs (posters and flyers) have been estimated at £1000.

4.2 Resources required

The SEA conference involved two OSCers plus the Energy Manager and two officers from the Environmental Co-ordination Team in meetings over a two month planning period, and the whole of the Environmental and Overview and Scrutiny Co-ordination teams for the event itself.

The event involved a total of around 80 hours officer time. The proposed event will be bigger so it is estimated that around 100 hours will be required. The alternative would be to employ professional conference organisers but the costs would be much higher.

4.3 Total

The estimates above suggest that the maximum cost of the event will be £6,600 and that around 80 hours officer time will be involved. The Commission does not have £6,600 available in its research budget and, if they were agreeable, would therefore need to draw on the research budgets of the other Commissions to cover any shortfall.

5. Conclusion

The Commission will need to decide whether the likely outcomes of the conference justify the indicated level of expenditure.

Appendix 3

Outline Scoping Report on the ways in which the Climate Change Commission might support the Climate Change Board in the delivery of the Corporate Climate Change Action Programme

1. Background

The draft Corporate Climate Change Action Programme will be reported to the Climate Change Commission meeting on 12 November 2007.

The Action Programme sets out the way in which the Climate Change Board and Council departments will work towards achieving the target of at least a 25% reduction in the Council's carbon footprint by the end of 2011. As part of this process the Action Programme has identified the need to 'build on existing processes and structures' and it specifically identifies the 'scrutiny role to be played by the Climate Change Commission in reviewing the progress that we make'.

At a recent meeting between Andy Hills - Team Leader – Climate Change, Phil Murnaghan - Corporate Climate Change Programme Manager, and the Commission's Co-ordination Officer, the proposed role of the Commission was explored in more detail. The Co-ordination Officer was informed that the Climate Change Commission had been identified as a main stakeholder for the purposes of consultation and that, as part of its Overview and Scrutiny responsibilities, it was hoped the Commission could provide programme assurance to the Board. It was also suggested that the Commission might wish to consider conducting focussed research to further the objectives identified in the Action Programme and that two areas of work that would currently be of value to the Board were:

- a) To see how other similar local authorities have addressed climate change issues within their areas, and:
- b) To look at how best practice local authorities have identified and implemented carbon reduction opportunities through changes to procurement procedures.

This outline scoping report looks at the ways in which the Climate Change Commission might meet these demands.

2. Delivery of the Proposals

2.1 Providing Programme Assurance to the Climate Change Board

This will essentially involve the Commission in independent scrutiny of the information provided to the Climate Change Board to see whether it is accurate.

It is at present not possible to define how much work of this nature the Commission will be required to do or the resources that will be required to deliver it. However because of the relative infrequency of scheduled Commission meetings it is suggested that initially a small working group composed of elected members should be established and tasked with meeting as and when necessary to carry out this work. The working group and the way in which it works can be modified and/or refined once a pattern of working has been identified.

Once the Action Programme is fully under way it is thought likely that programme assurance will become a major part of the work of the Commission and that the working group will find itself meeting on a regular and fairly frequent basis.

2.2 Delivering the research objectives

It is suggested that the two areas of research identified at the officer meeting can be conducted concurrently.

As a first part of the process the Commission will need to identify some local authorities that are similar to Derby and that are further along with the development and implementation of their Climate Change Action Programme. The intention would then be to invite representatives of these local authorities to evidence gathering meetings in Derby at which members can ask them about:

- The objectives of their Action Programme
- The structure and content of their Programme
- Problems they have experienced in delivering their Programme and how those problems have been overcome
- Successes they have achieved and the measurable outcome of those successes
- How their procurement procedures address the need to reduce carbon emissions and what successes they have achieved in this area.

The evidence obtained from these meetings can then be reported to the Climate Change Board and where applicable can be used to further develop the Council's Action Programme and shape our approach to procurement.

It is suggested that the aim of the Commission should be to deliver a report on the outcomes of the research programme by February 2008 at the latest.

2.3 Suggested timetable for the Commission's research programme

Table

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| 1 | Identify suitable local authorities and invite them to evidence gathering meetings in Derby | Early to mid Nov 2007 |
| 2 | Conduct evidence gathering meetings with representatives of the selected local authorities | Mid Nov to Mid Dec 2007 |
| 3 | Preparation of the draft report | Late Dec 2007 |
| 4 | Consideration of the draft report by the Climate Change Commission and agreement on the recommendations | At the Commission meeting on 15 January 2008 |

This programme will involve Commission members in three or four daytime evidence gathering meetings that will be held at the Council House.

3. Costs

The cost of delivering the proposals set out above will be relatively small and can easily be contained within the Commission's research budget.

4. Outcomes

The successful delivery of the proposals set out above will support and add value to the Council's Climate Change Action Programme and its associated initiatives.

DRR 16 October 2007.