

Overview and Scrutiny Committee Agenda

1 February 2021 at 7pm

Remote Meeting

Membership

Councillor J. Galley (Chair)
Councillor S. Young (Vice-Chair)

and Councillors

L. Ashley, M.W. Bracken, I.D. Fuller, I.S. Grundy, R.J. Hyland,
G.B.R. Knight, J.C.S. Lager J.S. Lardge, C.M. Shaw M. Sismey,
M.S. Steel, , T.N. Willis and R.T. Whitehead

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There is also an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance and details are on the agenda page. If you would like to find out more, please telephone Daniel Bird in the Democracy Team on Chelmsford (01245) 606523 email Daniel.bird@chelmsford.gov.uk

Overview and Scrutiny

Committee

1 February 2021

AGENDA

1. Apologies for Absence and Substitutions

2. Minutes

To consider the minutes of the meeting held on 23 November 2020.

3. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

4. Public Question Time

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Committee is responsible.

The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Any member of the public who wishes to submit a question or statement to this meeting should email it to committees@chelmsford.gov.uk 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting, provided they have indicated that they wish to do so and have submitted an email address to which an invitation to join the meeting and participate in it can be sent.

5. Decisions Called-In

To report on any Cabinet decisions called in and to decide how they should be progressed.

6. Cabinet Portfolio Update – Cabinet Member for Greener and Safer Chelmsford

7. Annual Presentation by Safer Chelmsford Partnership

Spencer Clarke, Public Protection Manager, Chelmsford City Council, will give a presentation on the work of the Safer Chelmsford Partnership following which Members will have the opportunity to ask questions.

8. Annual Presentation by Essex Police

Kelly Thurston, Detective Inspector, Essex Police, will give a presentation on the performance information relating to crime following which Members will have the opportunity to ask questions.

9. Final report from Community Safety Communication Task and Finish Group

10. Climate and Ecological Emergency Action Plan Update

11. Work Programme

12. Urgent Business

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency.

MINUTES
of the
OVERVIEW AND SCRUTINY COMMITTEE
held on 23 November 2020 at 7pm

Present:

Councillor J. Galley (Chair)
Councillors S. Young (Vice-Chair)

Councillors L. Ashley, M.W. Bracken, I.D. Fuller, I.S. Grundy, R.J. Hyland, G.B.R. Knight, J.C.S. Lager, J.S. Lardge, M. Sismey, M.S. Steel, N. Walsh, T.N. Willis and R.T. Whitehead

1. **Apologies for Absence and Substitutions**

Apologies for absence were received from Councillors Shaw and Watson. Councillor Walsh was appointed as the substitute for Councillor Shaw and Councillor Knight for Councillor Watson.

2. **Minutes**

The minutes of the meeting held on 21 September 2020 were agreed as a correct record and signed by the Chair.

3. **Declaration of Interests**

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

4. **Public Question Time**

No questions were asked or statements made.

5. **Decisions Called-In**

The Committee noted that no decisions taken by the Cabinet had been called-in.

6. **Cabinet Portfolio Update – Cabinet Member for Fairer Chelmsford**

Cllr Davidson provided the Committee with an update on his role as the Cabinet Member for Fairer Chelmsford. ([Please note the presentation is available online](#)). Cllr Davidson informed the Committee of his key roles and activities. These included, providing political and strategic leadership for the directorate, providing strategic direction for the Council on finance/housing issues where he was supported by Cllr Tron, the Cabinet Deputy for Affordable Housing. Other responsibilities highlighted were, Finance, Procurement and Audit, Strategic Housing, Land and Property and the Revenues and Benefits Service. The

Committee also heard that key priorities included, maintaining an up-to-date understanding of the budget position and managing the setting of the 2021-22 budget. The Committee was also informed of housing priorities, which had included assisting rough sleepers during the pandemic and continuing to acquire additional homes for temporary accommodation. Cllr Davidson thanked the hard work of the officers in his directorate which allowed the strategic direction and priorities to be met and he highlighted the work that had been undertaken. Cllr Davidson also highlighted that a concerted effort had been made to present the financial data in a more transparent and accountable way.

In response to questions from the Committee, Cllr Davidson stated that;

- The latest figures showed there were currently ten rough sleepers in Chelmsford.
- He felt officers had managed the finances very well during a period of very difficult circumstances and a significant amount of progress on housing had been made in a short period of time. He also stated that they would not be complacent however and there was lots more to be done, especially due to the budget gap that would be present in the coming year.
- Car parking income had seen a significant decrease due to the pandemic and was an area that may take some time to recover in terms of the income received.

RESOLVED that the report be noted.

(7pm to 7.36pm)

7. Mid-Year Budget Review

The Committee received the annual monitoring report setting out the mid-year position on the Council's revenue and capital budgets. The report identified the main under- and over-spends in the revenue budget and on capital schemes, the causes for them and any action taken to remedy them. It was noted that the appendices presented were as seen earlier in November by the Cabinet.

The Committee heard that the financial position had been ever changing due to the pandemic and estimates were often being changed as a result. It was therefore noted that any reporting was a snapshot of that specific period in time. The Committee heard that the overall revenue shortfall for the year was approximately £13 million. It was noted that after allowing for government funding and some reductions in expenditure the expected deficit was around £3million. The Committee heard that this would be met by a reduction in capital spending of £4.8million. It was confirmed that the reduction in capital spending would in turn lead to borrowing to replace assets in the future. The Committee heard that the scale of income variations was unprecedented and likely to continue to fluctuate.

The Committee were also updated on the Capital programme and it was noted that additional scheme costs were set to be considered by Council in December. The Committee also heard that a report in September had agreed the purchase of flats for temporary accommodation, but due diligence checks had highlighted a restricted covenant so the purchase would not be going ahead. It was noted that this had been an additional purchase

though and other planned purchases had been continuing. The Committee heard that some asset purchases had been moved to future years.

In response to questions from the Committee it was confirmed that;

- the £20k for consultants had been for the new finance system and its project implementation costs. It was noted that the system would lead to benefits for the organisation in terms of efficiency and better data reporting.
- Some funding had been put forward as a supplementary estimate from the main budget to assist with invest to save projects, being taken on by the Digital Portfolio office. It was also noted that a report would be produced at the end of the project highlighting the savings made.
- The Tindal Square scheme was not being moved. The capital programme had been looked at with directors and cabinet members however in terms of potentially moving schemes.

Members of the Committee noted that the pandemic had left officers in a very difficult financial position and thanked them for their hard work in responding well to the challenges.

RESOLVED that the report be noted.

(7.37pm to 7.51pm)

8. Cabinet Member for Sustainable Development's Annual Report on Housing Delivery

The Cabinet Member for Sustainable Development presented the annual report on housing delivery, which gave an overview of the key housing delivery monitoring statistics for Chelmsford between April 2019 and March 2020. It included the performance against the annual housing requirement number, the amount of affordable housing delivered, national initiatives on housing supply and local initiatives to address housing need.

It was noted that housing completions were still above the requirement despite the Covid-19 pandemic but had fallen 33% in 2019/20 although this had been anticipated. The Committee heard that 832 completions had been recorded against the target of 805 dwellings per annum. The Committee heard that planning applications were still at a relatively high level and the housing supply forecast remained very positive. It was noted that there had been a fall in the number of affordable housing units delivered, but this had been anticipated due to the phasing of developments. The Committee also heard that the April 2020 Housing Site Schedule also indicated a steady increase in housing completions over the next five years.

In summary, the Committee was informed that housing delivery had dipped but was forecasted to remain above the annual requirements for the next five years. This was supported by the plans and guidance put in place by the Council who would continue to closely monitor housing delivery whilst working closely with stakeholders. It was also noted

that the Council would continue to monitor and respond to changes to the national planning framework and optimise opportunities to attract grant funding.

In response to a question from a Committee member, it was confirmed that all efforts were made by the Council as the Planning authority to ensure affordable home obligations were met. It was also noted that phasing had an impact, where certain areas of developments are completed in different phases.

The Cabinet Member and Committee thanked officers for their continued hard work in this area and for their help in producing a comprehensive report.

RESOLVED that the report be noted.

(7.52pm to 8.10pm)

9. Leisure and Heritage Performance Review

The Committee received a report and presentation on the performance of the City Council's Leisure and Heritage services. The report contained a comprehensive overview of the services offered and the latest information on them. The presentation focused on the key areas including, leisure centres, Community Sport and Wellbeing, Hylands House and the Stables and finally the impact of the pandemic.

The Committee heard that the new Riverside Leisure Centre had opened in June 2019 and information was provided on the other centres run by the service. It was noted that over 1.4m customer visits per annum had been achieved and 1.6m was expected in a good future year. The Committee also heard that by the end of March 2020 there were 6,500 premium card monthly members, well above forecasts and Riverside customer satisfaction had been between 80 and 90%. The Committee was informed of the projects and initiatives delivered by the Community Sport and Wellbeing Team, which had annual attendances regularly over 50,00. The team engaged in partnership working with other bodies and was a well-respected team. The Committee heard that Hylands House and the Stables helped contribute to 1.5m visits per annum to the estate and 35,435 people had attended formal hires at the estate in 2019/20. It was noted that there had been a successful commercial approach to hires, rents and events with income around £1.2m.

It was noted by the Committee that the Pandemic had impacted the service leading to monthly leisure centre attendances between 30-54% of their normal use but Covid safe measures had been appreciated by customers. The Committee heard that attendances had been picking up until the second lockdown and that financial projections were regularly being updated. The Committee was informed that Hylands income had been significantly affected, but that 73.5% of weddings had been postponed rather than cancelled. It was also noted that a £105,000 grant had been received from the Cultural Recovery Fund.

In response to questions from the Committee it was noted that;

- In line with national guidelines, Riverside and other centres were set to reopen after the end of the second lockdown and in working with Active Essex and other bodies the Council had successfully promoted safe opening since July.

- Officers were not aware of any customer Covid-19 cases linked to its leisure facilities.
- Prices for memberships were regularly analysed against competitors and officers felt the pricing was currently about right, this was reflected in the membership levels and income exceeding targets.
- Hire fee income was received from Chelmsford City Football Club for their use of the facilities together with rent for their clubhouse at the Chelmsford Sports and Athletics Centre.
- A commercial use of the Flint Cottage in Hylands had been explored previously, but there were various difficulties presented such as it not being serviced and being a listed building that prevented a viable commercial use.
- Data on the demographics of centre users was collected and this had increased since the recent switch to the “Lite” membership cards being mandatory after the first lockdown.
- The facilities at Dovedales were part of a joint use agreement with the college running until 2033.

RESOLVED that the report be noted and officers thanked for their presentation.

(8.11pm to 8.44pm)

10. Report on Decisions Taken Under Delegation to the Chief Executive

The Committee received information on the five decisions taken during the period 1 May to 31 October 2020 under the Chief Executive’s delegated authority to take urgent decisions.

RESOLVED that the report be noted.

(8.45pm to 8.47pm)

11. Work Programme

The Committee considered a report on its work programme which had been updated following the last meeting on 21st September. The Committee was informed that the Chair and Vice Chair had agreed to move the Riverside Task and Finish Group report to the April 2020 rather than February meeting.

RESOLVED that the report be noted.

(8.48pm to 8.49pm)

12. Urgent Business

There were no matters of urgent business brought before the Committee.

The meeting closed at 8.50pm.

Chair



Chelmsford City Council Overview & Scrutiny Committee

1 February 2021

Community Safety Communication

Report by:

Keith Nicholson, Director for Public Places

Officer Contact:

Paul Brookes, Public Health & Protection Services Manager, 01245 606436,
paul.brookes@chelmsford.gov.uk

Purpose

To inform Members of the outcome of the community safety communication task and finish group.

Recommendations

1. That Members note the report.
 2. Community Safety communication forms part of the annual community safety report.
 3. Provision of local level data is progressed requiring collaboration between Chelmsford City Council and Essex Police. The task and finish group continue to oversee this strand of work.
 4. A process is developed to enable Members to be updated on the outcome of significant incidents.
 5. The Community Safety Partnership continues to develop and has communication as a core objective to its work
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1. Introduction

- 1.1 Following an increase in concern about drug dealing and anti-social behaviour within local communities and neighbourhoods, and the perceived lack of information and feedback being provided to residents the Overview & Scrutiny Committee set up a task and finish group to look at how community safety communication by both Chelmsford City and Essex Police could be improved.

2. Task & Finish Group

- 2.1 The task and finish group consisted of:

Cllr. Young
Cllr. Rajesh (replaced Cllr. Mascot July 2020)
Cllr. Lager
Cllr Hyland
Cllr Dobson

With Officer input and support from

Chief Insp. Steve Scott-Haynes - District Commander, Essex Police
Spencer Clarke - Public Protection Manager, Chelmsford City Council
Sam Dordoy - Communications Manager, Chelmsford City Council
Paul Brookes - Public Health & Protection Services Manager, Chelmsford City Council
Karen Buttress -Senior Community Safety Officer

- 2.2 The terms of reference for the task and finish group set an objective to 'Examine how the Council and Essex Police can improve communication with residents on community safety initiatives and the impact they have, and how feedback on residents' reports and intelligence of anti-social behaviour and crime can be provided in a timely and meaningful way.' With the desired outcome of 'Improving awareness of community safety initiatives and police interventions and improve communication to help manage concerns communities have about anti-social behaviour and crime.'
- 2.4 An interim report on the work of the task and finish was presented to the Overview & Scrutiny Committee on 10th February 2020. The interim report concluded that the next stage of the task and finish group's work will be to focus on the provision of ward level police data, the development of a Member Sharepoint site to collate all community safety information in a meaningful way and continue to explore the most effective forms of communication with the public and stakeholders such as neighbourhood watch.
- 2.5 Due to officers and the police being diverted onto Covid related work from March onwards the bulk of the work of the task and finish group took place between August and December.

3. Background

- 3.1 Essex Police and Chelmsford City Council are key partners of the Community Safety Partnership (CSP), other partners include Essex Fire & Rescue, Probation Services, Essex County Council, Mid-Essex Clinical Commissioning Group. The purpose of the CSP is to deliver safer communities; the main way of doing this is to reduce crime and reduce the fear of crime. Whilst communication has a part to play in reducing crime, the main purpose of effective community safety communication is reducing the fear of crime. The majority of public engagement and community safety messages produced by the Council are done so with the aim of reducing the fear of crime.

4. Summary of Interim Report

- 4.1 Essex Police have a strong following on social media platforms and social media has an important role to play in community safety communication, however, there are drawbacks, and it may not be the most appropriate communication channel. It was recognised that it would be more effective to incorporate the Council's community safety messages into this established social media channel.
- 4.2 A successful trial involving Neighbourhood Watch Groups using WhatsApp to inform the police of suspicious activity has been undertaken with 55% of incidents attended and information feedback provided to the group as to what action has been taken. Face to face public engagement is carried out by both the police and the Council; Coffee with Cops, Spot it Stop it, Gang Awareness Training, and Crucial Crew were identified as good examples of effective engagement.
- 4.3 Essex Police recognised that the data it provided could be presented in a more relevant and user-friendly format and at ward level, however, the Police were mindful that whatever information is provided to Chelmsford & Maldon Local Policing District would also have to be provided to the other policing districts within Essex so provision of information may be limited by the police resources available to commit to this.
- 4.4 The task and finish group identified that more meaningful, relevant and timely information would be useful particularly if data could be provided at ward level. Members having access to information was key, so they could respond to residents' concerns in a timely manner. The creation of a SharePoint site was confirmed as an effective way of providing Members access to the information, the SharePoint site will contain, in a structured way, all community safety information that will be of use to Members, this will include all performance data, details on current and planned community engagement events, specific ward issues, and background information on community safety. Neighbourhood Watch would value a newsletter which could be disseminated to community groups via Facebook or as part of the neighbourhood watch newsletter. It was agreed to progress a quarterly district-wide communication with more reactive communication for specific incidents of concerns.

- 4.5 The interim report concluded by stating that the next stage of the task and finish group's work would be to focus on the provision of ward level police data, the development of a Member Sharepoint site to collate all community safety information in a meaningful way and continue to explore the most effective forms of communication with the public and stakeholders such as neighbourhood watch.

5. Progress since February 2020

- 5.1 The work of the task and finish group was severely affected by the pandemic as Officer support was provided by Public Health & Protection Services which had to divert resources to dealing with the impact on the Council and the community. However, the work of the group was able to restart in late August 2020.
- 5.2 The new SharePoint site underpins the new approach to community safety communication; the site is now live and available to all Members. All Members of the Overview & Scrutiny Committee will be emailed a link to the new site ahead of the meeting, all Members of the Council will receive a link for this site on Tuesday 2nd February. The SharePoint site consists of the following sections: a joint events timetable for members to be aware of any events attended by Chelmsford City Council or Essex Police, a social media timetable for Members to be able to view up and coming scheduled posts. ongoing incidents which will be updated when Essex Police are able to release any further information, meeting documents, and current press releases. Local level data will be available from Essex Police once a mapping exercise has been completed, The migration of current police data to Power BI (Business Intelligence) during 2021 will enable partners to receive more meaningful data. The provision of this data is key to Members and residents to understand what's happening in their Wards and to see meaningful trend data which can either assist in lowering fear of crime, or if the trend is increasing challenge the Community Safety Partnership on plans to tackle the causes of such a rise.
- 5.3 All community safety information will be placed on this site and Members will be able to access this as and when required, all information will be publicly available enabling Members to share freely with residents. In addition to this, a weekly update is provided to the Deputy Cabinet Member for community safety so that key messages can be disseminated to Members.
- 5.4 New roles have also been created by Essex Police to help improve communications. The council tax precept increases in 2020/21 for the Police, Fire and Crime Commissioner has enabled the employment of two Community Safety Engagement Officers to cover the Chelmsford and Maldon policing districts. These officers are based in the community safety partnership hub and work alongside the Council's Community Safety Officers to provide a problem-solving approach to addressing crime concerns and improving public confidence.

- 5.5 The primary focus of their role is to improve communication with a clear emphasis on the work of the partnership and effective use of social media. The roles monitor the social media presence and use Twitter and Facebook to interact with the public and hold regular Facebook live sessions to address local concerns together with face-to-face arrangements like street meets and coffee with cops. This has resulted in an increase in social media following from the public with the Facebook site now having more than 15,000 followers. A monthly police newsletter for Chelmsford is also produced which gives a good overview of local issues and highlights good news stories. This is circulated to all elected members, parish councils and Neighbourhood Watch, and has received some positive comments from a variety of sources. The partnership will also see how the current data supplied to Neighbourhood Watch can be improved so that more meaningful data is available.
- 5.6 The partnership has had a new logo created by a professional designer to improve the marketing of the work being undertaken in community safety. This logo will be used on all literature and social media sites going forward. This design was officially unveiled in the November edition of City Life at the same time the new Twitter page (@saferchelmsford) was launched on 10 November 2020. The purpose of the page is to communicate work undertaken by the Safer Chelmsford Partnership including everyday activities, projects and events. The platform is also used to share information communicated by partners including social media campaigns and other messages. Twitter is recognised as an extremely useful platform for engaging and communicating effectively with residents and partners. It will take a while to create a well-established page with a larger following, however this is expected to develop over the coming months by using the platform regularly and to its full potential.
- 5.7 A new community safety partnership e-newsletter was published on 8 December 2020 which will be produced quarterly going forward. At the time of publishing, there were three thousand subscribers, and the first edition received a high open rate in comparison to other council e-newsletters of 47%. This edition also included an excellent animation which described the work of the partnership in simple terms. At the time of writing this report, there has been an increase to 3,240 subscribers.
- 5.8 One area of positivity that the pandemic has installed in the community is the opportunities to embrace virtual platforms such as MS Teams and Zoom. This has been evident in community safety whereby monthly tasking and Neighbourhood Watch meetings have been migrated to MS Teams, and the Independent Advisory Group to Zoom. This has increased attendance and activity, and more importantly enabled key messages to be cascaded to the partners and the community more effectively. A good example of the community becoming more involved is the Police, Fire and Crime Commissioner public meeting which was held on Zoom and streamed on Facebook live and received good community involvement with 4837 views with 908 engagements.

6. Conclusion

- 6.1 As detailed in this report much has been achieved and the work of the Task and Finish group has been fundamental in improving community safety communication, many of these improvements such as the SharePoint site and community safety partnership e-newsletter are unlikely to have happened without the work of the group.
- 6.2 The objective of examining how the Council and Essex Police can improve communication with residents on community safety initiatives and the impact they have, and how feedback on residents' reports and intelligence of anti-social behaviour and crime can be provided in a timely and meaningful way has been achieved. And the outcome improving awareness of community safety initiatives and police interventions and improve communication to help manage concerns communities have about anti-social behaviour and crime will now start to be realised.
- 6.3 The progress made since February 2020 puts in place the foundation to build upon to further improve communication with Members and the public. Neighbourhood Watch is identified as a critical stakeholder in conveying local meaningful information to interested residents. It is important that the police continue to progress in providing meaningful local level crime data, they are committed to doing this and the use of Power BI should shortly facilitate the delivery of this data.

7. Recommendations

- 7.1 Community Safety communication forms part of the annual community safety report.
- 7.2 Provision of local level data is progressed requiring collaboration between Chelmsford City Council and Essex Police. The task and finish group continue to oversee this strand of work.
- 7.3 A process is developed to enable Members to be update on the outcome of significant incidents.
- 7.4 The Community Safety Partnership continues to develop and has communication as a core objective to its work

List of appendices:

None

Background papers:

Community Safety Communication Interim Report, Overview & Scrutiny Committee, 10th February 2020 <https://www.chelmsford.gov.uk/resources/assets/inline/full/0/3704745.pdf>

Corporate Implications

Legal/Constitutional: N

Financial: N

Potential impact on climate change and the environment: N

Contribution toward achieving a net zero carbon position by 2030: N

Personnel: N

Risk Management: N

Equality and Diversity: N

(For new or revised policies or procedures has an equalities impact assessment been carried out? If not, explain why)

Health and Safety: This report complies with the Council's commitment to make Members aware of health & safety matters.

Digital: N

Other: N

Consultees:

Relevant Policies and Strategies: N



Overview and Scrutiny Committee

1 February 2021

Climate and Ecological Emergency Action Plan

Report by:

Director of Public Places

Officer Contacts:

Keith Nicholson Director of Public Places keith.nicholson@chelmsford.gov.uk



01245 606775

Purpose

This report provides an update on the progress made in implementing the initial action plan, agreed by Cabinet on 28 January 2020, intended to support the delivery of the ambitions highlighted in the Council's Climate and Ecological Emergency Declaration.

Recommendations

It is recommended that the progress achieved to date be noted and that the Council be encouraged to continue to prioritise the delivery of the Climate and Ecological Emergency Action Plan and consider allocating appropriate resources to support this Plan as and when they become available.

1. Background and context

- 1.1. On 16 July 2019, the Council declared a Climate and Ecological Emergency [CaEE], reflecting growing concerns about the impact of climate change on the local environment, natural resources and the conditions in which people live and work.

The Declaration also acknowledged the weight of evidence that now exists, suggesting that climate change is exacerbated by human activity.

- 1.2. The Climate and Ecological Emergency Declaration sought to focus attention on reducing carbon and greenhouse gas emissions and on developing plans to create a more sustainable future for the area. The Declaration also embraced a commitment to take appropriate action to make the Council's activities net-zero carbon by 2030. The full text of the Climate and Ecological Emergency Declaration is set out in Appendix A.
- 1.3. An initial action plan to support the delivery of some of the ambitions highlighted in the Climate and Ecological Emergency Declaration was subsequently approved at Cabinet on 28 January 2020. This report provides an update on the progress made to implement these actions, a year after the action plan was agreed.

2. Planning actions to address the Climate and Ecological Emergency

- 2.1. It was recognised that activities to support the Climate and Ecological Emergency Declaration needed to be ambitious and far reaching, focused on achieving beneficial impacts in the longer-term, whilst instigating more immediate changes to avoid 'business as usual' in the interim. The priorities for the initial plan were considered to be:
 - Creating a new awareness and recognition of key environmental imperatives, to encourage more sustainable lifestyles and to help create a more sustainable environment for the City of Chelmsford and surrounding areas
 - Developing a comprehensive, cohesive and prioritised environmental action plan for the Council that addresses the key elements of the Climate and Ecological Emergency Declaration
 - Promoting the 'green and sustainable' agenda in Chelmsford, sponsoring a programme of activities designed to engage, inspire and support local people, communities, businesses and organisations in meeting their own carbon reduction challenges
- 2.2. It was also anticipated that a wider 'Chelmsford Climate Change Partnership', would be established as action planning gains impetus, creating opportunities for people, organisations and businesses to get involved and take responsibility for their own actions. It is expected that this partnership will include younger people so that that future generations have a clear voice in shaping the future.
- 2.3. This CCC Partnership would also, in due course, be largely responsible for developing a strategy to achieve a net-zero carbon position for the wider

area and helping to prioritise investment in specific carbon reduction measures, recognising that the City Council cannot achieve this alone.

- 2.4. The scope of the Climate and Ecological Action Plan, however, is much wider than just measures to reduce carbon emissions. Key areas of focus also include initiatives to expand and further develop the green infrastructure in the area, protecting, enhancing and connecting natural habitats, increasing biodiversity and improving 'environmental quality' generally. A key feature of the action plan is a sustained greening, mass tree planting and woodland creation programme, which will provide opportunities for carbon offsetting; essential if a net-zero carbon position is to be attained for the Council's activities and operations by 2030.
- 2.5. In terms of the national context, on 9 December 2020 the UK Climate Change Committee released its Sixth Carbon Budget report, updating the anticipated pathways and timescales for achieving a net zero carbon position for the UK. The carbon budget covers key aspects such as the energy efficiency and heating of buildings, decarbonising transport and vehicles, reducing waste and improving waste management, renewable and low carbon electricity generation, changes to land use, forestry and agriculture. The emphasis of the Sixth Carbon Budget is important as the pathways set will influence, facilitate and, in some cases, determine the timing of Chelmsford's own plans.

3. Climate and Ecological Emergency Action Plan

- 3.1. The initial Climate and Ecological Emergency Action Plan agreed at Cabinet on 28 January 2020 focuses on the following areas of work:

- | | |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CaEE 1 | Establishing a 'carbon baseline' position |
| CaEE 2 | Updating planning guidance on how on-site renewable energy measures can be integrated into new developments and for all new dwellings to incorporate sustainable design features to reduce CO2 and NO2 emissions and the use of natural resources [including putting in place a low carbon infrastructure in strategic growth areas] |
| CaEE 3 | Working with Essex County Council to improve movement around the City, including improvements to the cycling and walking infrastructure, to reduce traffic congestion and journey times and encourage more sustainable travel choices |
| CaEE 4 | Implementing further measures to reduce the amount of waste generated and ensure that as much as possible of any waste that is generated is reused, recycled or composted |

- CaEE 5 Implementing measures to lower energy consumption, ensure the most efficient use of water resources, reduce pollution and improve air quality
- CaEE 6 Undertaking a greening programme to significantly increase the amount of woodland and the proportion of tree cover in Chelmsford
- CaEE 7 Implementing measures to improve the 'green infrastructure' of Chelmsford, protecting and expanding natural habitats and increasing biodiversity
- CaEE 8 Improving the environmental quality, attractiveness and recreational potential of public spaces, rivers and waterways and associated green corridors in the City Centre and surrounding areas
- CaEE 9 Upgrading the Council's vehicle fleet to embrace the latest low emission technology, including ultra-low emission electric powered vehicles as they become operationally and commercially viable
- CaEE 10 Supporting the Environment Agency to implement the Margaretting flood alleviation scheme and other flood mitigation measures to reduce the risk of flooding to residential and commercial properties in the City
- CaEE 11 Establishing a 'green investment fund' to support the Council's environment plan
- CaEE 12 Reviewing the Council's investment strategy in light of the Climate and Ecological Emergency Declaration
- CaEE 13 Reviewing the Council's procurement policies and practices in light of the Climate and Ecological Emergency Declaration
- CaEE 14 Creating opportunities for people, local organisations and businesses to get involved, to influence and to inspire innovation and cooperation in response to the key challenges identified in the Climate and Ecological Emergency
- CaEE 15 Reviewing the Council's human resources and employment policies and practices in light of the Climate and Ecological Emergency Declaration

- 3.2. The specific actions to deliver this initial plan are set out in Appendix B, together with a short update on progress and achievements to 31 December 2020.

4. Carbon baseline assessment

- 4.1. One of the key issues when monitoring the impact and effectiveness of actions designed to reduce carbon emissions is to establish a 'carbon baseline' for the area, place or a particular activity.
- 4.2. Reference is made in the Council's Climate and Ecological Emergency Declaration to the intent to make the Council's activities and operations net-zero carbon by 2030, for which a baseline needs to be established.
- 4.3. The calculation of the City Council's carbon emissions adopts the methodologies and conversion factors for carbon reporting published by the Department for Business, Energy & Industrial Strategy (BEIS), in association with the Environment Agency.
- 4.4. Under this system, emissions fall into different types, categorised as Scope 1, Scope 2 or Scope 3 emissions. The 'scope' indicates how far removed from the Council's control the emissions are; Scope 1 being directly burnt / emitted by the Council; Scope 2 being indirectly emitted [i.e., fuels used to produce the electricity consumed] and Scope 3 being any emissions caused by the business but emitted by other parties 'upstream' or by supply chains.
- 4.5. Scope 1 and Scope 2 emissions are tightly prescribed by the guidance and are included in the carbon baseline calculation for the Council's activities and operations.
- 4.6. There is more discretion in respect of which Scope 3 emissions are included in the calculation. At present the only Scope 3 emissions that can be reliably included in the baseline are those from employee business mileage as they are readily attributed to the activities and operations of the Council.
- 4.7. The baseline period for when the Climate and Ecological Emergency was declared by the Council was the financial year 2019/20. Carbon emissions from the Council's activities and operations during that period were calculated as being 5,370 tonnes CO₂e which includes:
 - Gas used to heat space and water in Council owned and operated properties
 - Liquid fuels used to power plant, machinery and vehicles owned and operated by the Council
 - Liquid fuels used to heat space and water in properties owned and operated by the Council
 - Electricity used to provide power, heat and services in Council owned properties
 - Business travel recorded by the Council's staff
- 4.8. The detailed calculation for the carbon baseline for Chelmsford City Council operations for 2019/20 is set out in Appendix C.

- 4.9. The baseline calculation does not include the impact of any carbon offsetting measures or carbon emissions from goods or services procured by the Council.
- 4.10. The carbon baseline report for the Council's activities and operations is to be separately audited before 'publication' to ensure a consistent approach.
- 4.11. The Sixth Carbon Budget identifies that overall emissions from local authorities are relatively small; the greater significance rests with the carbon emissions from the wider area, meaning that cohesive regional or sub-regional approaches to reducing emissions will be required, but anchored in the direct actions at a local municipal level.
- 4.12. The latest published statistics for carbon dioxide emissions from local authority areas relate to 2018 [Department for Business, Energy and Industrial Strategy 25 June 2020]. The headline emissions from the Chelmsford area are reported as 848,900 tonnes CO₂ in total, which equates to 4.8 tonnes CO₂ per capita and 2,500 tonnes CO₂ for each square kilometre.
- 4.13. In comparison the equivalent emissions for Colchester are 793,800 tonnes CO₂ in total, which equates to 4.1 tonnes CO₂ per capita and 2,300 tonnes CO₂ for each square kilometre. For Basildon the emissions are reported as 742,000 tonnes, 4.0 tonnes and 6,700 tonnes respectively.
- 4.14. To put this into context the average annual carbon footprint of a 'typical Briton' is assessed at 12.7 tonnes of CO₂e of which health, education and public services accounts for about 10% of the total. [Source: *'How Bad are Bananas? The Carbon Footprint of Everything'* Mike Berners-Lee, 2020]

5. Conclusion

- 5.1. This report summarises the progress made in implementing the initial Climate and Ecological Emergency Action Plan for the City Council, at around the first anniversary since the Plan was agreed by Cabinet on 28 January 2020.
- 5.2. To say that 2020 has been a very challenging year would probably be an understatement. Many of the Council's activities and operations have been severely disrupted, planned engagement with communities has been thwarted, public sector finances have been massively undermined, curtailing, hopefully only temporarily, investment in a number of initiatives intended to help address the Climate and Ecological Emergency. Recovery is expected to be slow.
- 5.3. There is a certain irony that some of this disruption, such as the much-reduced reliance on vehicular transport, may prove to be beneficial in terms of the carbon emissions and their adverse impact on the environment, but achieving such a reduction in this way may not be genuinely sustainable or of particular benefit to the wider economic health and wellbeing of society. Attempts to reconcile these

divergent features – retaining the best and avoiding the worse – may prove equally challenging.

- 5.4. The update reports some positive progression; most notably the mass tree planting programme continues apace despite community involvement being more limited than planned; planning policies including the Local Plan and supplementary planning guidance have established a framework for more sustainable growth and development in the future; the Council's procurement policies and practices have been updated in light of the Climate and Ecological Emergency Declaration
- 5.5. The 'Love Your Chelmsford' programme has been revitalised and community engagement supported and facilitated by a new, easily accessible, dedicated website [Home - Love Your Chelmsford](#)
- 5.6. 'Love You Chelmsford' is a point of reference for 'all things green' in Chelmsford focusing on the Council's priority to create a safer and greener place, protecting and enhancing wildlife, habitats and landscapes, providing attractive, high quality, accessible green spaces and lowering energy consumption, reducing waste and preserving natural resources.
- 5.7. The 'Love your Chelmsford' programme provides inspiration, advice and 'green living' options to encourage people to choose to live and work in a more environmentally responsible and sustainable way; for people to take personal responsibility for their actions and activities. 'Love Your Chelmsford' also presents opportunities for people and communities to participate in activities and events so that they can be actively involved in helping to address the Climate and Ecological Emergency and meet the carbon reduction challenges for the area.
- 5.8. Other areas of activity, such as the vehicle replacement programme, establishing a 'green investment fund', the formation of a climate change partnership have inevitably been affected by the lack of opportunities or the severe constraints on resources and finance currently being experienced. Whilst none of the actions have been abandoned, some will be delayed or in some cases may need to be deferred until recovery is more advanced.
- 5.9. Despite the difficulties experienced during 2020 the Council should be encouraged to continue to prioritise the delivery of the Climate and Ecological Emergency Action Plan and consider allocating appropriate resources to support this Plan as and when they become available.

List of appendices:

- Appendix A Chelmsford City Council Climate and Ecological Emergency declared at full Council on 16 July 2019

Appendix B Climate and Ecological Emergency Action Plan – progress update to 31 December 2020

Appendix C: Carbon Baseline for Chelmsford City Council Operations 2019/20

Background papers:

None

Corporate Implications

Legal/Constitutional:

There are no immediate / direct legal or constitutional issues arising from the progress update on the implementation of the Climate and Ecological Emergency Action Plan

Financial:

There is an acknowledgement that further targeted investment will be required to deliver the ambitions set out in the Climate and Ecological Emergency Action Plan. Consideration will need to be given to the relative priority for allocation of resources through the budget setting process

Potential impact on climate change and the environment:

The Climate and Ecological Emergency Action Plan is wholly focused on addressing the concerns of climate change, reducing the level of carbon emissions from the City Council's activities and operations and reducing the adverse impact of climate change on Chelmsford and surrounding areas

Contribution toward achieving a net zero carbon position by 2030:

The Climate and Ecological Emergency Action Plan includes a number of measures that will help achieve a net zero carbon position for the City Council's activities and operations by 2030. This will include important carbon off-setting measures

Personnel:

There are no immediate / direct personnel implications other than a recognition that employees being prepared to take personal responsibility for their actions will be a key ingredient in successfully reaching the carbon emission reduction targets set out in the Climate and Ecological Emergency Declaration

Risk Management:

The risks associated with the delivery of the Climate and Ecological Emergency are set out in the Council's principal risk register [item ref: PRR 021] which was recently reviewed when the Risk Management report was considered by the Audit and Risk Committee on 16 December

2020. The risk rating, as of 25 November 2020, was considered 'high' with a risk score of 13. The impact of Covid-19 at that time was noted to be 'partially affected'

Equality and Diversity:

There are no immediate / direct equality and diversity assessment issues arising from the progress update on the implementation of the Climate and Ecological Emergency Action Plan

Health and Safety:

There are no immediate / direct health and safety implications arising from the progress update on the implementation of the Climate and Ecological Emergency Action Plan

Digital:

There are no immediate / direct digital services implications arising from the progress update on the implementation of the Climate and Ecological Emergency Action Plan

Other:

N/A

Consultees:

N/A

Relevant Policies and Strategies:

The principles of the Climate and Ecological Emergency are embodied in 'Our Chelmsford Our Plan', in particular the ambition to make Chelmsford a more attractive place, promoting Chelmsford's green credentials, ensuring communities are safe and creating a distinctive sense of place.

'Our Chelmsford Our Plan', adopted by Council on 22 January 2020 includes a specific action to develop a new environment plan to promote a sustainable approach to growth, development and everyday living and to help ensure a low carbon future for the area.

Appendix A: Chelmsford City Council Climate and Ecological Emergency declared at Council on 16 July 2019

“Council notes:

That the impacts of climate breakdown are already causing critical damage around the world. That the ‘Special Report on Global Warming of 1.5°C’, published by the Intergovernmental Panel on Climate Change in October 2018:

- a. describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and*
- b. confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector*

That all governmental bodies (national, regional and local) have a duty to act, and local governments that recognise this should not wait for national governments to change their policies.

That bold policies to cut emissions also have associated health, wellbeing and economic benefits.

That a growing number of UK local authorities have already passed 'Climate Emergency' motions.

Council therefore resolves to:

- **Declare a ‘Climate and Ecological Emergency’ that requires urgent action to make the Council’s activities net-zero carbon by 2030**
- **Achieve 100% low carbon energy across the Council’s full range of functions by 2030**
- **Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net-zero carbon by 2030**
- **Support and work with all other relevant agencies towards making the City of Chelmsford and surrounding area net-zero carbon within the same timescale**
- **Ensure that Officers and political leadership teams within Chelmsford City Council embed this work in all areas and take responsibility for reducing, as rapidly as possible, the carbon emissions resulting from the Council’s own activities**
- **Ensure that any recommendations are fully costed and that the Executive and Overview & Scrutiny bodies regularly review Council activities, taking account of production and consumption emissions, and produce an action plan within 12 months together with budget actions and a measured baseline**
- **Request that the Council's Overview & Scrutiny Committee considers the impact of Climate Change and the Environment when reviewing Council policies and strategies**
- **Work with, influence and inspire partnerships across the city to help deliver this goal through all relevant strategies, plans and shared resources by developing a series of meetings, educational events for City Council staff and the wider community and partner workshops focusing on the Climate and Ecological Emergency**

- *Request that the Council and its partners take steps to proactively include young people in the process, ensuring that they also have a voice in shaping the future*
- *Establish a Chelmsford Climate Change Partnership within the remit of the Chelmsford Policy Board, involving councillors, residents, young people below voting age, academics and other relevant parties, to prioritise carbon reduction measures, identify related benefits to employment, health, agricultural and transport sectors and develop a strategy in line with the 'net-zero carbon by 2030' target*
- *Establish a baseline for Chelmsford's ecological status and monitor progress year on year*
- *Report on the level of Council investment in the fossil-fuel industry and review the City Council's investment strategy to give due consideration to Climate Change impacts in their investment portfolio*
- *Ensure that all reports in preparation for the 2020/21 budget cycle and investment strategy note the actions the City Council will take to address this Emergency*
- *Call on the UK Government to provide such new powers and resources as are necessary to make this possible, and to work within the LGA to encourage other councils to back this plan*

CaEE Action Plan Progress Update to 31 December 2020

Appendix B

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 1 = Establishing a 'carbon baseline' position								
CaEE 1a	Establish an agreed definition of 'net-zero carbon'	Keith Nicholson	Richard Bishop	Complete	Methodologies and conversion factors published by the Department for Business, Energy and Industrial Strategy, in association with the Environment Agency, adopted to calculate the City Council's carbon emissions	1/03/2020	31/07/2020	31/07/2020
CaEE 1b	Undertake an assessment of the carbon emissions arising from the Council's activities, [i.e. an 'organisational' assessment] including energy use, emissions from buildings, operations and vehicles [measured in tonnes of carbon dioxide equivalent (tCO ₂ e)]	Keith Nicholson	Richard Bishop	On Track	Baseline assessment has been completed and internally audited. The carbon baseline assessment will be calculated annually for each financial year	1/05/2020	31/08/2021	Ongoing
CaEE 1c	Consider a 'supply chain' assessment of carbon emissions i.e. from the raw materials and services that are purchased by Council in order to deliver its services	Keith Nicholson	Richard Bishop	On Hold	Consideration will be given as to whether further Scope 3 emissions [which include those from supply chains and other parties 'upstream'] should be included in the City Council's baseline assessment for future years	1/05/2021	31/08/2021	
CaEE 2 = Updating planning guidance on how on-site renewable energy measures can be integrated into new developments and for all new dwellings to incorporate sustainable design features to reduce CO₂ and NO₂ emissions and the use of natural								
CaEE 2a	Update the existing 'Making Places' Supplementary Planning Document to provide further guidance on how on-site renewable energy measures can be integrated into new developments and for all new dwellings to incorporate sustainable design features to reduce CO ₂ and NO ₂ emissions and minimise the use of natural resources	Keith Nicholson	Jeremy Potter	On Track	The Making Places Supplementary Planning Document (SPD) was published for public consultation between 15 October and 12 November 2020. The consultation received 63 representations from 26 different individuals/organisations. Chelmsford Policy Board on 14 January 2021 approved a number of changes to the draft SPD and recommended that the amended SPD be considered for adoption by Cabinet at the meeting on 26 January 2021	1/04/2018	26/01/2021	
CaEE 2b	Explore options to incentivise developers to achieve as close to zero-carbon homes as possible and / or to implement a carbon offset tariff for new developments	Keith Nicholson	Jeremy Potter	On Track	Some initial high-level analysis has been carried out to consider whether a proportion of the CIL neighbourhood allocation could be used towards zero carbon projects. Further work needs to be undertaken, but in principle it is considered that this could be achievable, provided the relevant project meets the legal tests as set out within the CIL Regulations. During 2021, a review of the allocation of the CIL neighbourhood portion will be undertaken through the Community Funding Panel and this principle will be further explored through this workstream. A review of the Community Infrastructure Levy (CIL) Charging Schedule will also be undertaken alongside a review of the Chelmsford Local Plan 2013-2036. This review is programmed to commence in 2023	1/03/2020	1/01/2022	
CaEE 2c	Revise adopted planning policies to require all new dwellings to be built to zero-carbon standard	Keith Nicholson	Jeremy Potter	On Track	The Council is working with Homes England and Countryside Properties to bring forward a zero-carbon demonstrator site as part of a future development zone at the Beaulieu development. Feasibility work is scheduled for completion in Spring 2021. This workstream could be complemented by the Government's 'Future Homes Standard' which proposes requiring new build homes to be future proofed with low carbon heating and higher levels of energy efficiency introduced by 2025	1/05/2020	1/01/2023	

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 2d	Update the existing Planning Obligations Supplementary Planning Document to seek planning obligations when considering planning applications towards the Council's mass tree planting programme	Keith Nicholson	Jeremy Potter	On Track	The Planning Obligations Supplementary Planning Document (SPD) was published for public consultation between 15 October and 12 November 2020. The consultation received 84 representations from 22 different individuals/organisations. Chelmsford Policy Board on 14 January 2021 approved a number of changes to the draft SPD in response to the consultation responses and recommended that the amended SPD be adopted by Cabinet on 26 January 2021. The SPD states that all new housing developments should seek to plant three trees per net new dwelling	1/04/2018	26/01/2021	
CaEE 3 = Working with Essex County Council to improve movement around the City, including improvements to the cycling and walking infrastructure, to reduce traffic congestion and journey times and encourage more sustainable travel choices								
CaEE 3a	Support Essex County Council in delivering improvements to the cycling and walking infrastructure as part of the Chelmsford City Growth Package	Keith Nicholson	Jeremy Potter	On Track	Substantially complete. Market Road cycle route removed in response to Covid 19 Active Travel Measures installed in the City Centre. To be revisited as part of ECC cycling infrastructure capital programme	1/11/2017	31/07/2021	
CaEE 3b	Develop a cohesive car park strategy, including the integration of park and ride options, that matches provision to future demand and includes measures that will encourage people to use more sustainable transport options to help reduce overall vehicle emissions	Keith Nicholson	Jeremy Potter	On Track	The Improving Movement Around the City Working Group (iMAC Working Group) was established by the Chelmsford Policy Board in January 2020 to examine proposals that will improve movement around the City and have the potential to reduce congestion and journey times, encourage more sustainable travel choices and help improve air quality. The iMAC Working Group has commenced work in June 2020 on a Chelmsford Sustainable Transport and Parking Strategy including evidence gathering. This work is being undertaken in collaboration with ECC. The Strategy is expected to be considered by the Chelmsford Policy Board in late 2021/early 2022	1/06/2020	31/03/2022	
CaEE 4 = Implementing further measures to reduce the amount of waste generated and ensure that as much as possible of any waste that is generated is reused, recycled or composted								
CaEE 4a	Put in place a policy to eliminate, as far as possible, single-use plastics in Council premises and encourage others and the wider community to do the same	Keith Nicholson	Tim Eaton Fearn	Complete	A Council policy on single use plastics was adopted in 2019. Where single use plastic was found to be in use in Council premises alternatives have been put in place wherever possible. The Council has continued to promote the reduction of single-use plastic through initiatives such as the 'Plastic Pledge' in partnership and collaboration with all other Essex local authorities including Essex County Council and trade bodies. Promotional activities are ongoing	1/04/2020	1/11/2020	1/11/2020
CaEE 4b	Full range of waste mitigation and recycling facilities available at all City Council buildings to minimise the amount of non-recyclable waste generated and maximise the capture rate of materials that can be recycled	Keith Nicholson	Tim Eaton Fearn	On Track	A full range of facilities (including battery recycling) is installed at the majority of CCC sites and sports centres, where appropriate. This also includes Park & Ride sites. Some further work to complete this action at the museum and theatre is outstanding, to be completed when these venues fully-reopen post Covid	1/03/2020	30/09/2021	
CaEE 4c	Comprehensive waste minimisation and recycling provision at all events taking place on City Council land and premises	Keith Nicholson	Peter Masson	On Hold	Comprehensive provision for recycling collections at events is available, but few large-scale outdoor events are currently taking place due to Covid-19 restrictions	1/03/2020	1/05/2021	Ongoing
CaEE 4d	More provision for 'recycling on the go'	Keith Nicholson	Tim Eaton Fearn	On Hold	Existing policy updated, sites for future provision agreed. Campaign to increase usage due to start after any lockdown restrictions have been removed and footfall has returned to normal to maximise effect of campaign	19/07/2019	24/06/2020	Ongoing

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 4e	Provide support and assistance to small businesses and enterprises to adopt their own local waste minimisation plans	Keith Nicholson	Tim Eaton Fearne	On Hold	Some progress made before lockdown - small coffee shops/food on the go shops visited and encourage to participate in a discount scheme for own cup use. Large scale plans to visit small businesses and enterprises put on hold due to Covid restrictions although every trade customer has been contacted and given the 'Business Recycling Easy Guide'. CCC Business Improvement Team currently conducting survey to all businesses with an environmental related theme.	1/07/2019	TBC	
CaEE 4f	Review the 'green credentials' of the Indoor Retail and High Street Markets	Keith Nicholson	Tim Eaton Fearne	Complete	Review undertaken, processes changed to recover more recyclates both in quantity and type and to encourage traders to consider the most sustainable options for products and packaging. This will be ongoing	21/10/2019	19/12/2019	Ongoing

CaEE 5 = Implementing measures to lower energy consumption, ensure the most efficient use of water resources, reduce pollution and improve air quality								
CaEE 5a	100% of electricity used by the City Council to be from renewable sources	Keith Nicholson	Richard Bishop	Complete	All half hourly and non half hourly electricity contracts are 100% renewable energy sourced with REGO (Renewable Energy Guarantees of Origin) backed electricity. Position needs to be sustained with future supply contracts	14/06/2019	16/07/2019	
CaEE 5b	Improve home energy efficiency, affordability and encourage the use of renewable energy sources for home energy switches	Keith Nicholson	Paul Brookes	On Track	Essex Energy Switch promoted with suppliers of renewable electricity, Warm Homes Fund installations completed, multiple Local Authority declarations made to facilitate ECO (Energy Companies Obligation) Flex assistance to households in fuel poverty. This is an ongoing programme	1/04/2020	31/03/2021	Ongoing
CaEE 5c	Examine the business and environmental case for potential future investment opportunities in green technology and renewable energy initiatives, including solar farms	Keith Nicholson	Richard Bishop	On Track	Successful bid made to BEIS Regional hub to enable access to OnGen software to assess the suitability of renewable technologies in the Council's estate. This software involves the use of the Council's energy management data and key building characteristics to suggest which technologies are suited to each property owned by Chelmsford City Council - evaluation continuing	1/11/2020	1/05/2021	
CaEE 5d	Refresh the air quality strategy and action plan for Chelmsford to further reduce damaging vehicle and CO2 emissions and reduce air pollution generally	Keith Nicholson	Paul Brookes	On Track	Air Quality Strategy refreshed March 2019 and December 2019 with presentation to all councillors taking place on 30 September 2020; a further air quality strategy refresh is due in May 2021 which should include the ability to incorporate real-time air quality reporting	1/03/2019	31/05/2021	
CaEE 5e	Update and refresh the City Council's Travel Plan setting out the actions and initiatives to encourage employees to use sustainable transport options to get to, from and between workplaces	Keith Nicholson	Paul Brookes	On Hold	An updated travel plan for the City Council was agreed in October 2019, but Covid-19 restrictions and the focus on working from home has made implementation of this action ineffective at this time	7/10/2019	TBC	
CaEE 5f	Work with public service transport providers and regulated transport providers [such as taxis] to ensure that wherever possible vehicles used in Chelmsford are low emission and / or compliant with at least Euro 6 emission standards	Keith Nicholson	Paul Brookes	On Track	Policy approved at Licensing Committee on 13 February 2020 requiring taxis to be Euro 6 compliant by 1 April 2024. Work ongoing with other public transport providers. Target for buses to be zero emission is now set out in the UK Climate Change Committee Sixth Carbon Budget published in December 2020	13/02/2020	1/04/2024	

CaEE 6 = Undertaking a greening programme to significantly increase the amount of woodland and the proportion of tree cover in Chelmsford								
CaEE 6a	Put in place a sustained medium-term mass tree planting and woodland creation programme resulting in the planting of at least 148,000 additional trees / create 71 hectares of woodland to achieve tree cover of at least 20% in the Chelmsford area by 2030	Keith Nicholson	Paul Van Damme	On track	Programme ongoing, some of the community involvement in the tree planting has had to be curtailed due to Covid restrictions. By end of February 2021 [end of the current planting season] 30,000 new trees will have been planted	1/11/2019	31/03/2030	Ongoing

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 6b	Encourage local people and communities to take greater responsibility for greening their area / environment, including planting trees in their gardens	Keith Nicholson	Paul Van Damme	On Hold	As part of the 10 year mass woodland and tree planting strategy, from 2023 onwards, initiatives will focus on providing tree stock to residents suitable for home planting in smaller gardens	1/11/2023	31/03/2030	
CaEE 6c	Adopt the 'Woodland Carbon Code' to validate the carbon sequestration value for mass tree planting and woodland creation projects [possible link to uses as carbon offsetting measure for new development]	Keith Nicholson	Paul Van Damme	Needs Attention	The development of the Woodland Carbon Code and the potential to use it for validating carbon offsetting is at an early stage - more work needs to be done nationally before adopting in Chelmsford	1/04/2020	31/03/2022	
CaEE 6d	Explore opportunities to participate in the Eastern Claylands project promoted by the Woodland Trust designed to help create a more resilient landscape that can absorb and recover from natural and human pressures and adapt to future change, whilst retaining a diverse array of wildlife and a range of benefits for people	Keith Nicholson	Paul Van Damme	Needs Attention	The City Council is participating in the 'Essex Forest Partnership' which includes other Essex districts, Essex County Council and the Woodland Trust. The focus to date has been on woodland creation and associated habitats	1/01/2020	31/03/2030	

CaEE 7 = Implementing measures to improve the 'green infrastructure' of Chelmsford, protecting and expanding natural habitats and increasing bio-diversity								
CaEE 7a	Establish a continuous, fully connected green wedge through the Chelmer River Valley [north]	Keith Nicholson	Jeremy Potter	On Track	Policy framework is within the adopted Chelmsford Local Plan 2012-2036. Specific enhancements will be identified in the emerging North East Chelmsford Garden Community site masterplan and planning applications. Improving connectivity within and through the green wedge will be undertaken alongside work on the North East Chelmsford Garden Community project, which is expected to commence in 2022/23, as well as through the emerging Broomfield Neighbourhood Plan	1/05/2020	31/12/2036	
CaEE 7b	Establish a new Chelmer River Valley green wedge to the east of the city centre	Keith Nicholson	Paul Van Damme	On Hold	Linked to action CaEE 7f, establishing the 'country park' associated with the East Chelmsford growth area is fundamental to realising a fully connected green wedge to the east of the City Centre	1/07/2020	30/03/2026	
CaEE 7c	Create a new natural open space and country park as part of the North East Chelmsford growth area	Keith Nicholson	Jeremy Potter	On Track	Policy framework is within the adopted Chelmsford Local Plan 2012-2036. A specific requirement will be identified in emerging site masterplan and planning applications for the development. The new Country Park is expected to be started towards the latter stages of the development	1/05/2020	31/12/2036	
CaEE 7d	Refresh the Bio-Diversity Action Plan for Chelmsford to improve the habitat value of green spaces and promote greater bio-diversity across the area, adopting the 'Making Space for Nature' [Department for Environment, Food and Rural Affairs 2010] principle	Keith Nicholson	Paul Van Damme	On Hold	It is proposed to develop a Chelmsford Nature Recovery Strategy rather than refresh the biodiversity action plan. A NRS is intended to help enhance sites designated for nature conservation and other wildlife-rich places, including newly created and restored wildlife-rich habitats, corridors and stepping-stones to help wildlife populations to grow and move. The use of Local Nature Recovery Strategies and the creation of effective delivery partnerships are proposed in the Government's Environment Bill but there have been delays enacting this. It is anticipated that there might be some funding available for delivery	1/05/2021	31/03/2023	
CaEE 7e	Work with Essex Wildlife Trust, statutory bodies, landowners and community organisations to formulate and implement 'Living Landscape' plans across the Chelmsford area to create bigger, better connected and sensitively managed habitats and natural spaces	Keith Nicholson	Paul Van Damme	On Hold	This action also will be assimilated into the proposed Chelmsford Nature Recovery Strategy, the focus being to improve the landscape's resilience to climate change, providing natural solutions to reduce carbon and manage flood risk, as well as sustaining vital ecosystems such as improved soil, clean water and clean air. Focus will also be given to reinforcing the natural and cultural diversity of our landscapes and protecting our historic natural environment; enabling people to enjoy and connect with nature where they live, work and play and benefiting health and wellbeing	1/05/2021	31/03/2023	

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 7f	Create a new country park at Sandon as part of the East Chelmsford growth area	Keith Nicholson	Paul Van Damme	On Track	Preliminary discussions have taken place with the developer for the East Chelmsford growth area to ensure that the specific requirements for the 'country park' are built into the master plan for the site which will inform any subsequent application for planning consent. This will deliver the necessary infrastructure and make the land available to be adopted as green space	1/07/2020	30/03/2026	
CaEE 8 = Improving the environmental quality, attractiveness and recreational potential of public spaces, rivers and waterways and associated green corridors in the City Centre and surrounding areas								
CaEE 8a	Establish a Chelmsford Policy Board Working Group to improve the environmental quality, attractiveness and recreational use of the rivers and waterways	Keith Nicholson	Paul Van Damme	On hold	A Chelmsford Waterways Working Group was established by the Policy Board on 6 June 2019 with a brief to improve use, access to, and enhance the environment and ecological value of, the rivers and waterways in and around Chelmsford. A workshop was held on 14 February 2020 so that those with a specialist or community interest in the rivers and waterways in Chelmsford could influence the priorities and future work programming of the Waterways Working Group. A three-year programme of work was anticipated and a provision of £600,000 over 3 years included in the capital programme agreed at Council on 26 February 2020. However, follow-up activities have been limited due to the restrictions imposed by the Covid 19 outbreak	6/06/2019	31/03/2023	
CaEE 8b	Examine options to improve navigation on the rivers and waterways and review current and future flood prevention measures [including devices to retain water in the City Centre all year round]	Keith Nicholson	Paul Van Damme	On track	The initial focus of the Chelmsford Waterways Working Group during 2020 has been to develop plans and test the feasibility of the construction of a replacement structure for the so-called automatic flood gates, to retain water in the City Centre rivers and improve navigation on the River Chelmer. An options appraisal was considered by the WG on 22 January 2020 and the recommendations endorsed by the Policy Board on 5 March 2020. Following approval at Cabinet on 8 September 2020, further detailed survey work and a second stage feasibility study was commissioned in December 2020. This work is currently underway which will provide more detailed scheme proposals sufficient for consideration to be given to including the scheme in the Council's capital programme when next reviewed in summer 2021	1/10/2019	31/03/2024	
CaEE 8c	Consider opportunities to extend and improve green spaces adjoining the rivers and waterways, including options for greening of the canalised sections of the river to improve its appearance and attractiveness	Keith Nicholson	Paul Van Damme	On Hold	Linked to action CaEE 8a	6/06/2019	31/03/2023	
CaEE 8d	Promote projects and activities that enhance the habitat, ecological and biodiversity value of the river corridors	Keith Nicholson	Paul Van Damme	On Track	Application to declare Local Nature Reserve status for Admirals Park submitted December 2020, Natural England have approved the application and draft management plan. Public consultation will be organised in early 2021 prior to formal declaration of the LNR by the City Council in June 2021	6/12/2020	30/06/2021	
CaEE 8e	Consider opportunities that could be taken to extend and improve the network of riverside footpaths and cycleways	Keith Nicholson	Jeremy Potter	On Track	The Improving Movement Around the City Working Group (IMAC) was established by the Chelmsford Policy Board in January 2020 to examine proposals that will improve movement around the City and have the potential to reduce congestion and journey times, encourage more sustainable travel choices and help improve air quality. The emerging Sustainable Transport and Parking Strategy will make proposals to improve the provision for safe cycling and walking in and around the City in line with the Local Plan. Engagement with the Waterways Working Group, to maximise the recreational and travel potential of the river corridors, will take place during the development of the Strategy	1/05/2020	1/01/2022	

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 9 = Upgrading the Council's vehicle fleet to embrace the latest low emission technology, including ultra-low emission electric powered vehicles, as they become operationally and commercially viable								
CaEE 9a	Replace all Council fleet vehicles that do not currently meet the Euro 6 standard	Keith Nicholson	Peter Masson	On Track	Fleet replacement programme underway, although the timing of some vehicle replacements has been deferred to assist with managing the financial constraints caused by Covid 19. Target completion date for all operational fleet vehicles to meet at least Euro 6 standard is 2024	1/11/2020	30/03/2024	
CaEE 9b	Evaluate ultra-low emission alternatives [electric or hydrogen powered] for selected vehicles where operationally and commercially viable	Keith Nicholson	Peter Masson	On Hold	For larger fleet vehicles evaluation suggests that pure electric or hydrogen fuelled vehicles are not currently operationally or commercially viable. More operational information/data required on national trials before any commitment by the Council - the Sixth Carbon Budget report sets out pathways and realistic timescales for the decarbonising of transport and vehicles [one third of the HGV fleet low carbon in 2035]. Commitment to fit electric bin lifts to all collection vehicles with rear bin lifts remains. Some ultra low emission alternatives gradually being introduced to the small vehicle fleet [vans] where suitable to do so	28/01/2020	30/03/2035	
CaEE 9c	Acquire a selection of low emission or ultra-low emission 'pool' vehicles to provide more sustainable options for business travel	Keith Nicholson	Paul Brookes	On Hold	Covid restrictions and focus on working from home has made this action ineffective at this time. Post-Covid this action will need to be reviewed to determine if it is still applicable	28/01/2020	30/03/2022	
CaEE 9d	Consider adapting the current lease car scheme so that it offers preferential terms and incentives for those employees who choose an ultra-low emission vehicle	Keith Nicholson	Phil Reeves	On Track	Proposals for refining scheme options agreed at Management Team in January 2021. The changes will be subject to staff consultation undertaken during first quarter of 2021	1/11/2020	31/03/2021	
CaEE 9e	Provide additional bicycles [including power assisted] for travelling to meetings and site visits, improve cycle storage and welfare facilities to facilitate the use of cycling as a more sustainable travel option	Keith Nicholson	Paul Brookes	On Hold	Two bicycles have been provided but Covid restrictions and focus on working from home has made this action ineffective at this time. The change in working patterns, some of which are likely to be permanent, may require the Council to re-think it's current Travel Plan priorities	1/03/2020	30/03/2022	
CaEE 10 = Supporting the Environment Agency to implement the Margaretting flood alleviation scheme and other flood mitigation measures to reduce the risk of flooding to residential and commercial properties in the City								
CaEE 10a	Final phase of the wider, Environment Agency led Chelmsford flood alleviation scheme constructed protecting an additional 548 residential and 235 commercial properties from the risk of flooding	Keith Nicholson	Stuart Graham	On Hold	The delivery of the Margaretting element of the Chelmsford Flood Alleviation Scheme has been the subject of prolonged delays and the scheme's business case is currently under review by the Environment Agency. This review should be concluded in the first half of 2021	1/04/2020	30/06/2021	
CaEE 11 = Establishing a 'green investment fund' to support the Council's environment plan								
CaEE 11a	Create a new 'zero carbon communities' grant scheme where local communities can bid for funding for initiatives that will help them lower carbon emissions in their area	Keith Nicholson	Alison Chessell	On Hold	Proposal for establishing a Carbon Zero fund will be considered by Cabinet in April 2021. Proposals have been agreed by Management Team and the Cabinet Member for Fairer Chelmsford	1/11/2020	30/04/2021	
CaEE 12 = Reviewing the Council's investment strategy in light of the Climate and Ecological Emergency Declaration								
CaEE 12a	When investing, any fund managers will be required to consider Environmental, Social and Governance factors in their investment process. All fund managers would be expected to have signed up to the UN Principles for Responsible Investment that proposes that active participation in ESG and exercising shareholder rights on this basis can help to improve the performance of companies which may otherwise not address such concerns	Keith Nicholson	Phil Reeves	Complete	If fund managers are used, the criteria for selection will ensure requirements are met.	1/07/2020		1/01/2021

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 12b	The Council's direct property investment strategy will take account of the Minimum Energy Efficiency Standards legislation as a minimum requirement	Keith Nicholson	Joe Reidy	On Track	The Council's direct property investment strategy requires the purchases to be in line with the Minimum Energy Efficiency Standards Legislation. The existing portfolio is largely already compliant	28/01/2020	31/03/2022	
CaEE 13 = Reviewing the Council's procurement policies and practices in light of the Climate and Ecological Emergency Declaration								
CAEE 13a	Adopt a policy for the Council to use Fair Trade or Rain Forest Alliance certified products	Keith Nicholson	Alison Chessell	On Track	Policy put in place in June 2019 that all products used for refreshments at the Civic Centre site should be Fair Trade or Rain Forest Alliance certified. Consideration to be given to extending this to all Council premises and for third party providers to be incentivised to use certified products as opportunities to renegotiate contracts arise [reviewed in December 2019 when most were compliant]. Rainforest Alliance and Fair Trade Products referenced in Social Value Procurement Policy adopted by the Council in November 2020	14/06/2019	31/03/2021	
CAEE 13b	Strengthen and simplify requirements for social value and environmental impacts within all the Council's procurement and commissioning activities to incentivise supply chain to support Council's objectives.	Keith Nicholson	Alison Chessell	Complete	New Social Value Policy and Strategy approved by Cabinet on 17 November 2020. Training to be delivered to key staff on new policy requirements in March 2021.	1/05/2020	31/12/2020	17/11/2020
CAEE 13c	Raise awareness of social value and environmental impacts within public procurement within the local business community	Keith Nicholson	Alison Chessell	On Track	New Social Value information being sent to prospective bidders and suppliers where appropriate. This will be ongoing	1/01/2021	1/06/2021	Ongoing
CAEE 13d	Work with partners to influence social value and environmental impacts within the wider public sector procurement community	Keith Nicholson	Alison Chessell	On Track	Responding to consultation on new Public Procurement Rules with participation in East of England Local Government Association. Implementing new regulations regarding use of local suppliers and small and medium enterprises	1/01/2021	1/04/2021	
CaEE 14 = Creating opportunities for people, local organisations and businesses to get involved, to influence and to inspire innovation and cooperation in response to the key challenges identified in the declared Climate and Ecological Emergency								
CaEE 14a	Create a 'Chelmsford Climate Change Partnership' or similar affiliation of interests to engage with partners, other agencies and the wider community to agree an approach and develop plans to meet the target for Chelmsford to be net zero-carbon by 2030	Keith Nicholson	Tim Eaton Fearn	Needs Attention	Originally planned summit postponed due to Covid restrictions, but a 'month of ideas on growing a sustainable Chelmsford' took place very successfully virtually during October 2020 as part of the Future City programme. These activities included the launch of 'Manifesto for Essex', under the auspices of the Essex Book Festival - a creative platform for young people living in Essex to express and share their thoughts and ideas about tackling climate change. A follow-up 'Youth Climate Change Festival' is planned to take place in July 2021 in collaboration with external partners at ARU. Data from Business Improvement Team Survey currently being analysed to understand the position of business and how they want to be involved and contribute to tackling the climate change agenda	1/01/2021	1/09/2021	
CaEE 14b	Adapt the 'Love Your Chelmsford' programme as the primary vehicle for engaging and fostering community activity aligned to the Climate and Ecological Emergency Declaration	Keith Nicholson	Tim Eaton Fearn	On Track	Objectives and priorities of the 'Love Your Chelmsford' reviewed and a refreshed programme designed to encourage and facilitate community and business engagement in 'green living'; focusing on seven key themes - reusing and renewing - reducing and recycling waste - green cleaning - eating green - greener energy - greener travel - sustainable fashion and clothing. 'Physical' engagement on this programme is currently severely restricted due to the impacts of Covid, but will be reviewed as lock down constraints allow	1/06/2020	31/03/2022	

Action Ref.	Action	Director (SOA)	Service Mgr (RO)	Status	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CaEE 14c	Develop a website and social media presence as a point of reference and interface for people and organisations wishing to 'connect' with the Climate and Ecological Emergency, the wider 'green agenda' and as a means to promote participation in the 'Love Your Chelmsford' programme	Keith Nicholson	Tim Eaton Fearn	Complete	New, dedicated 'Love Your Chelmsford' website launched in September 2020 providing a point of reference for 'all things green' in Chelmsford focusing on the Council's priority to create a safer and greener place, protecting and enhancing wildlife, habitats and landscapes, providing attractive, high quality, accessible green spaces and lowering energy consumption, reducing waste and preserving natural resources. Website widely promoted via social media and other communication channels and beginning to build a strong user base. Social media presence growing	1/01/2020	14/09/2020	Ongoing
CaEE 15 = Reviewing HR Policies and practices in light of the Climate and Ecological Emergency Declaration								
CaEE 15a	Review people management policies and working practices to ensure that they reflect the Climate and Ecological Emergency Declaration. Develop an ongoing communication and training programme for employees to highlight their social and environmental responsibility	Keith Nicholson	Debbie Wootton	Complete	The Code of Conduct for employees and workers reviewed in 2020 with the inclusion of a statement setting out the expectations for employees ... 'The Council declared a climate and ecological emergency in July 2019 and expects its employees to consider the environmental impact of their actions and behaviour and, in particular, to contribute to reducing waste and reducing carbon emissions where possible when at work'. The Driving Policy for the Council includes the commitment to car sharing and reimbursement of mileage for electric cars. HR Policies, which describe the employment relationship between the Council and the employee from recruitment through employee life cycle to the ending of working relationship, have been checked and reviewed to ensure that none of these employment policies are contrary to Climate and Ecological Emergency declaration	28/01/2020	31/12/2020	1/10/2020
CaEE 15b	Consider ways to encourage a community-based volunteering scheme for City Council employees	Keith Nicholson	Debbie Wootton	Complete	The opportunity for employees to volunteer within the community is contained within the Council's 'Entitlement for Time Off Policy'. This Policy describes paid time off for voluntary public duty such as a school governor or Justice of the Peace, Reserves of the Armed Forces, Retained Fire Fighters and Special Constables	28/01/2020	31/12/2020	1/10/2020
CaEE 15c	Green skills appear key to a sustainable future and the transition towards a 'green' economy will start to shape the labour market. Need to consider any possible job creation and upskilling opportunities for the current workforce	Keith Nicholson	Debbie Wootton	Needs Attention	No 'green skills' training for the workforce commissioned to date but services have enabled their staff to attend appropriate course related to environmental law, environmental management and impact etc.	28/01/2020	31/03/2021	
CaEE 15d	Promote flexible working to enable employees to work at home to avoid transport congestion and pollution	Keith Nicholson	Debbie Wootton	On Track	The Council already had a home working policy and a remote working policy in place prior to the pandemic which has allowed the majority of office based staff to work more flexibly. It is anticipated that most office-based staff will value the opportunity for some degree of home working in the future as part of their usual working arrangements. All staff have the right to request flexible working in accordance with employment law but the City Council's operational staff, such as the waste and recycling teams, largely do not have the opportunity for flexible working due to the nature of their roles and fixed work rotas	1/04/2020	31/03/2021	

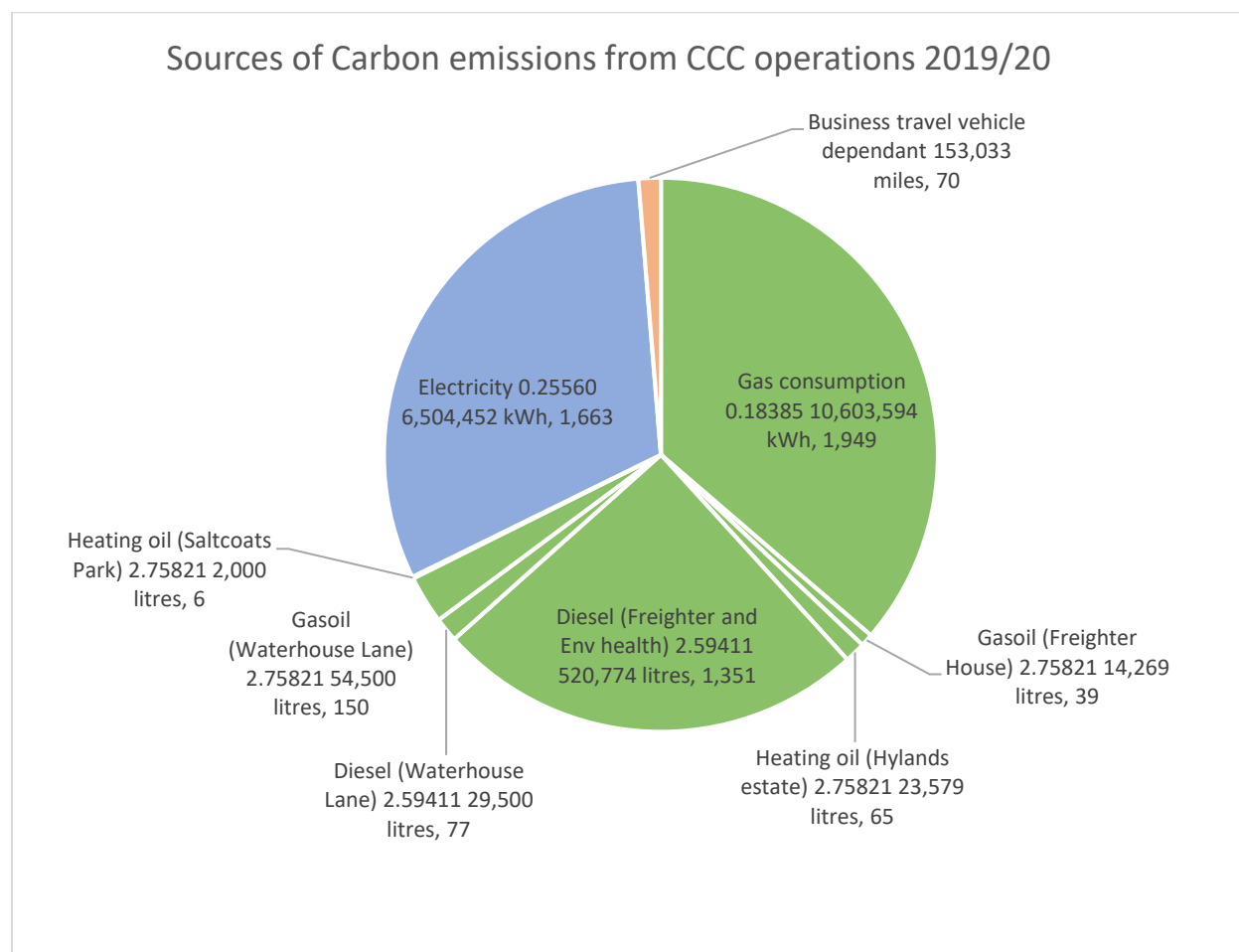
Appendix C: Carbon Baseline for Chelmsford City Council Operations 2019/20

Scope	Factors	conversion factor	quantity	unit	CO2e	
Scope 1	Gas consumption	0.18385	10,603,594	kWh	1,949	
	Gasoil (Freighter House)	2.75821	14,269	litres	39	
	Heating oil (Hylands estate)	2.75821	23,579	litres	65	
	Diesel (Freighter and Env health)	2.59411	520,774	litres	1,351	
	Diesel (Waterhouse Lane)	2.59411	29,500	litres	77	
	Gasoil (Waterhouse Lane)	2.75821	54,500	litres	150	
	Heating oil (Saltcoats Park)	2.75821	2,000	litres	6	3,637
Scope 2	Electricity	0.25560	6,504,452	kWh	1,663	1,663
Scope 3	Business travel	vehicle dependant	153,033	miles	70	70
Total emissions (Tonnes CO2e)					5,370	

Conversion factors taken from 2019 condensed set; using Gross CV values

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019>

Does not currently include electricity from CHP or solar PV





Chelmsford City Council Overview and Scrutiny Committee

1 February 2021

Work Programme

Report by:

Director of Connected Chelmsford

Officer Contact:

Daniel Bird, Daniel.bird@chelmsford.gov.uk (01245) 606523

Purpose

The purpose of this report is to invite Members' comments on the Committee's work programme which has been updated since the Committee last met on 23 November 2020.

Recommendations

Members are invited to comment on the Committee's work programme, attached as Appendix 1 to this report and make any necessary amendments to it.

1. Background or Introduction

- 1.1. The Committee's work programme has been updated following the meeting held on 23 November 2020 and is attached at Appendix 1.

1.2. Any changes to the programme since the last meeting are indicated by an asterisk and bold text in Appendix 1.

1.3. Any suggested future items that need assigning to a meeting are highlighted at the end of Appendix 1.

2. Conclusion

2.1. Members' comments are invited on the work programme.

List of appendices:

Appendix 1 – Work Programme

Background papers:

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

Chair and Vice Chair of the Overview and Scrutiny Committee

Relevant Policies and Strategies:

Not applicable

** Any changes to the programme since the last meeting are indicated by an asterisk and bold text.*

<u>Subject</u>	<u>Author</u>
1 February 2021	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Safer & Greener Chelmsford
Annual Presentation by Essex Police	Essex Police
Annual Presentation by Safer Chelmsford Partnership	Spencer Clarke Public Protection Manager
Climate and Ecological Emergency Action Plan Update	Director of Public Places
Final report from Community Safety Communication Task and Finish Group	Paul Brookes Public Health and Protection Services Manager
26 April 2021	
Performance Review Items	
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
Final report from Riverside Project Task and Finish Group	Director of Public Places

7 June 2021	
Performance Review Items	
Cabinet Portfolio Update	Leader of the Council
Annual Report from the Chelmsford Policy Board	Director of Public Places
Annual Report on Corporate Health and Safety	Paul Brookes Public Health & Protection Services Manager
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
Annual Report of the Committee	Dan Bird Democratic Services Officer
20 September 2021	
Performance Review Items	
Cabinet Portfolio Update	Deputy Leader and Cabinet Member for Connected Chelmsford
22 November 2021	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Fairer Chelmsford
Mid-year budget review	Director of Finance
Cabinet Member for Sustainable Development's Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird

	Democratic Services Officer
7 February 2022	
Performance Review Items	
Cabinet Portfolio Updates	Cabinet Member for Greener and Safer Chelmsford
Annual Presentation by Essex Police	Essex Police
Annual Presentation by Safer Chelmsford Partnership	Spencer Clarke Public Protection Manager
25 April 2022	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Sustainable Development
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
Future Work to be scheduled	
<p>Annual review of 'Our Chelmsford, Our Plan' - Delayed from September 2020 meeting, date TBC</p> <p>Performance Monitoring Topic suggestions:</p> <ul style="list-style-type: none"> - <i>Digital Developments</i> - <i>Business Transformation</i> - <i>Museum</i> - <i>Parks and Open Spaces Strategy</i> 	