

# Overview and Scrutiny Committee Agenda

**26 September at 7pm**

**Council Chamber, Civic Centre, Chelmsford**

## **Membership**

Councillor R.J. Poulter (Chair)  
Councillor S. Young (Vice Chair)

## **and Councillors**

L. Ashley, M.W. Bracken, N. Chambers, W.A. Daden, J. Deakin, I.D. Fuller, R.J.E. Gisby, I.S. Grundy, J.C.S. Lager, M.T. Steel and C.R. Tron

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

# Overview and Scrutiny Committee

## 26 September 2022

### AGENDA

#### 1. Apologies for Absence and Substitutions

#### 2. Chairs Announcements

#### 3. Minutes

To consider the minutes of the meeting held on 21 June 2022

#### 4. 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.

#### 5. 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 20 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](mailto: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.

#### 6. Decisions Called-In

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

7. Cabinet Portfolio Update – Deputy Leader and Cabinet Member for Connected Chelmsford
8. Temporary Accommodation
9. Climate Change and Ecological Emergency Action Plan Update
10. South Essex Parking Partnership Presentation
11. Annual Report from the Chelmsford Policy Board
12. Terms of Reference for Task and Finish Group
13. Work Programme
14. 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 21 June 2022 at 7pm

Present:

Councillor R.J. Poulter (Chair)

Councillors L. Ashley, M.W. Bracken, N. Chambers, W.A. Daden, R.J.E. Gisby, I.S. Grundy,  
J.C.S. Lager, L.A. Mascot, M.S. Steel, C.R. Tron and S. Young

Also in attendance:

Councillors G. Pooley and S.J. Robinson

**1. Apologies for Absence and Substitutions**

Apologies for absence were received from Cllrs Deakin and Fuller. Cllr Mascot substituted for Cllr Deakin.

**2. Election of Vice Chair**

Councillor Poulter nominated Councillor Young to be elected as Vice Chair. This was seconded and agreed by the Committee.

**3. Chairs Announcements**

The Chair informed the Committee that they were always welcome to suggest agenda items for consideration by them and officers.

**4. Minutes**

The minutes of the meeting held 2 February 2022 were agreed as a correct record and signed by the Chair.

**5. 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.

**6. Public Question Time**

No questions were asked or statements made.

**7. Decisions Called-In**

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

## 8. Cabinet Portfolio Update – Leader of the Council

Councillor Robinson apologised to the Committee for the late circulation of his report, but it was noted that it was now available on the website too. The Committee were informed of the two main areas of work since the last report which were the supporting of refugees from Ukraine and Afghanistan, and the devolution/levelling up white paper and now bill. The Committee heard that there were still over 100 Afghan adults and children in a Chelmsford hotel, six months since their arrival. It was noted that the City Council's responsibility was fairly limited, but Cllr Robinson highlighted the positive work of the Strategic Housing Team. It was noted that they had worked well during Covid in terms of housing the homeless but had then moved straight onto supporting refugees and they deserved credit for their hard work. The Leader of the Council also highlighted a potential short and medium term issue where if Afghan families refused an offer of accommodation from the home office they could then be removed from hotels as a result. This would then lead to the Council having to take responsibility.

The Committee were updated on the Levelling Up White Paper which had been launched by the Government in February. It was noted that it set out goals to address disparities of outcomes for different groups and places, whilst providing a framework for devolution of powers to English Local Authorities. The Committee heard that the paper detailed various options and for the benefit of Councillors, the Leader and Chief Executive would soon be providing a presentation, potentially after the next Full Council meeting. Cllr Robinson stated that, it would be key to assess what benefits were possible for Chelmsford's residents and how issues could be tackled more effectively.

The Leader of the Council also referred to the review of the Local Plan, the recent Creamfields Festival in Hylands Park, the Community Governance Review and the report also detailed the day to day aspects of the role.

In response to questions from the Committee, Cllr Robinson informed them that;

- For refugee families, there were much wider issues than just access to housing, and the Council were supporting where they could, including free access to leisure centres for example.
- If an Afghan family refused an offer of accommodation from the Home Office, which could be anywhere in the country, then the Home Office would stop funding their hotel space, leading to them being homeless and the Council's responsibility. It was noted that with the limited availability of properties in Chelmsford this would cause major concern.
- Creamfields had been a financial boost for the Council and had achieved what had been budgeted for in terms of income. It had been run at a smaller capacity to V Festival but this had been intentional as a starting point before increasing in future years.
- It was difficult to anticipate if the review of the Local Plan would lead to a greater need for more housing at this point.

RESOLVED that;

1. the update be noted;

2. the Leader of the Council be thanked for their attendance

(7.02pm to 7.30pm)

## 9. Responding to Rough Sleeping

The Committee received a report on the response from the Council to Rough Sleeping. The Strategic Housing Services Manager and the Council's Homelessness and Rough Sleeper Coordinator informed the Committee of the work that had been undertaken in recent years. The Committee were informed of the key areas in which work had been taking place. One aspect that was highlighted was the joint approach with other nearby local authorities, this had led to greater funding being secured. It was also noted that it was often not just housing assistance that was required and officers regularly went outside of their statutory duties, especially during the pandemic to assist those who needed support. It was noted that important work had been taking place with the homelessness forum and even once accommodation was in place daily work still continued in certain cases.

Officers informed the Committee, that there were often many underlying issues including mental health problems, use of illegal substances and domestic abuse that could potentially lead to someone becoming homeless. Therefore, it was never as simple as putting a roof over someone's head for example and there was often a need for more specialised housing. The Committee also heard of the value of partnerships with other local agencies, something which had been focused on in recent years. It was noted that on average there were around 10-15 rough sleepers per night in Chelmsford and it had been key for staff to build degrees of trust with these individuals, to then be in the position to offer and have assistance accepted.

In terms of next steps the Committee heard that prevention services were of key importance as this would prevent many people becoming homeless in the first place. It was also noted that the need for temporary accommodation for single individuals had trebled and many had complex needs that prevented shared accommodation being utilised. It was noted that officers regularly worked with the same people and it was important to continue to work collaboratively with other local authorities. Officers informed the Committee that ideally the need to sleep rough would be eliminated, however it was understood that this was not an easy position to reach and in some cases certain individuals would still choose to sleep rough.

*Councillor Chambers left the meeting at 7.45pm*

In response to questions from the Committee, officers informed them that;

- The number of cases would fluctuate, for example a certain number may be housed in on year, but a similar separate number may become homeless. This could therefore lead to the number of cases not actually decreasing.
- Reports to Central Government on the number of cases were now made monthly rather than annually, this had led to a more accurate picture of the issue across Chelmsford.
- There were a very small number of individuals who consistently choose to sleep rough. It was often just one or possibly two however.

- Some lockers were available at Sanctus to store belongings, this was an area where the team would try and liaise directly to find out how similar schemes could be beneficial.
- Educating the public was difficult for officers who work continuously in the team, as they were in effect in a bubble environment. It was therefore not easy to ascertain the general public's understanding of the issue. The key takeaway for the public however was the understanding that homelessness was often caused by other issues first.
- In terms of sharing expertise with other local authorities, it was again noted that this was difficult due to some authorities working in different ways and in some cases with much less political will to tackle the issue than was the case at Chelmsford.
- There had been a slight increase both locally and nationally in the number of females sleeping rough, this was of concern but it was still the minority.
- There were examples of some individuals being housed but still choosing to sleep rough on certain nights or continuing to engage with the community they had been part of whilst homeless. This was often down to purely social reasons but in some examples it could be linked to substance abuse etc. This could lead to issues with the public's perception of rough sleeping .
- Chelmsford had a more constant flow of cases compared to other local districts, this was very much due to it being a focal point in the County and porous borders with neighbouring authorities.

The Deputy Cabinet Member for Affordable Housing also addressed the Committee and highlighted the important strategic changes that had taken place in recent years. It was also noted that new solutions were constantly being put into practice and that rather than focusing on the actual number of rough sleepers, it was also important to look at how long they were sleeping rough for. It was also noted that working with other agencies and authorities had been key for progress and this had been very beneficial.

The Committee and the Deputy Cabinet Member for Affordable Housing, thanked officers for their continued hard work in this area. It was noted that in recent years there had been significant advances made and this was down to the positive work consistently being performed by the team.

RESOLVED that

1. the progress made to eliminate the need to sleep rough in Chelmsford be noted and;
2. officers be thanked for their continued hard work and attendance at the meeting.

*(7.30pm to 8.30pm)*

*Councillor Steel left the meeting at 8.31pm*

## 10. Reports from representatives on outside bodies

The Committee received an update, including reports from those members appointed as representatives to outside bodies. The individual reports were appended and provided an overview from each Councillor on the work the body does and how they had contributed to it.

Members of the Committee noted that a task and finish group on the topic could be of benefit. It was noted that this could look at in greater detail which bodies should continue to have appointees. Officers agreed to provide a terms of reference for such a task and finish group ahead of the next meeting.

Members of the Committee also felt that some bodies should be invited to make a presentation at a future meeting to show the work they have been undertaking. Officers agreed to consider this but also noted that some of the bodies did already meet with Councillors and Officers as part of evaluating their performance when receiving funding.

RESOLVED that

1. the report be noted and;
2. officers produce a terms of reference document ahead of the next meeting, for a task and finish group on representatives from outside bodies.

*( 8.31pm to 8.51pm)*

## 11. Report on Decisions Taken Under Delegation to the Chief Executive

The Committee received information on the four decisions taken during the period 1 November 2021 to 31 May 2022 under the Chief Executives delegated authority to take urgent decisions.

RESOLVED that the report be noted.

*( 8.52pm to 8.53pm)*

## 12. Annual Report of the Committee

In accordance with the Local Code of Corporate Governance adopted by the Council on 23 April 2008 a report on the activity of the scrutiny function of the Council for 2021/22 had been prepared. The Code required that the Committee produce an annual report on its work for consideration by the Council and subsequent publication on the Council's website.

RECOMMENDED TO COUNCIL that the Overview and Scrutiny Committee's Annual Report on the Scrutiny Function for 2021/22 be approved for subsequent publication.

*( 8.54pm to 8.55pm)*

## 13. Work Programme

The Committee considered a report on its work programme which had been updated following the last meeting on 7 February 2022.

Officers reminded the Committee that they were able to put forward ideas or future items, such as had been done in the meeting with the suggestion of a new task and finish group. The Committee were also reminded of the different elements that formulate the work programme, including performance reviews, task and finish groups and inform and debate sessions.

RESOLVED that

1. the report be noted and;
2. a draft terms of reference document for a task and finish group on outside bodies be circulated ahead of the next meeting.

*( 8.56pm to 8.59pm)*

#### 14. Urgent Business

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

The meeting closed at 8.59pm.

Chair



# Chelmsford City Council Overview and Scrutiny Committee

26 September 2022

---

## Temporary Accommodation

---

**Report by:**  
Strategic Housing Services Manager

---

**Officer Contact:**  
Paul Gayler, Strategic Housing Services Manager, [paul.gayler@chelmsford.gov.uk](mailto:paul.gayler@chelmsford.gov.uk), 01245 606375

---

### Scope and Purpose:

To inform the committee on past and future trends in the need and use of temporary accommodation for homeless households, including plans to reduce the need and cost.

### Recommendations:

Members are asked to recognise the significant challenge that many local housing authorities now face in meeting housing need and how this is increasing the need for temporary accommodation, alongside the continuous improvements that have been made to improve the quality in terms of accommodation and support and reduce need and costs.

---

## 1. Introduction

- 1.1 The need for temporary accommodation has increased over the last decade for Chelmsford City Council and many other local housing authorities in the region, creating concerns about financial costs for local authorities and the impact on households. Throughout this period the Council has attempted to find solutions to reduce both need and cost but this is a complex area of work, largely affected by external factors over which local authorities have limited control.
- 1.2 The Council's Strategic Housing Service has consistently worked to mitigate the impacts of these external factors, do what it can to reduce need and cost, and ensure that the temporary accommodation used is of a good standard. This was recognised by an internal audit in 2021 and a peer review in 2022.
- 1.3 To date, the highest level of temporary accommodation for the Council was in 2016/17 as shown in Table 1 below. The trend from 2010 to this point can be explained by the rising numbers of cases that were statutorily homeless (where the Council has a legal duty to provide accommodation) as shown in the middle column of the table. From 2017/18 the numbers of households accepted as homeless began to reduce, mainly as a result of a stronger focus on prevention. Although during this period the number in temporary accommodation also began to reduce the proportion of households who were owed a duty to be housed has remained higher than it was at the peak in 2016/17. This highlights how the need for temporary accommodation is driven not only by levels of homelessness in an area but also supply of homes that are affordable. With an inadequate supply, not only will the need for temporary accommodation increase, the length of time people have to remain whilst waiting for a suitable housing offer also increases, creating a backlog of need and with a reduction in supply, a need for even more temporary accommodation.

Table 1: Trends in use of temporary accommodation and homelessness in Chelmsford.

Year	Households in TA	Households accepted as homeless	% TA / accepted homeless
2010/11	45	124	37%
2011/12	73	170	43%
2012/13	69	174	40%
2013/14	117	218	54%
2014/15	153	282	55%
2015/16	249	305	83%
2016/17	343	361	95%
2017/18	319	244	132%
2018/19	275	139	198%
2019/20	270	213	126%
2020/21	254	225	113%
2021/22	311	297	95%
<b>Average</b>	<b>206</b>	<b>229</b>	<b>89%</b>

1.4 Since the restructure of the Council's Strategic Housing Service in 2018 a number of actions have been taken to improve the quality and reduce the cost and need of temporary accommodation, endorsed by recent peer review and internal audits. These measures include:

- A new housing strategy recognising the importance of creating an additional supply of affordable homes specifically to reduce the time households spend waiting in temporary accommodation, including the need for specialist or supported housing;
- Buying street properties to use as temporary accommodation
- Enabling the development by the Council and other partners of new homes and conversion or extension of properties to provide temporary and supported accommodation such as 2A Rainsford Road and building in Railway Street.
- Continuously improving performance in management of Council retained properties and the standards of those provided by others.

## 2. Legal Duties

2.1 There are two reasons why a local authority must provide temporary accommodation:

- i. Section 188 Housing Act – where there is nowhere for the applicant to stay and the council has reason to believe that they may be in priority need (have children, fleeing domestic abuse, old age, etc) whilst they carry out further enquiries: and
- ii. Section 193 Housing Act – where having completed an investigation into homelessness a council has determined that there is a duty to secure suitable accommodation but nothing is available and the household therefore has to be provided with temporary accommodation until this duty can be discharged.

2.2 Under s.188, the very temporary nature of the accommodation needed means that the agreement to occupy does not need to be secure, so it can be ended at short notice if for example it is established that the applicant is not homeless or in priority need. For this reason, the most common form of temporary accommodation used by local authorities is either hostels or B&Bs for single people and nightly lets (paid on a daily basis) for families, both usually provided by private firms.

2.3 Under s.193 there is a legal need to recognise that but for the lack of availability the applicants would be benefitting from a secure tenancy and so at this stage, anyone in the type of accommodation used for s188 must be moved to a property or agreement that gives them the same level of protection, requiring formal eviction process rather than just 'reasonable notice'.

2.4 Providing temporary accommodation therefore needs to reflect these two distinct duties. In Chelmsford the trend over some years has been that around 30% of all households in temporary accommodation are placed under s188 and 70% under s.193. Currently nearly 50% however are in non-protected tenancies so there is a need adjust the balance of supply to create more temporary accommodation that can provide protected tenancies to ensure the Council is able to meet its duties to those who have been accepted as homeless and are waiting for a permanent offer of housing.

2.5 The duty to provide temporary accommodation is absolute and there is no defence of not having any accommodation currently available or that it is unaffordable; this has led in some cases to local housing authorities having to source places out of their own districts. This includes our own Council which on some occasions has been unable to find any accommodation within Essex. The accommodation must be safe, secure and suitable to the needs of the individual household, taking in to account factors such as access to work, education, healthcare and other specialist support requirements. There is no right to challenge the suitability of an offer made under s.188 (notwithstanding it must still meet legal requirements for health and safety) but once a duty arises under s.193 applicants can seek a review of an offer of temporary accommodation. In practice this often leads to negotiation between the council, the applicant and their advocates around the practical challenges of meeting all of a household's requirements when the options are very limited.

### 3. Managing the need for temporary accommodation

- 3.1 Prevention of homelessness inevitably reduces the need for people needing temporary accommodation. Since the introduction of the Homelessness Reduction Act in 2018 the Council has been successful in preventing 50% of cases where prevention is possible and this is the main reason the number of cases accepted as being statutorily homeless has reduced (as shown in Table 1 above). Reducing the time taken to make a decision on a case also reduces the length of time applicants spend in s188 accommodation. The Council's Strategic Housing Service has recruited an additional two Housing Solutions Officers to maintain and try to improve performance in these areas but this is being offset by the rising number of cases in 2022.
- 3.2 Reducing the need for s.193 temporary accommodation can be achieved by improving the supply of housing options. Until recently this could have included helping people move into privately rented accommodation but as there are no longer any such homes that are affordable for those on lower incomes, the only option now is affordable homes provided by Registered Providers. Members will be aware that the Council now has a new Housing Strategy that aims to improve this supply, both through new-build and improving the supply from existing stock. Relying solely on new-build is a risk as it is subject to delays and developers' appetite for developing during times when market forecasts look uncertain. The case for gaining access to a wider pool of homes across the region through joining the Gateway to Homechoice partnership is being explored.
- 3.3 Since the pandemic the number of single people in temporary accommodation has risen from around 30 to over 100. At first it was thought that this was a temporary deviation from previous trends but it now seems to be an enduring level of need, often linked to the number of single homeless with complex needs. Increasing the supply of specialist, supported accommodation, especially for those who need help with mental health, risk of offending and other vulnerable groups including young people, as planned in the Housing Strategy, will help provide more opportunity to prevent or relieve homelessness and reduce the number in temporary accommodation.
- 3.4 The Housing Service works closely with our Finance Service to track need and supply of temporary accommodation based on trends of homelessness and the supply of homes. Bearing in mind the complexity and possible variations, this has generally been fairly accurate. The projection for the next year is for the need for temporary accommodation to fluctuate at around 350, rising towards 400 by the end of 2023/24. By the end of 2025/26 the total number in temporary accommodation could continue to rise towards 480.

3.5 Improving supply of affordable homes, especially those that stimulate an improvement in the supply from existing stock, is the only sustainable solution to reducing the need for temporary accommodation and a careful balance needs to be achieved between investment in the short term need for temporary and the longer-term supply of affordable homes.

#### 4. Managing the cost of temporary accommodation

4.1 The Housing Service collects payments from everyone in temporary accommodation and supports applications for Housing Benefit / Local Housing Allowance where applicants are entitled to claim this. Landlords are paid the cost in full and where this is above the level that can be recovered there is a 'subsidy loss' incurred by the Council. This varies depending on the type of temporary accommodation that is being provided. Table 2 shows the cost as subsidy loss for each type of temporary accommodation used by the Council. There is variation from year to year, for example reducing the void periods for PSL properties late last year and this current year will make this option less expensive than in 2021/22.

Table 2: Average annual cost of temporary accommodation by type 2021/22

Type of accommodation	Average annual cost	Numbers in use
Private Sector Leasing (PSL)*	£12,076	62
Anne Knight House (supported hostel)*	£8,756	13
B&B	£8,814	45
Nightly Lets	£6,464	101
Registered Provider (no support)*	£3,325	49
Modular*	£1,423**	18
Retained*	£4,590**	

\*Can provide protected tenancies \*\*Includes indicative cost of financing

4.2 Private Sector Leasing was the most expensive option in this 2021/22 but includes a period after lock-down when there were a large number of voids and a backlog of repairs. CHP has an agreement with the Council for the management of these homes, the modular units and retained properties and since the start of 2022 the number and length of voids has reduced considerably. This has reduced the cost but all three of these types of temporary accommodation are becoming more expensive to repair and maintain as the cost of labour and especially materials have increased by more than 15% in the last year.

4.3 Anne Knight House provides support as well as accommodation for single people and smaller families, in some cases for those with complex needs who would otherwise be difficult to place and maintain in other types of temporary accommodation. As with B&B

and nightly lets, the Council does not have to meet the cost of any voids nor maintenance and repairs.

- 4.4 The cost of temporary accommodation provided by Registered Providers is due in part to the rents being higher than the basic level of Local Housing Allowance, reflecting previous regulations which allowed for a higher rate to be charged.
- 4.5 The Housing Service has consistently managed to collect above 90% of rental income each year which compares well with most social landlords' targets of around 95% for general needs housing. Despite this, about £85,000 a year is written off, either after attempts to recover from non-payers or on account of cases such as those affected by the benefit cap where there is no reasonable way that they could afford the full cost, even where this is at Local Housing Allowance levels. Each year, the majority of the top 10 with the highest level of arrears come under this latter category.
- 4.6 Despite the higher cost of nightly lets and B&Bs, it would be unwise to avoid the use of these completely as they can be cost effective when accommodating households under s188 as described above. The number used at the moment could be reduced if more of the other options were available for those who need to be accommodated under s193.
- 4.7 Increasing the supply of specialist supported accommodation as mentioned in para 3.3. above would also help reduce the cost of accommodating the growing number of vulnerable single people. Since 2020/21 the Council has worked with partners to improve this supply considerably for those who need help due to becoming homeless, in particular rough-sleepers and we now need to maintain this progress to include those with more specialist support needs as mentioned above.
- 4.8 Looking ahead it is clear that we are likely to see a growing number of households becoming homeless and without a radical increase in supply of affordable homes, the inevitable prospect is that many local housing authorities in this region including ourselves will see a rise in the need for temporary accommodation. Reducing the cost of what we can provide will therefore help mitigate the risk of rising costs but is unlikely in the short-term to lead to a significant reduction in current expenditure.

## 5. Conclusion

5.1 The Council has worked continuously to improve the quality and reduce both need and cost of temporary accommodation. Table 3 below gives some context to compare with other areas and shows that this is a challenging issue across a number of authorities but may not be always attracting the level of strategic planning that is comparable with our own Council.

Table 3: Numbers in temporary accommodation national, regional and in Essex

<b>Date</b>	<b>Area</b>	<b>Total households in TA</b>	<b>Total households in TA per (000s)</b>
31-Dec-21	England	96410	4.07
31-Dec-21	East	6160	2.36
31-Dec-21	Chelmsford	288	3.83
31-Dec-21	Basildon	562	7.27
31-Dec-21	Braintree	37	0.57
31-Dec-21	Colchester	199	2.43
31-Dec-21	Harlow	238	6.67

- 5.2 The figures in the table above are only a snapshot and some, including Chelmsford, will have increased over the last 6 months. As concerning as the rise in numbers and costs may be, currently the greatest risk to the Council's ability to meet its statutory duties to those entitled to accommodation is that of supply. Since the start of the year, there are often up to 30 households which officers refer to as 'waiting in the wings'; households who need to go into temporary accommodation urgently but have to be supported on a daily basis until a property becomes available. For those needing larger homes, or ones with particular adaptations, the prospects can be extremely limited.
- 5.3 There are a growing number of households we are aware of who are at risk of becoming homeless for whom no accommodation, whether settled or even temporary, is likely to be available in the foreseeable future. This places the Council at risk of being unable to meet its legal duties to those who become homeless and highlights the urgency in planning at the same time for both additional temporary accommodation in the short term and a better supply of affordable homes in the longer term.
- 5.4 Alongside this there also needs to be plans and actions, some of which are already in place, to reduce need and cost once the risk in 5.3 above is mitigated. It is clear that as temporary accommodation becomes an entrenched aspect of a local housing authority's strategic function and no longer something that can be quickly resolved, the Council's Strategic Housing Service needs to continue to develop a stronger strategic approach to all aspects associated with the need for temporary accommodation.

#### List of appendices:

None

#### Background papers:

Chelmsford City Council Housing Strategy 2022 / 26

---

### Corporate Implications

**Legal/Constitutional:** the Council has an absolute duty to provide temporary accommodation under s188 and s193 of the Housing Act. Recent experience highlights that we can no longer take for granted that this will continue to be available as some providers consider reducing their stock and other districts face similar pressures, as with social housing demand may outstrip supply so plans need to be in place to avoid the risk of being unable to place households into suitable temporary accommodation in the future.

**Financial:** as explained in the report, it may not be possible in the short term to reduce revenue expenditure on temporary accommodation if need continues to rise greater than the supply of affordable homes. Steps can be taken however to mitigate the risk of costs rising as a first step with a view to these reducing in the longer term if accompanied by wider plans that reduce need (homelessness) and improve supply.

**Potential impact on climate change and the environment:** where possible homes that are more thermally efficient will help families manage day to day living costs.

**Contribution toward achieving a net zero carbon position by 2030:** the preferred option for increasing the supply of temporary accommodation is modular units and a programme of investment in existing housing stock. Both will use less carbon than conventional new build but we need to take in to account the need where possible to improve insulation and reduce energy consumption within these properties.

**Personnel:** the Council's Housing Service is currently reviewing its structure, recognising that temporary accommodation has become a core part of the Service and will require more strategic capacity as well as maintaining performance at an operational level. This includes those involved with the prevention of homelessness and the allocation of housing. Streamlining operational and strategic working within the Service is needed to managing the future pressures the Service is likely to face in the next few years.

**Risk Management:** previously the Housing Service has considered the risk of not achieving a balanced supply of housing that reflects current and future need. The Service will now be including as part of this the risk that the supply of temporary accommodation could also fall below the level of need.

**Equality and Diversity:** there are risks that some with protected characteristics could inadvertently find it harder to access temporary accommodation, such as those with disabilities, single parents (usually female) unable to meet housing costs. Our more strategic response will include an equality impact assessment to address any such shortfalls in planning and provision.

**Health and Safety:** a dynamic procurement system is now in place to ensure homes managed by private providers meet necessary standards in condition, health and safety and this includes the management of properties and responding to repairs. The risks of disrepair and clarifying liability between landlord and tenant is an important part of this and will be considered in the Temporary Accommodation Strategy.

**Digital:** the Housing Service has a dedicated system for the management of temporary accommodation including the managing of rent accounts. This system has been promoted to other districts as an example of good practice and has been a key element in improving performance especially for rent collection.

**Other:** it is external factors that are key to driving need and supply of temporary accommodation. By having as much accommodation within the Council's control helps reduce some of these risks but the properties need to be of the right type to be cost effective. In some cases, more consideration needs to be given to the wider management costs including voids and maintenance as both have shown to significantly alter the financial feasibility of some options, this includes the resources required to plan, develop and particularly manage temporary accommodation. Plans for this are already in the Housing Strategy and will be more detailed in the Temporary Accommodation Strategy.



---

# Chelmsford City Council Overview and Scrutiny Committee

**26 September 2022**

---

## Climate and Ecological Emergency Action Plan

---

### Report by:

Director of Public Places

---

### Officer Contact:

Keith Nicholson, Director of Public Places - [keith.nicholson@chelmsford.gov.uk](mailto:keith.nicholson@chelmsford.gov.uk)

---

### Purpose

The 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 made to date in implementing the Climate and Ecological Emergency Action Plan be noted
- § The Committee support the proposed approach and strategy for 'decarbonising' the Council's operations and activities, so that the target for a net-zero carbon position by 2030 can be achieved
- § 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 the proposed approach and strategy for 'decarbonising' the Council's operations and activities 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. An update on the progress made to implement these actions was provided to the Overview and Scrutiny Committee on 1 February 2021. This report provides a further update on the progress made and highlights the approach going forward to try to ensure that the Council's activities and operations will be net zero carbon by 2030.

## 2. Planning actions to address the Climate and Ecological Emergency Plan

- 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:
  - § 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. 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.
- 2.3. 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, promoting 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.
- 2.4. The Environment Act 2021, which received Royal Assent in November 2021, sets out new policies and a framework for environmental protection in the UK. Provisions included in the Act cover the protection of the natural environment, water quality, air quality, as well as significant changes to waste management and recycling practices.
- 2.5. The Act establishes a new relationship between central and local government for many aspects of environmental protection and includes new powers to set binding targets for improvements to air quality, including reductions in carbon emissions, water quality, biodiversity, and for waste reduction.

### 3. Scope of the 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<br>1 | Establishing a ‘carbon baseline’ position  |
| CaEE<br>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 CO <sub>2</sub> and NO <sub>2</sub> emissions and the use of natural resources [including putting in place a low carbon infrastructure in strategic growth areas] |
| CaEE<br>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 as of 31 August 2022.

3.3. Actions that have been prioritised in the initial Plan include:

- § Updating planning guidance to ensure that all new dwellings incorporate sustainable design features
- § Putting in place arrangements to ensure that future housing and economic growth is based on a low carbon infrastructure
- § Continuing to implement measures to reduce the amount of waste generated and increasing the proportion of any waste that is generated that is reused, recycled or composted
- § Establishing a comprehensive long-term greening programme to increase the amount of woodland and tree cover in Chelmsford
- § Revising procurement practices to reflect the social and environmental values of the Council

3.4. The 'Love your Chelmsford' programme has been revitalised and is used as a point of reference for '*all things green*' in Chelmsford, with community engagement facilitated by a new, easily accessible, dedicated website. This provides inspiration, advice and 'green living' options to help people to choose to live and work in a more environmentally responsible and sustainable way; and to encourage people to take personal responsibility for their actions and activities.

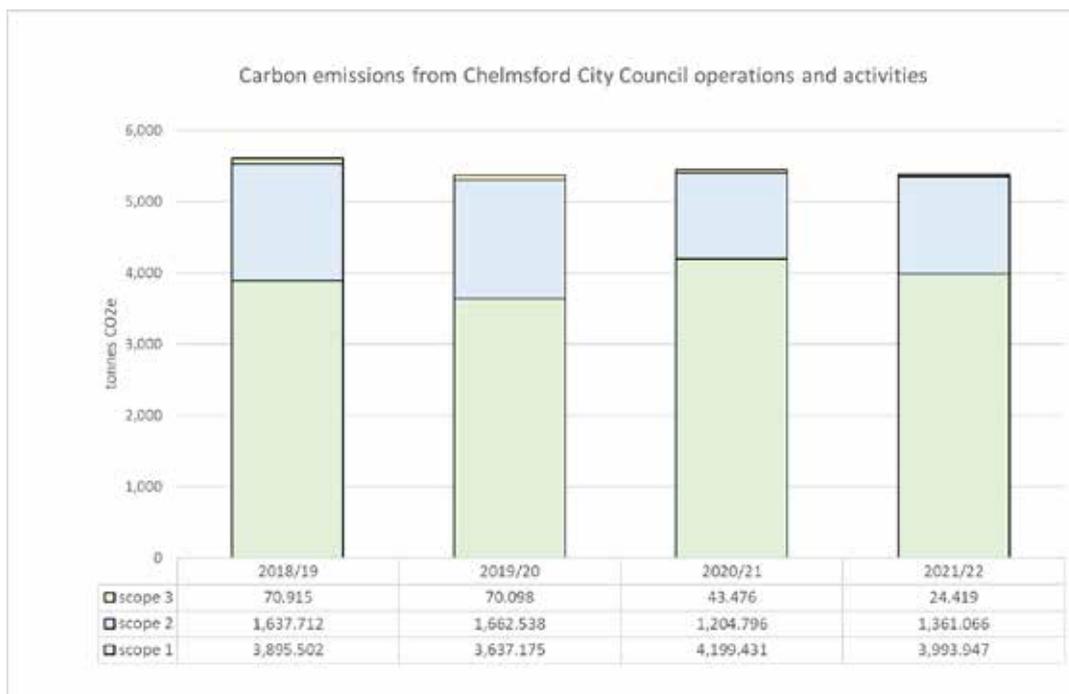
3.5. 'Love Your Chelmsford' also presents opportunities for people and communities to participate in activities and events so that they can be actively involved in helping to address the Climate and Ecological Emergency and meet the carbon reduction challenges for the area.

3.6. At Council on 22 February 2022 a 'Green Initiatives Fund' was established to provide investment in a low-carbon future and to accelerate the implementation of the Climate and Ecological Emergency Action Plan. Initially £125,000 has been made available to support such initiatives in 2022/23 and £375,000 in 2023/24. It was acknowledged that the fund would need to be replenished in subsequent years if the priority to decarbonise the Council's operations and activities is to be realised.

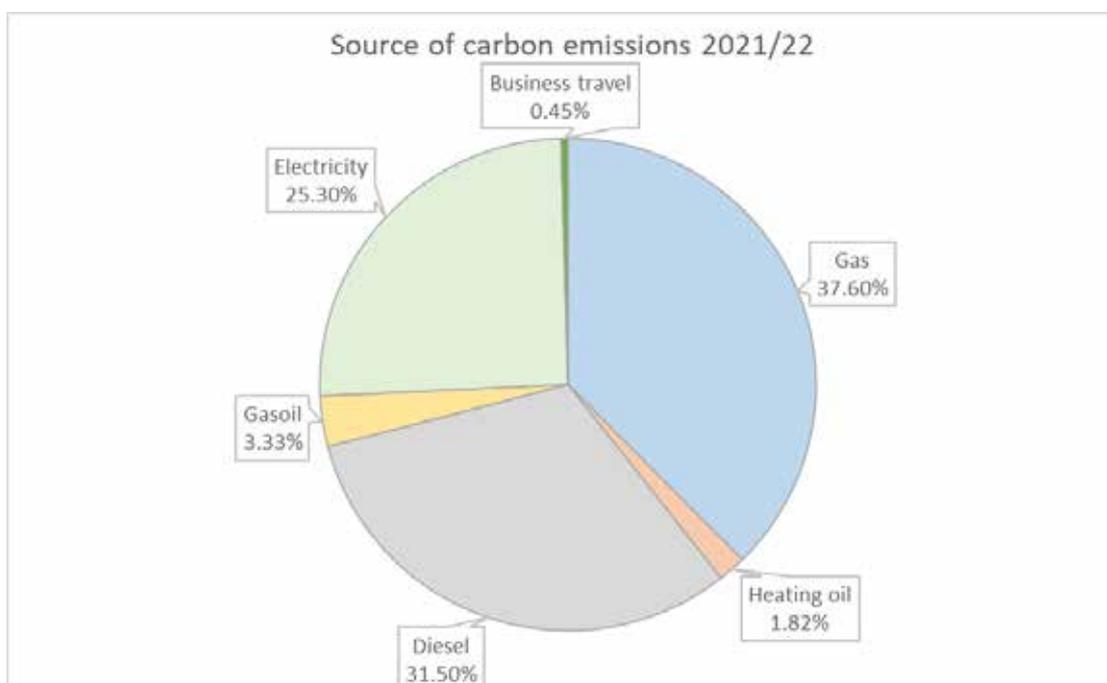
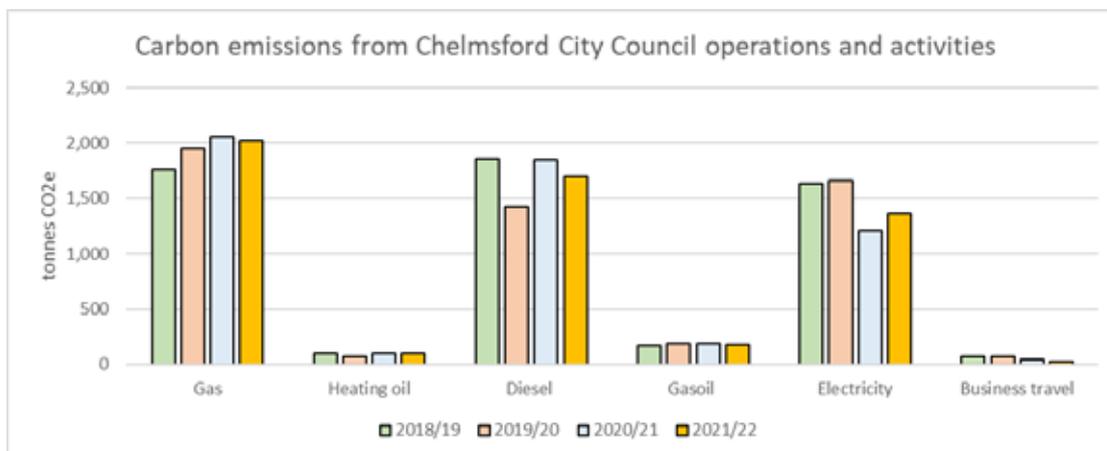
3.7. A 'Plan for Improving the Rivers and Waterways in and around Chelmsford' has been developed and was endorsed at the Chelmsford Policy Board on the 14 July 2022. The Plan sets out options and opportunities to improve the appearance, attractiveness and recreational use of the rivers and waterways in and around Chelmsford and to promote schemes and activities that enhance their habitat, ecological and biodiversity value.

#### 4. Carbon baseline

- 4.1. Reference is made in the Council's Climate and Ecological Emergency Declaration to the intent to make the Council's operations and activities net-zero carbon by 2030.
- 4.2. 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.
- 4.3. 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.
- 4.4. Scope 1 and Scope 2 emissions are tightly prescribed by the guidance and are included in the carbon baseline calculation for the Council's operations and activities.
- 4.5. 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 operations and activities of the Council.
- 4.6. The carbon emissions from the Council's operations and activities for the year [2018/19] preceding the declaration of the Climate and Ecological Emergency were assessed as 5,604 tonnes CO<sub>2</sub>e. This compares to 5,370 tonnes CO<sub>2</sub>e in 2019/20, 5,448 tonnes CO<sub>2</sub>e in 2020/21 and 5,379 tonnes CO<sub>2</sub>e in 2021/22.



4.7. The baseline calculation does not, at present, include the impact of any carbon offsetting measures undertaken by the Council or carbon emissions from goods or services procured by the Council.



5. Proposed approach to achieve the target for the City Council’s operations and activities to be net zero carbon by 2030

5.1. The focus of the plan now needs to switch to the approach and strategy for ‘decarbonising’ the Council’s operations and activities so that the target for a net-zero carbon position by 2030 can be achieved.

5.2. Carbon emissions from the Council’s activities and operations mainly arise from:

- § Gas used to heat space and water in buildings and facilities owned / operated by the Council

- § Liquid fuels [heating oil] used to heat space and water in buildings and facilities owned / operated by the Council
- § Electricity used to provide power, heat and cooling systems in buildings and facilities owned / operated by the Council
- § Liquid fuels [diesel and gas oil] used to power plant, machinery and vehicles owned and operated by the Council
- § Business travel recorded by the Council's staff

5.3. Of the emissions directly produced by the Council around 49% are from gas used and 44% from diesel fuel; the rest of the emissions are caused by the use of gasoil [4.5%] and heating oil [2.5%].

5.4. The priorities for next stage of the Plan are therefore:

- § Decarbonising the vehicle fleet
- § Decarbonising building heating and cooling systems
- § Improving energy efficiency and reducing energy consumption

5.5. In respect of decarbonising the vehicle fleet a split approach is advocated:

- § For vehicles above 3.1 tonnes it is proposed that an alternative low carbon 'drop-in' fuel is used until at least 2030 [when hydrogen fuel cell or electric powered may be a more viable option for heavy goods vehicles]
- § For vehicles less than 3.1 tonnes it is proposed to implement the phased replacement of these vehicles at the end of their current life span with ultra-low emission alternatives, where suitable options exist that are fit for purpose Essentially, in the absence of any practical alternatives at the present time, these will be electric powered

5.6. It is proposed to use hydrotreated vegetable oil [HVO] as an alternative transitional fuel for the larger fleet vehicles. This has dual benefits achieving a significant reduction in carbon emissions [90%+] and is currently a more affordable and realistic proposition than electrification, avoiding the need for new vehicles or massively expensive new charging infrastructure. The unit cost of HVO fuel, though, is higher than fossil-based diesel.

5.7. The cost of replacing all fleet vehicles of less than 3.1 tonnes with electric powered alternatives is estimated to be in the region of £4.1m at today's prices. In addition it is estimated that potential investment of £1m will be required to provide adequate charging infrastructure.

5.8. Heating systems in Council owned and operated buildings are the main consumers of gas. The approach and plans for decarbonising heating systems are the least well-developed of the priority areas identified in the carbon baseline. This is reflective of a very uncertain market, where technology is advancing slowly, and potential solutions are unproven at scale at the present time.

- 5.9. The approach adopted, therefore, is to commission specialist feasibility work to plan a comprehensive decarbonisation programme for the 24 operational sites that currently rely on gas fuelled boilers, thereby being able to adopt the latest technology as it emerges and is proven. For financial planning purposes an initial high-level assessment has been undertaken suggesting that the cost of a replacement programme will be in the order of £1.8m. The cost of the feasibility work is already funded.
- 5.10. Attention needs to be placed on reducing energy consumption and improving energy efficiency, with the dual benefits of reducing cost and lowering carbon emissions. The focus of the Plan in this regard is to complete the LED lighting replacement programme. There should some energy and running cost savings to be achieved by using LED lights. The anticipated cost to complete this programme is £650,000 spread over the four years.

## 6. Financial implications

- 6.1. Overall, if the approach to try to ensure that the City Council's operations and activities are net-zero carbon by 2030 is adopted as broadly set out, an additional investment of around £6.5m [based on present day prices] will be required spread over the next 7 years.
- 6.2. The Council has already established a 'Green Initiatives Fund' to allow investment in a low-carbon future and to support the implementation of the Climate and Ecological Emergency Action Plan. The budget currently allocated to the Fund is £500,000. The Council will need to decide as part of the budget planning decisions for 2023/24 and subsequent years as to the level of resources that can be made available if the priority to decarbonise the Council's operations and activities.

## 7. Conclusion

- 7.1. This report summarises the progress made in implementing the initial Climate and Ecological Emergency Action Plan.
- 7.2. The update identifies some positive progression; most notably the mass tree planting programme continues apace, supplementary planning guidance has established a framework for more sustainable growth and development in the future and the Council's procurement policies and practices have been updated in light of the Climate and Ecological Emergency Declaration, to embrace a range of social and environmental values.
- 7.3. The 'Love Your Chelmsford' programme, as a point of reference for 'all things green' in Chelmsford, has been revitalised, with community engagement supported and facilitated by a new, easily accessible, dedicated website.
- 7.4. The Overview and Scrutiny Committee is invited to note the progress made to date in implementing the Climate and Ecological Emergency Action Plan and

to support the proposed approach and strategy for 'decarbonising' the Council's operations and activities, so that the target for a net-zero carbon position by 2030 can be achieved. This will be subject to the necessary resources being made available when future budgets are agreed.

#### List of appendices:

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

Appendix B: Climate and Ecological Emergency Action Plan – progress update to 31 August 2022

#### Background papers:

None

---

#### Corporate Implications

##### Legal:

There are no legal implications directly related to the Climate and Ecological Emergency Action Plan in itself

##### Financial:

Based on current assumptions, the additional investment in the Green Initiatives Fund that that will be needed try to ensure that the City Council's operations and activities are net-zero carbon by 2030 will be around £6.5m over the next 7 [based on present day prices]

If all actions in the Plan are to be delivered the capital and revenue implications will need to be planned and incorporated into future budgets

##### Personnel:

There are no personnel-related or human resources implications directly related to the Climate and Ecological Emergency Action Plan in itself

##### Risk Management:

There are no specific risk management implications directly related to the Climate and Ecological Emergency Action Plan in itself

##### Equality and Diversity:

There are no equality and diversity implications directly related to the Climate and Ecological Emergency Action Plan in itself, but the delivery of specific actions will need to be evaluated accordingly

##### Health and Safety:

There are no health and safety implications directly related to the Climate and Ecological Emergency Action Plan in itself

Digital:

There are no digital resource implications directly related to the Climate and Ecological Emergency Action Plan in itself

Potential impact on climate change:

The Climate and Ecological Emergency Action Plan has been put in place to specifically address some of the potential impacts 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 has been put in place to try to ensure that the City Council's operations and activities are net-zero carbon by 2030

---

### Consultees:

Cabinet Member for Greener and Safer Chelmsford

Director of Sustainable Communities

Director of Connected Chelmsford

---

### Relevant Policies and Strategies:

Our Chelmsford Our Plan

---

## Appendix A: Chelmsford City Council Climate and Ecological Emergency declared at full 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*

# Climate and Ecological Emergency Action Plan - Progress Report

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
<b>CaEE 1 Establish a 'carbon baseline' position</b>										
CaEE 1a	Establish an agreed definition of 'net-zero carbon'	Keith Nicholson	Richard Bishop	✔	On Track	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.	01/03/2020	31/07/2020	31/07/2020
CAEE 1b	Undertake an 'organisational' assessment of the carbon emissions arising from the Council's activities, including energy use, emissions from buildings, operations and vehicles [measured in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e)]	Keith Nicholson	Richard Bishop	✔	On Track	Complete	Baseline assessment has been completed and internally audited. The carbon baseline assessment will be calculated annually for each financial year. The audited total for 20219/20 was 5,370 tonnes CO <sub>2</sub> e, for 2020/21 5,448 tonnes CO <sub>2</sub> e, and for 2021/22 5,349 tonnes CO <sub>2</sub> e.	01/05/2020	31/08/2021	31/08/2021
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	Active	Consideration will need to 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.			
<b>OCOP A2/ CaEE 2 Promote on-site renewable energy measures in new development and require sustainable design for all new dwellings, including a low carbon infrastructure in strategic growth areas</b>										
CaEE 2a	Update the 'Making Places' Supplementary Planning Document to provide further guidance re: on-site renewable energy measures and for all new dwellings to incorporate sustainable design features to reduce CO <sub>2</sub> /NO <sub>2</sub> emissions and water/energy use	Keith Nicholson	Jeremy Potter	✔	On Track	Complete	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 the amended SPD was adopted by Cabinet at the meeting on 26 January 2021.	01/04/2018	26/01/2021	26/01/2021
OCOP A2.1/ 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	David Green	Jeremy Potter	✔	On Track	Active	The City Council has established a Greener Chelmsford Grants scheme as part of the wider Community Funding Scheme. £100,000 has been allocated to the scheme, which was launched in September 2021. To date 6 projects have been supported. Full details on the scheme are available at <a href="http://www.chelmsford.gov.uk/communities/community-funding-scheme">www.chelmsford.gov.uk/communities/community-funding-scheme</a> . The Council is also 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, a reserved matters planning application has been submitted.	01/03/2020	01/01/2023	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
CaEE 2c	Revise adopted planning policies to require all new dwellings to be built to zero-carbon standard	Keith Nicholson	Jeremy Potter	✔	On Track	Active	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. This workstream could be complimented 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. Consultation started in August 2022 on the review of the adopted Local Plan. This includes the issue of future planning policy change to address future zero carbon standards. We are working in partnership with the Climate Action Unit at Essex County Council to provide evidence to support policy changes to the adopted Local Plan.	01/05/2020	01/01/2025	
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	Complete	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 the amended SPD was adopted by Cabinet on 26 January 2021. The SPD states that all new housing development should seek to plant three trees per net new dwelling.	01/04/2018	26/01/2021	26/01/2021
OCOP C3/ CaEE 3	Work 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									
OCOP C3.1/ CaEE 3a	Support Essex County Council in delivering improvements to the cycling and walking infrastructure as part of the Chelmsford City Growth Package	David Green	Jeremy Potter	✔	On Track	Active	The Chelmsford City Growth programme is largely complete except for three elements within the city centre and at Broomfield. (a) This includes work around Broomfield Hospital and the final section from St Mary's Church to Goulton Road. These are underway and will be complete by the end of 2022. (b) The Market Road two way cycle route is open but some upgrade works are needed to the pedestrian signals. (c) The Tindal Square section will open in late 2022 as this is dependent on the wider public realm scheme around Shire Hall	01/11/2017	31/12/2022	
OCOP C3.2/ CaEE 3b	Develop a cohesive car park strategy that matches provision to future demand and includes measures that will encourage people to use more sustainable transport options	David Green	Jeremy Potter	●	On Hold	Active	Development of a Sustainable Transport and Car Parking Strategy and the work of the Improving Movement Around the City Working Group, established by the Policy Board, has been paused due to uncertainties and changing travel patterns, in particular bus travel, due to the impact of the Covid-19 pandemic. However, a number of initiatives are being taken forward including the e-scooter trial, City Growth Package and the Army & Navy Sustainable Transport Package which includes improvements to park & ride facilities. Further opportunities to improve movement around the City will be considered during the review of the Chelmsford Local Plan.			

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
OCOP C3.3/ CaEE 3c	Work with Essex County Council to develop a business case to justify a further Park and Ride site as part of an integrated approach to public transport planning and parking provision	David Green	Michael Adewole	●	On Hold	Active			
OCOP C3.4/ CaEE 3d	Ensure a comprehensive network of readily accessible rapid electric charging points is in place, in location of high demand and in close proximity to the strategic road network	David Green	Michael Adewole	✔	On Track	Active	01/02/2020	31/03/2024	
OCOP G1/ CaEE 4	Implement 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								
OCOP G1.1/ 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	✔	On Track	Complete	01/04/2020	01/11/2020	01/11/2020
OCOP G1.2/ CaEE 4b	Ensure that a full range of waste mitigation and recycling facilities is 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	Active	01/03/2020	31/12/2022	
OCOP G1.3/ CaEE 4c	Ensure comprehensive waste minimisation and recycling provision at all events taking place on City Council land and premises	Keith Nicholson	Peter Masson	✔	On Track	Complete	01/03/2020	01/05/2021	21/07/2021
OCOP G1.4/ CaEE 4d	Increase provision for 'recycling on the go'	Keith Nicholson	Tim Eaton Fearn	✔	On Track	Complete	01/01/2022	01/08/2022	01/08/2022

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP G1.5/ CaEE 4e	Provide support and assistance to small businesses and enterprises to adopt their own local waste minimisation plans	Keith Nicholson	Tim Eaton Fearn	✔	On Track	Complete	The Love Your Chelmsford programme and the Economic Development Team continue to provide support and assistance to small businesses who wish to reduce their waste and cut carbon emissions as a whole. All new commercial waste collection customers are automatically supported at the start of their contract with the City Council as to how they can reduce waste, recycle more, and reduce CO2 emissions. Ongoing as part the normal service provision	01/07/2019	30/06/2022	30/06/2022
OCOP G1.6/ CaEE 4f	Review the 'green credentials' of the Indoor Retail and High Street Markets	Keith Nicholson	Tim Eaton Fearn	✔	On Track	Complete	A review was undertaken in 2019, and processes were changed to recover more recyclates both in quantity and type and to encourage traders to consider the most sustainable options for products and packaging. In 2021, policies and procedures were updated to include beverage cups, food containers and cardboard. Guidance was also given to food traders on recycling cooking oils.	21/10/2019	19/12/2019	19/12/2021
OCOP G2/ CaEE 5	Implement measures to lower energy consumption, ensure the most efficient use of water resources, reduce pollution and improve air quality									
OCOP G2.1/ CaEE 5a	Ensure 100% of electricity used by the City Council is from renewable sources	Keith Nicholson	Richard Bishop	✔	On Track	Active	From July 2019 all half hourly and non-half hourly electricity contracts were supplied from renewable energy sources with Renewable Energy Guarantees of Origin [REGO] certification. Since April 2022 the Council has had to switch to a low-carbon tariff ['Zero Carbon for Business'] due to a supply issue with REGO backed sources [not enough electricity has been generated from fully renewable sources to meet market demand]	14/06/2019	Ongoing	
OCOP G2.2/ 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	Active	Essex Energy Switch promoted, however the auction did not deliver any tariffs below or close to the Ofgem price cap so registrants were advised not to switch. Multiple Local Authority declarations made to facilitate ECO (Energy Companies Obligation). Green Homes Grant Local Authority Delivery scheme promoted and delivered in conjunction with the Energy Hub. Match-funded Sustainable Warmth Officer appointed to support the delivery of the Sustainable Warmth net zero project commencing October 2022. These initiatives are ongoing	01/04/2020	31/03/2024	
OCOP G2.3/ CaEE 5c	Examine the business and environmental case for potential future investment opportunities in green technology and renewable energy initiatives, including options for decarbonising heating and cooling systems	Keith Nicholson	Richard Bishop	✔	On Track	Active	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. Reports on alternative low carbon technologies have been commissioned for several Council properties with gas boilers towards the end of their operational life.	01/11/2020	31/03/2023	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP G2.4/ 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	Complete	New Air Quality Strategy approved at Cabinet on 7 June 2022. Air quality monitoring now incorporates real-time air quality reporting, which will be published on the Love Your Chelmsford website. Air quality issues are incorporated into master planning for housing growth sites. Policies included in the adopted Local Plan applied to encourage air quality mitigation measures in new development and ensure suitable low carbon infrastructure is provided in growth areas	01/03/2019	07/06/2022	07/06/2022
OCOP G2.5/ 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	Active	As a consequence of Covid, hybrid working has been adopted extensively by office based staff. The impact of this needs to be understood prior to refreshing the Travel Plan, this has pushed back the date for review to 2022/23. Electric pool cars were ordered in February 2022. These will reduce the need for staff to bring their own car into work.	07/10/2019	31/03/2023	
OCOP G2.6/ 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	Active	Policy approved at Licensing Committee on 13 February requiring taxis to be Euro 6 compliant by 1st 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	01/04/2024	
<b>OCOP E1/ CaEE 6</b>	<b>Undertake a greening programme to significantly increase the amount of woodland and the proportion of tree cover in Chelmsford</b>									
OCOP E1.1/ 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	Active	Programme ongoing. At 31 March 2022 [end of the most recent planting season], 47,406 new trees had been planted.	01/11/2019	31/03/2030	
OCOP E1.2/ 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	●	Not Due to Start	Active	From 2023 onwards, initiatives/schemes will be introduced as part of the 10 year mass tree planting and woodland creation greening programme that provide tree stock to residents suitable for planting in gardens of different sizes	01/11/2023	31/03/2030	
OCOP E1.3/ CaEE 6c	Adopt the 'Woodland Carbon Code' to validate the carbon sequestration value for mass tree planting and woodland creation projects	Keith Nicholson	Paul Van Damme	●	On Hold	Complete	Following further evaluation of the Woodland Carbon Code and the potential to use it for validating carbon offsetting decided not to adopt [much more work needs to be done nationally before it would be worth adopting locally]	01/04/2020	31/03/2023	31/03/2022

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP E1.4/ 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	Keith Nicholson	Paul Van Damme	●	On Hold	Complete	Following further investigation, the Eastern Claylands initiative appears to be better suited to farmers and private landowners and is generally focused on Suffolk and northern parts of Essex, rather than mid Essex. As an alternative the City Council is an active participant and contributor in the 'Essex Forest Partnership', alongside other Essex districts, Essex County Council and the Woodland Trust. Chelmsford's contribution has now been incorporated into the mass tree planting woodland creation programme, on an ongoing basis	01/01/2020	31/03/2030	31/03/2022
OCOP E2/ CaEE 7 Implement further measures to improve the 'green infrastructure' of Chelmsford, protecting and expanding natural habitats and increasing bio-diversity										
OCOP E2.1/ CaEE 7a	Establish a continuous, fully connected green wedge through the Chelmer River Valley [north]	David Green	Jeremy Potter	✔	On Track	Active	Policy framework is within the adopted Chelmsford Local Plan 2013-2036. 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. A localised action plan is being prepared, co-ordinated by the Waterways Working Group to facilitate improvements to the southern sections of this green wedge. The Plan for Improving the Rivers and Waterways in and around Chelmsford was endorsed at the City Council's Policy Board on the 14th July 2022. The Plan sets out options and opportunities to improve the appearance, attractiveness and recreational use of the rivers and waterways in and around Chelmsford and to promote schemes and activities that enhance their habitat, ecological and biodiversity value. The connectivity of the river valleys to provide cycleway and footpath links through the river valleys and beyond is an integral part of the plan.	01/05/2020	31/12/2036	
OCOP E2.2/ CaEE 7b	Establish a new Chelmer River Valley green wedge to the east of the city centre	Keith Nicholson	Paul Van Damme	✔	On Track	Active	Establishing the 'country park' associated with the East Chelmsford growth area (Manor Farm, Sandon) is fundamental to realising a fully connected green wedge to the east of the City Centre. Requirements have been incorporated into the master planning for the growth site, the master plan having been agreed at Cabinet on 16 November 2021. A number of other initiatives that will complement the 'country park', when established, is currently being prepared and co-ordinated by the Waterways Working Group. This will ensure a comprehensive and joined-up plan is in place that will be realised over the next 8-10 years.	01/07/2020	30/03/2026	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP E2.3/ CaEE 7c	Create a new natural open space and country park as part of the North East Chelmsford growth area	David Green	Jeremy Potter	✔	On Track	Active	Policy framework is within the adopted Chelmsford Local Plan 2013-2036. A specific requirement will be identified in the emerging site masterplan which was subject to consultation in the summer of 2022 and planning applications for the development are expected late 2022/early 2023. Updated proposals provide a focus for a new Nature Park which still is expected to be started towards the latter stages of the development.	01/05/2020	31/12/2036	
OCOP E2.4/ 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 'Making Space for Nature' principles [DEFRA 2010]	Keith Nicholson	Paul Van Damme	✔	On Track	Active	It is proposed to develop a Chelmsford Nature Recovery Strategy (NRS) 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 steppingstones to help wildlife populations to grow and move. The use of Local Nature Recovery Strategies and the creation of effective delivery partnerships are now set out in the Environment Act 2021. Essex County Council will be the lead authority now for the development of nature recovery strategies In April 2022 the City Council has implemented a new policy for 'creating and managing species-rich grassland'. This involved changes to maintenance regimes across the whole of the City Council area, placing much greater emphasis on increasing the biodiversity of grassland areas rather than being more frequently close mown.	01/05/2021	31/03/2030	
OCOP E2.5/ 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	Complete	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	01/05/2022	31/03/2032	31/03/2022

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP F3/ CaEE 8 Improve the environmental quality, attractiveness and recreational potential of rivers and waterways and associated green corridors in the City Centre and surrounding areas										
OCOP F3.1/ CaEE 8a	Establish a Chelmsford Policy Board Working Group to develop policies and plans to improve the environmental quality, attractiveness and recreational use of the rivers and waterways	Keith Nicholson	Paul Van Damme	✔	On Track	Complete	A Chelmsford Waterways Working Group was established by the Policy Board on 6 June 2019 with a brief to develop policies and plans to improve use, access to, and enhance the environment and ecological value of, the rivers and waterways in and around Chelmsford. A provision of £600,000 spread over 3 years to support this programme was agreed at Council on 26 February 2020. A 'Plan for Improving the Rivers and Waterways in and around Chelmsford' has been developed and was endorsed at the Chelmsford Policy Board on the 14 July 2022. The Plan sets out options and opportunities to improve the appearance, attractiveness and recreational use of the rivers and waterways in and around Chelmsford and to promote schemes and activities that enhance their habitat, ecological and biodiversity value.	06/06/2019	31/03/2023	14/07/2022
OCOP F3.2/ 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	!	Needs Attention	Active	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 Working Group 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 was put on hold as access to the structures was prohibited until low pressure gas main repairs could be undertaken. It is anticipated that the gas main repair work will take place in autumn 2022.	01/10/2019	31/03/2024	
OCOP F3.3/ 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 Track	Active	Following a delay due to Covid-19 restrictions, a 'creative workshop' took place on 27 July 2021 to generate ideas and identify potential opportunities for improving the appearance, attractiveness, and accessibility of selected sections of the rivers in the City Centre. The themes emerging included: (1) Using projections and reflections of light or visual images, possibly incorporating / animated by sounds, (2) Removing physical and visual barriers to access and possibly introducing floating platforms, (3) River 'wall' dressing in different media, possibly using visual art or 'green walls', (4) Introducing 2D and 3D interactive sculptures / artworks, (5) Improving information - interpreting and telling stories about the functionality / environment of the waterways. The context for this is now set by the 'Plan for Improving the Rivers and Waterways in and around Chelmsford' which was endorsed at the Chelmsford Policy Board on the 14 July 2022 [per CaEE 8a].	06/06/2019	31/03/2023	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP F3.4/ 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	Active	The declaration of Admirals Park as a Local Nature Reserve was confirmed by Cabinet on 13 July 2021. The declaration of Frankland Fields as a Local Nature Reserve was confirmed by Cabinet on 12th April 2022. A programme of other initiatives is currently being investigated	06/12/2020	Ongoing	
OCOP F3.5/ CaEE 8e	Consider opportunities that could be taken to extend and improve the network of riverside footpaths and cycleways	David Green	Paul Van Damme	✔	On Track	Active	Policy framework is within the adopted Chelmsford Local Plan 2013-2036. Specific requirements are identified in relevant approved site masterplans with further details coming forward through planning applications for new developments including in East Chelmsford and Chelmer Waterside. Opportunities to maximise the recreational and travel potential of the river corridors are also included in the Plan for Improving Rivers and waterways in and around Chelmsford. Extensions and improvements to the network of riverside footpaths and cycleways will be promoted by the City Council as part of Essex County Council's Army & Navy Sustainable Transport Package. The City Council has agreed funding of £4m towards the Army and Navy Sustainable Transport Package, together with further funding of £1.5m to develop improved cycling and walking connectivity from East Chelmsford into the City Centre.	01/05/2020	31/12/2036	
OCOP G3/ CaEE 9	Upgrade 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									
OCOP G3.1/ CaEE 9a	Replace all Council fleet vehicles that do not currently meet the Euro 6 standard	Keith Nicholson	Peter Masson	✔	On Track	Active	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. This remains achievable. Currently 83% of waste/recycling vehicles are Euro 6.	01/11/2020	30/03/2024	
OCOP G3.2/ CaEE 9b	Evaluate ultra-low emission alternatives [electric or hydrogen powered] for selected vehicles where operationally and commercially viable	Keith Nicholson	Peter Masson	✔	On Track	Active	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. Currently carrying out a feasibility study on HVO fuel [Hydrotreated Vegetable Oil]. HVO is a second generation bio fuel [also referred to as renewable diesel fuel]. HVO is a low carbon, low emission, and sustainable alternative to fossil diesel. It is fully interchangeable with conventional diesel and can be mixed at any percentage	28/01/2020	30/03/2035	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP G3.3/ 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 Track	Active	2 pool cars were ordered in February 2022, with delivery expected in September 2022	28/01/2020	30/09/2022	
OCOP G3.4/ 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	Nick Eveleigh	Phil Reeves	✔	On Track	Complete	Proposals for refining scheme agreed at Management Team in January 2021 and then subject to staff consultation undertaken during first quarter of 2021. The changes were made to the scheme on 1st June. The scheme will be reviewed again in 2023.	01/11/2020	31/03/2021	01/06/2021
OCOP G3.5/ 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 Track	Active	Two bicycles have been provided but Covid restrictions and focus on working from home has limited use during the last 18 months. The change in working patterns, some of which are likely to be permanent, may require the Council to re-think its current Travel Plan priorities in the future	01/03/2020	Ongoing	
OCOP H3/ CaEE 10	Support the Environment Agency to implement the Margaretting flood alleviation scheme and other measures to reduce the risk of flooding to residential and commercial properties in the City									
OCOP H3.1/ CaEE 10a	Ensure the final phase of the wider, Environment Agency led Chelmsford flood alleviation scheme is constructed protecting an additional 548 residential and 235 commercial properties from the risk of flooding	Keith Nicholson	Stuart Graham	!	Needs Attention	Active	The delivery of the Margaretting element of the Chelmsford Flood Alleviation Scheme has been the subject of prolonged delays and the Environment Agency has now confirmed that the scheme will not be implemented as planned. An alternative approach is being developed by the Chelmsford Flood Resilience Partnership [principally the Environment Agency and Chelmsford City Council] in favour of a more integrated approach involving a variety of catchment improvements and natural flood management interventions to slow flow of water upstream of Chelmsford City Centre, rather than relying on a single upstream flood storage measure. Detailed flood modelling and an outline business case is currently being prepared by the Environment Agency	01/04/2020	30/09/2026	
OCOP D2/ CaEE 11	Establish a 'green investment fund' to support the Council's environment plan									
OCOP D2.1/ 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	Louise Goodwin	Alison Chessell	✔	On Track	Complete	Proposals for establishing a Carbon Zero fund were approved by Cabinet in June 2021. The 'Greener Chelmsford Grants' scheme was launched in August 2021.	01/11/2020	30/04/2021	31/08/2021

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
<b>CaEE 12 Review the Council's investment strategy in light of the Climate and Ecological Emergency Declaration</b>										
CaEE 12a	When investing, require fund managers to consider Environmental, Social and Governance (ESG) factors in their investment process, including signing up to the UN Principles for Responsible Investment.	Nick Eveleigh	Phil Reeves	✔	On Track	Complete	If fund managers are used, the criteria for selection will ensure requirements are met.	01/07/2020	01/01/2021	01/01/2021
CaEE 12b	Ensure that the Council's direct property investment strategy takes account of Minimum Energy Efficiency Standards legislation as a minimum requirement	Keith Nicholson	Joe Reidy	✔	On Track	Active	The Councils 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	
<b>CaEE 13 Review the Council's procurement policies and practices in light of the Climate and Ecological Emergency Declaration</b>										
CAEE 13a	Adopt a policy for the Council to use Fair Trade or Rain Forest Alliance certified products	Louise Goodwin	Alison Chessell	✔	On Track	Complete	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. Rainforest Alliance and Fair Trade Products referenced in Social Value Procurement Policy adopted in November 2020.	14/06/2019	31/03/2021	30/11/2020
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.	Louise Goodwin	Alison Chessell	✔	On Track	Complete	New Social Value Policy and Strategy approved by Cabinet on 17 November 2020. Training provided to key staff on new policy requirements in March 2021	01/05/2020	31/12/2020	17/11/2020
CAEE 13c	Raise awareness of social value and environmental impacts within public procurement within the local business community	Louise Goodwin	Alison Chessell	✔	On Track	Active	Social Value information being sent to prospective bidders and suppliers where social value scoring is part of evaluation process. More information to be added to website. Social Value impact reported annually to Audit and Risk Committee.	01/01/2021	31/12/2022	
CAEE 13d	Work with partners to influence social value and environmental impacts within the wider public sector procurement community	Louise Goodwin	Alison Chessell	✔	On Track	Complete	Successfully used regulations to ensure that only local suppliers are allowed to bid for certain opportunities where appropriate. Service Manager is the local government representative on Contract for Change Steering Committee - a national task force focusing on Social Value.	01/01/2021	30/06/2022	30/06/2022

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
OCOP D3/ CaEE 14 Local Climate and Ecological Emergency										
OCOP D3.1/ 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	✔	On Track	Complete	Given the various 'climate partnerships' that have now been established, the opportunity has been taken to change the approach to this action which is to support and facilitate partner organisations and events, such as The Manifesto for Essex, Essex Book Festival, Gridserve, etc. This has proved very successful with the Love Your Chelmsford programme providing some co-ordination, facilitation and promotion of these type of events - for example the "Green Week" led by Chelmsford-for-You which represents over 500 businesses in Chelmsford	01/01/2021	01/07/2022	01/07/2022
OCOP D3.2/ 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	Complete	A refreshed Love Your Chelmsford (LYC) programme, designed to encourage and facilitate community and business engagement in 'green living', was put in place focusing on seven key themes reusing and renewing - reducing and recycling waste - green cleaning - eating green - greener energy - greener travel - sustainable fashion and clothing. The volunteer and community litter picking loan scheme has been relaunched very successfully. Social media and LYC website stats continue to grow. The LYC website undergoes further reviews following feedback from users. Since Covid restrictions further relaxed, volunteering requests have significantly improved and are now at more that pre-Covid levels.	01/06/2020	31/03/2022	31/03/2022
OCOP D3.3/ CaEE 14c	Develop a website and social media presence 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	✔	On Track	Complete	The new, dedicated Love Your Chelmsford (LYC) website was 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. The website was widely promoted via social media and other communication channels and began to build a strong user base. In August 2021 a further review and update of the LYC website was completed in response to feedback from users. Content remains topical and current. Social media sites are very popular and levels of interest and use continue to rise.	01/01/2020	04/09/2020	14/09/2020

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date	
<b>CaEE 15 Review HR Policies and practices in light of the Climate and Ecological Emergency Declaration</b>										
CAEE 15a	Ensure that people management policies and working practices reflect the Climate and Ecological Emergency Declaration and develop an ongoing communication and training programme for staff to highlight their environmental responsibilities	Louise Goodwin	Debbie Wootton	✔	On Track	Complete	The Code of Conduct for employees and workers was 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, reimbursement of mileage for electric cars. HR Policies, 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	01/10/2020
CAEE 15b	Consider ways to encourage a community-based volunteering scheme for City Council employees	Louise Goodwin	Debbie Wootton	✔	On Track	Active	There are ongoing discussions with the Chelmsford Council for Voluntary Service (CVS) regarding a CCC staff volunteering scheme and proposals will be considered by the Council in autumn 2022. Existing opportunities to volunteer within the community are supported by the Council's 'Entitlement for Time Off Policy', which includes paid time off for public duties such as a school governor or Justice of the Peace, Reserves of the Armed Forces, Retained Fire Fighters and Special Constables.	28/01/2020	31/12/2022	
CAEE 15c	As green skills appear key to a sustainable future and the transition towards a 'green' economy will start to shape the labour market, the Council should consider possible job creation and upskilling opportunities for the current workforce	Louise Goodwin	Debbie Wootton	⚠	Needs Attention	Active	Service Managers are continuing to identify suitable courses to upskill the current workforce. Planners attend the following: regular training by Anglia Ruskin University which includes elements of green skills, such as sustainable drainage and biodiversity; BREEM training which relates to sustainable construction methods and accreditation for commercial buildings; and bio-diversity net gain training. As of August 2022: an Local Government Association Senior Officer Leadership course on 'Responding to the Climate Emergency' has been offered to managers; and a number of Council staff have attended Carbon Literacy courses offered by the Economic Development Team.	17/05/2021	Ongoing	

Action Ref.	Action	Director (SOA)	Service Manager (RO)	Progress Status	Active or Complete	Progress Summary	Actual Start Date	Estimated Due Date	Completed Date
CAEE 15d	Promote flexible working to enable employees to work at home to avoid transport congestion and pollution	Louise Goodwin	Debbie Wootton	✔ On Track	Complete	The Council policy, 'Working Flexibly - Our Approach', has been in place since April 2021. Hybrid working is now in operation, with a mix of home and office working helping to reduce transport congestion and pollution.	01/04/2020	30/04/2021	30/04/2021

On Track	46	81%	Active	32	56%
Needs Attention	3	5%	Complete	25	44%
On Hold	7	12%			
Not Due to Start	1	2%			
	<u>57</u>	100%		<u>57</u>	100%



---

# Chelmsford City Council Overview and Scrutiny Committee

**26 September 2022**

---

## Annual Report from the Chelmsford Policy Board

---

### Report by:

Cllr I Fuller, Chair of the Chelmsford Policy Board

---

### Officer Contact:

Keith Nicholson, [keith.nicholson@chelmsford.gov.uk](mailto:keith.nicholson@chelmsford.gov.uk)

---

### Purpose

The purpose of this report is to update members on the work of the Chelmsford Policy Board during 2021/22.

### Recommendations

Members' are asked to note the work of the Chelmsford Policy Board.

---

### 1. Background

The Chelmsford Policy Board is responsible for reviewing existing council policies, developing new ones and making policy recommendations to the Cabinet and Council as appropriate.

The Chelmsford Policy Board:

- monitors the existing Local Development Framework (adopted 2008) and its delivery
- considers and approves the preparation of the emerging Local Plan, including supporting documents and the evidence base
- considers and approves site specific guidance and city improvement projects
- supports community-led planning
- oversees the creation of new council policy via a number of working groups that make recommendations to the Cabinet

The Board also considers and approves supplementary planning documents for which the Cabinet may not be responsible.

*[NB: These were the terms of reference during 2021/22 although they have now been updated in the last review of the Constitution in August 2022]*

Six meetings took place during the 2021/22 municipal year. The range of issues considered has included:

Masterplans for following growth sites:

- St Peter's School Site Masterplan
- Land East of Chelmsford, Site 3a - Manor Farm
- Former St Peter's School Site

A range of housing related issues including:

- The draft Housing Strategy prior to consultation and subsequently the Chelmsford Housing Strategy 2022-27
- Private Rented Sector Offer Policy
- First Homes Planning Advice Note
- Housing Additionality: Affordable Housing for Rent Planning Advice Note

An update on the implementation of the Health and Wellbeing Plan

Solar Farms Supplementary Planning Document

List of appendices:

Nil

Background papers:

Nil

---

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 of the Chelmsford Policy Board

---

**Relevant Policies and Strategies:**

Not applicable

---



---

# Chelmsford City Council Overview and Scrutiny Committee

**26 September 2022**

---

## Terms of Reference for Task and Finish Group

---

### Report by:

Director of Connected Chelmsford

---

### Officer Contact:

Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) (01245) 606523

---

### Purpose:

The purpose of this report is to agree the draft terms of reference and appoint members for a new Task and Finish Group on the Council's appointments to Outside Bodies.

### Recommendations:

1. That the Committee agrees the terms of reference for the task and finish group for the Council's appointments to Outside Bodies.
  2. The Committee is asked to agree the membership of the Group.
-

1. Appointment of Members to Task and Finish Groups

1.1 The arrangements for setting up Task and Finish Groups are set out in Part 3.2.2(e) of the Council's Constitution:

<b>Overview and Scrutiny Task and Finish Groups</b>			
<p><b>Membership</b></p> <ol style="list-style-type: none"> <li>1. At least two and no more than nine councillors;</li> <li>2. If not already appointed by the Committee on the setting up of the Task and Finish Group, each Group shall elect a chairman or vice chairman from among its councillor membership</li> <li>3. Each Group may include (i) councillors who are not members of Cabinet or the Overview and Scrutiny Committee and (ii) non-voting persons from outside the Council who have a particular knowledge of or interest in the subject matter for which the Group is responsible. Those persons shall be appointed only for the duration of the review and will not have the right to vote.</li> </ol>			
<b>Quorum</b>	<b>Substitutes</b>	<b>Politically Balanced</b>	<b>Frequency of meetings</b>
<b>TWO</b>	<b>NO</b>	<b>YES, as far as practicable</b>	<b>The panel shall decide the dates and times of its meetings.</b>
<b>Functions/Purpose</b>			<b>Delegations</b>
<ol style="list-style-type: none"> <li>1 Task and Finish Groups are responsible for undertaking in-depth reviews to investigate specific aspects of policy, services or issues of concern to the community. The work undertaken by Task and Finish Groups aims to influence and improve policy and service delivery.</li> <li>2 The Terms of Reference are to be agreed by the Overview and Scrutiny Committee.</li> </ol>			

<b>Procedure Rules</b>	Panels and their meetings will not be regarded as meetings of the Council for the purposes of Section 100 of the Local Government Act 1972. The provisions of that Act and the Rules in Parts 4.1 and 4.2, other than the procedures described in this Rule, will not therefore apply to them.  <b>Part 4.5 - Overview and Scrutiny Procedure Rules</b>
<b>Codes</b>	<a href="#">Practice Note: Task and Finish Group Protocol for Chelmsford City Council</a>  <b>Part 5.1 – Code of Conduct for Councillors</b>

- 1.2 It was agreed by Full Council on 5 December 2018 that the Overview and Scrutiny Committee be requested to appoint a task and finish group to monitor the effect on re-issuance of Universal Credit as its implementation progresses in Chelmsford.

- 1.3 The proposed terms of reference for this group are set out in Appendix 1 attached. The Committee is requested to indicate whether it is happy with those terms of reference and to appoint councillors and, if it wishes, other persons to serve on both Groups.

## 2. Conclusion

- 2.1 Whilst each Task and Finish Group will establish its own methodology and timetable for its review, most aim to report their findings to the Committee within six months. The Committee will be informed if either review is likely to extend beyond that timescale.

### List of appendices:

Appendix 1 – Draft Terms of Reference for the Council's appointments to Outside Bodies Task and Finish Group

### Background papers:

None

### 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

---

<b>Overview and Scrutiny Committee</b>  <b>Task and finish group to undertake a review of the Council's appointments to Outside Bodies</b>  <b>DRAFT</b> <b>TERMS OF REFERENCE</b>	
<b>Background:</b>	<ul style="list-style-type: none"> <li>- The Council appoints members to be representatives on various outside bodies at Annual Council each year. The Overview and Scrutiny Committee has received reports from those appointed at various intervals which provided an update on the work that had been undertaken. These reports also detailed how many meetings for example had been attended.</li> <li>- Members of the Committee raised at the last meeting that a detailed look into the appointments and their benefit to the Council and outside body would be beneficial.</li> </ul>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>- Identify which outside body appointments are beneficial to both parties and should continue.</li> <li>- Identify which appointments are no longer beneficial.</li> <li>- Identify any outside bodies that need a lower or higher number of representatives.</li> <li>- Identify any other outside bodies which don't currently have representatives but could benefit.</li> </ul>
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>- To produce an updated list of which outside bodies should have representatives appointed to them ahead of Annual Council in 2023.</li> </ul>
<b>Members:</b>	Councillors TBC (Normally 5 Cllrs)
<b>Director lead:</b>	Director of Connected Chelmsford [Louise Goodwin]
<b>Co-ordinating officer:</b>	Democratic Services Officer [Daniel Bird]



---

# Chelmsford City Council Overview and Scrutiny Committee

**26 September 2022**

---

## Work Programme

---

Report by:  
Director of Connected Chelmsford

---

Officer Contact:  
Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto: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 21 June 2022.

## 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

- 1.1. The Committee's work programme has been updated following the meeting held on 21 June 2022 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

---

## OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme

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

<u>Subject</u>	<u>Author</u>
<b>26 September 2022</b>	
<b>Performance Review Items</b>	
<b>*Cabinet Portfolio Updates</b>	Deputy Leader and Cabinet Member for Connected Chelmsford
Temporary Accommodation	Paul Gayler Strategic Housing Services Manager
<b>*Climate Change and Ecological Emergency Action Plan Update</b>	<b>Director of Public Places</b>
<b>*South Essex Parking Partnership</b>	<b>Nick Binder South Essex Parking Partnership Manager</b>
<b>*Annual Report from the Chelmsford Policy Board</b>	<b>*Chair of the Chelmsford Policy Board</b>
<b>21 November 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Fairer Chelmsford
Review of 'Our Chelmsford, Our Plan'	Chief Executive
Revenue Monitoring 2022/23	S151 Officer
<b>*Cultural Services</b>	<b>Marc De'ath Cultural Services Manager</b>
<b>Standing Items</b>	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer

<b>6 February 2023</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Greener and Safer Chelmsford & * <b>Cabinet Member for Sustainable Development</b>
Annual Presentation by Safer Chelmsford Partnership and Essex Police	Spencer Clarke Public Protection Manager  Essex Police
Cabinet Member for Sustainable Development's Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
<b>24 April 2023</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Update	Cabinet Member for Sustainable Development
Climate Change and Ecological Emergency Action Plan Update	Director of Public Places
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
<b>Future Work to be scheduled</b>	
<b>Performance Monitoring Topic suggestions:</b> <ul style="list-style-type: none"> <li>- <i>Digital Developments</i></li> <li>- <i>Business Transformation</i></li> <li>- <i>Museum</i></li> </ul>	