

## APPENDIX 2

# 2023/24 Corporate and Cross-cutting Actions

**Key**

	Complete		Making reasonable progress
	Making good progress		Not yet started

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
C1	Carbon Emissions for 2022/23.	Identify emissions values via data capture for Scope 1, 2 and 3 emissions as prescribed by Welsh Government.	Decarb Team	Submission Date 4 <sup>th</sup> September 2023	<b>COMPLETED:</b> CO2 emissions data submitted to WG	-Part of annual WG reporting requirements. -Data collection, calculations and submission to be undertaken by Decarbonisation Team.  <b>Report for 2022/23 submitted to Welsh Government</b>
C2	Establish carbon baselines for individual service areas in line with WG reporting	Identify emissions values via data capture for Scope 1, 2 and 3 emissions. Identify key carbon contributors to the baseline with individual service area responsibility	Decarb Team	31 <sup>st</sup> March 2023	Individual base line emissions data presented to each service area	-Calculations to be undertaken by Decarbonisation Team. -Presentation to be provided to Leadership Group explaining process, aims and timescales  <b>Baselines developed detailing emissions from 2021/22 and 2022/23</b> <b>Timeline for presentation to services to be agreed</b>
C3	Establish Carbon Budgets with agreed savings for individual service areas using carbon baseline data	Agree targets for carbon reduction for service areas with corporate management team	CMT & Services co-ordinated by Decarb Team	31 <sup>st</sup> March 2024	Individual emissions budgets agreed with each service area Phased plan to reduce emissions for each service area	- Once understanding of baselines has been developed, SMART targets for emissions reductions can be set in collaboration with service areas  <b>Not yet started</b>
C4	Establish energy usage patterns across corporate buildings	Analyse energy usage patterns to develop understanding of how network capacity can be	Decarb Team & Property Services	30 <sup>th</sup> September 2023	Portfolio of corporate building energy use patterns	- Initial data analysis to be completed in partnership with Data

		maximised across all corporate buildings			with detail on available capacity	Science Academy and Cardiff University  <b>Project completed establishing usage patterns and energy headroom of corporate buildings where half-hourly energy consumption data was available. Outputs of project to be presented to Reduce Working Group to feed into the Asset Efficiency workstream.</b>
C5	Raise awareness of carbon literacy	Develop carbon literacy approach/program	Decarb Team	30 <sup>th</sup> September 2023	Accredited carbon literacy training Program for training delivery Decarb champion “train the trainer” network established	<b>Initial cohort of 22 officers have completed carbon literacy training.</b>  <b>General awareness raising to form key part of introducing baselines to services</b>  <b>Further training to be agreed and rolled out across the authority.</b>
C6	Work towards becoming a Carbon Literate Organisation	Obtain a Bronze Carbon Literate Organisation award	Corporate Responsibility	30 <sup>th</sup> March 2024	(i) Registered training initiative with CLP (ii) Organisational Leader certified as Carbon Literate	- Submit evidence to CLP that requirements for Bronze award have been met  <b>Requirements for Bronze CLO award are met but this has not yet been registered with CLP</b>
C7	Work towards becoming a Carbon Literate Organisation	Obtain a Silver Carbon Literate Organisation award – 15% of workforce Carbon Literate	Corporate Responsibility	31 <sup>st</sup> March 2025	(i) 15% of workforce Carbon Literate (ii) Carbon Literacy integrated into performance management (iii) Visual promotion of organisation’s carbon literacy (iv) Publication of one-page case study	- Carbon Literacy as a desirable in all job descriptions - Carbon Literacy as part of new starter induction  <b>See C5 above</b>

C8	Develop skilled workforce	Complete skills audit to identify skills gaps within workforce	HR/Decarb Team	30 <sup>th</sup> March 2024	Toolkit for skills assessment Integration into HR portal Integration into My Time Extra	<b>Development of a tool to audit decarbonisation skills ongoing as part of Infuse program experiment. Timescales updated to reflect current resource capacity. HR to be approached to collaborate on the delivery mechanism for the tool</b>
C9	Develop skilled workforce	Develop training programmes with our educational partners to upskill workforce	HR/Decarb Team	30 <sup>th</sup> September 2024	Development pathway for green skills Integration of green skills into ways of working	<b>See C6 above</b>
C10	All Council Strategic Policy Documents to have decarbonisation at their heart.	Decarbonisation to be incorporated into the Integrated Impact Assessment	Transformation Team	30 <sup>th</sup> September 2023	Updated IIA which incorporates decarbonisation specifically	- Decarbonisation section of IIA drafted and agreed - Guidance on how to complete IIA developed - Guidance held on Decarbonisation Intranet pages  <b>Decarbonisation update to IIA process has been drafted, yet to be agreed.</b>
	<b>FOSSIL FUEL DIVESTMENT</b>					
C11	Examine opportunities to decarbonise the authority's investments.	Work with pension schemes and managers to reduce investment with fossil fuel based and high emissions businesses.	Corporate approach		25% reduction in carbon exposure relative to the respective benchmark on £1.13bn of its assets (which equates to c. 30% of total assets)	The Wales Pension Partnership (WPP) has now implemented a decarbonisation overlay on all of its equity sub-funds. The WPP launched its Active Sustainable Equity (ASE) sub-fund in June 2023 and the Greater Gwent Fund invested £150m in this product. The WPP is working closely with its advisors in preparing an "All Wales Climate Report" which is intended to highlight the collective exposure of investments and to demonstrate

						<p>decarbonisation progress over many years.</p> <p>The Greater Gwent Fund has continued to selectively invest in renewable energy infrastructure throughout the UK.</p> <p><b>It should be noted that carbon emissions associated with investments are not reportable as part of organisational emissions and so have no impact on the 2030 targets</b></p>
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## REDUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
R1	Establish Reduce Working Group	Establish Working Group, Terms of Reference and initial priorities	Decarb Team/ Property Services	30 <sup>th</sup> September 2023	<b>COMPLETED</b>	<b>Working Group established, meeting monthly</b>
R2	Develop actions and delivery plan	Review Reduce section of action plan. Develop and agree new actions and delivery plan	Reduce Group	30 <sup>th</sup> November 2023		Action plan review is underway and revised/updated plan to be agreed as part of the Annual Report process.
	<b>EXISTING NON DOMESTIC BUILDINGS</b>					
R3	Identify buildings for upgrade works		Energy Team/ Reduce Working Group	21 <sup>st</sup> December 2023		Spreadsheet info – get from minutes
R4	Develop Programme of works for initial delivery of upgrades		Energy Team/ Reduce Working Group	31 <sup>st</sup> March 2024		Priority buildings have begun to be identified for works including LED lighting upgrades etc
R5	Provide energy efficiency training to key building staff.	Provide training on Building energy management systems and good housekeeping techniques.	Property Services	Ongoing		Training is provided on Building Energy Management Services as required. Training is provided to school staff and pupils on energy efficiency methods. Training has been identified for leisure

						services and will be delivered as a group event.
R6	Asset Efficiency	Assess and identify opportunities for portfolio rationalisation	Property Services	Ongoing		Being undertaken as part of Mobilising Team Caerphilly. Social services buildings rationalised as part of phase 1
R7	Agile Working	Review ways of working to allow implementation of the agile working strategy to maximise efficient use of buildings	Property Services	Ongoing		Agile work space created in Ty Penallta Rationalisation of work spaces in Ty Penallta to increase number of teams working from the building e.g. <b>Housing</b>
R8	Community Asset Transfer	Assess and identify opportunities for community asset transfer	Property Services			Being reviewed and considered as part of Mobilising Team Caerphilly
	<b>EXISTING HOUSING STOCK</b>					
R9	Target Energy Pathways and carry out a whole stock assessment	Undertake Target Energy Pathways to each CCBC owned property and formulate a whole stock assessment	Housing	March 31 <sup>st</sup> 2027		This is in line with WHQS23
R10	Optimised Retrofit Programme 3.2	Install energy efficiency measures in sheltered housing schemes.	Housing	Ongoing		Through the Optimised Retrofit Programme we are undertaking a fabric first and PV approach to Maesteg and Oakland to address the cold issues the tenants were experiencing, this is in line with PAS2035. EWI, PV, MVHR's, low energy windows and doors. Renewing the EWI to the defective properties in Panside.
R11	Optimised Retrofit Programme 3.3	Survey properties to be included in next year's Decarbonisation programme	Housing	Ongoing		We are formulating a decarbonisation programme for next year, analysing our EPC data to enable us to look at our least energy efficient properties to improve the thermal performance of them.
R12	Triple Glazing Window Replacement Programme	Improve energy efficiency of Council owned domestic properties through the UPVc	Housing	Ongoing		We are manufacturing our own triple glazing and have an install programme of 84 properties this financial year.

		triple glazing window replacement programme				
R13	Energy Performance Certificates	Survey all CCBC owned homes to establish their energy rating and to identify least energy efficient stock.	Housing	Ongoing		Ongoing
	<b>NEW DEVELOPMENT – HOUSING</b>					
R14	Develop a Development and Governance Strategy that sets out a policy framework to apply to all Caerphilly Homes developments.	Promote and encourage carbon friendly construction methods and a reduction in energy consumption in all new housing development.	Caerphilly Homes		<b>Completed</b>	Cabinet have approved a Development and Governance Strategy. The strategy is to build all new homes using MMC, fabric first principles and build to Building Regulations 2025 as a minimum thereby concentrating on thermal efficiency and ventilation. The strategy sets out an ambition to build to net zero carbon but recognises that reductions in embodied carbon are harder to deliver than operational reductions.
R15	Reduce energy consumption in new “Caerphilly Homes” properties.	Introduce new build specifications that aim to minimise heat loss, introduce efficient internal heating systems and reduce overall levels of carbon. Investigate utilising new battery technology to store energy within domestic properties.	Caerphilly Homes			Caerphilly Homes have received planning approval for a 45 later living scheme at Ty Darran, Risca and 92 homes at the former Oakdale School site. All new homes will be built on both sites will be built with energy efficiency and lower costs for customers in mind. <b>A report has been provided by Wilmott Dixon</b> which discusses the ethical sourcing of the materials contained in photovoltaics and batteries together with the recycling options. All new Caerphilly Homes will be built using a fabric first approach and to Building Regulations 2025 standards.
R16	Introduce carbon friendly construction methods in “Caerphilly Homes” new build programme.	Secure partnership arrangement with local steel frame off-site modular build company to build new homes in Caerphilly County borough.	Caerphilly Homes	Ongoing		Caerphilly Homes have a relationship with Caledan, a Ystrad Mynach based company via Willmott Dixon. Caerphilly Homes will shortly be bringing forward a number of smaller sites and

						will seek to introduce a timber frame offer to the development programme.
R17	Implement Modern Methods of Construction	Investigate and develop other off- site modular construction methods (e.g. Timber frame) for use within the Caerphilly Homes new build programme. Work collectively with zoned RSL's to Introduce more modular off site construction techniques to reduce carbon used in construction.	Caerphilly Homes	Ongoing		Caerphilly Homes is part of the All Wales Net Zero Carbon Timber Frame Consortium and will be offering a site to include in an all Wales project shortly. UWHA have opened a new MMC factory in the borough with ambitions to increase the number of homes they build using MMC techniques. Timber frame for the Cwm Ifor developments (R25) were built in UWHA's MMC factory. Welsh Government now incentivises the use of MMC in new developments through the Social Housing Grant programme and, as a result, the Council expects to see an increase in the number of new homes developed using MMC. All new Caerphilly Homes will be built using MMC.
R18	Agree a policy for no new fossil fuel heating in Caerphilly Homes new build homes	Move away from traditional fossil fuel heating systems on Caerphilly Homes new builds.	Caerphilly Homes		Completed	Cabinet approved policy of no fossil fuel heating systems to be used on any of Caerphilly Homes new build homes.
	<b>NEW DEVELOPMENT – NON DOMESTIC</b>					
R19	Sustainable Communities for Learning Programme	Ensure all new capital investment for schools support net zero commitments and meet required standards for decarbonisation in the choice of materials, transport and construction techniques.	Sustainable Communities for Learning	Plasy Felin Primary School currently in Planning; Anticipated Completion Date July 2025		Welsh Government have specific requirements and standards for net zero schools – currently net zero operation, however embodied carbon is being considered.
	<b>TRAVEL AND TRANSPORT</b>					
R20	Reduce the number and size of and mileage driven by our fleet vehicles	Undertake review of fleet vehicles with services to understand vehicle usage to enable plan for more efficient use of fleet vehicles	Policy Team/ Fleet Management	31 <sup>st</sup> January 2024		Being considered as part of Mobilising Team Caerphilly.

R21	Waste collection round re-configurations (route optimisation)	Review current collection routes to assess the feasibility of re-balancing collection routes.	Waste Management	Short/Medium	Lower emissions from waste vehicles	Work has already been undertaken to 'zone' our collection rounds. This approach will see the department adopt a more collaborative and teamwork approach to collections. This has been working in parallel to the route map and waste strategy and fits in well with the decarbonisation agenda as collection routes will be more efficient, travel fewer miles and thus using less fuel.
R22	Reduce the use of petrol and diesel vehicles through the transition to Ultra Low Emission Vehicles	Transition first 100 fleet vehicles to ULEV	Decarb Team/ Fleet Management Services	31 <sup>st</sup> March 2025		First 14 vehicles in service; Infrastructure is in place; vehicles to be transitioned will be identified through action R23 above.
R23	Home-based vehicle charging solution to enable transition to ULEV	Undertake pilot to agree solutions for home-based vehicle charging	Decarb Team/ Fleet / Housing	July 2024		Optrak study to inform how home-based vehicles could be charged to enable transition to ULEV
R24	Reduce 'grey fleet' work mileage made by staff.	Review Grey Fleet mileage claims. Develop and implement robust travel hierarchy, policies and actions to reduce emissions.	HR / Transformation Team	31 <sup>st</sup> March 2025		
R25	Reduce travel to work (commuting miles)	Collect and analyse commuting data through use of staff survey to gain understanding of commuting patterns	HR / Decarb Team	31 <sup>st</sup> July 2024		To be implemented through service area baseline presentations and action plan development
	<b>INFRASTRUCTURE</b>					
R26	Streetlighting Energy Efficiency	Continue with programme of part light lighting in the county borough.	Engineering	Ongoing	<b>Carbon emissions from the energy consumption of streetlighting decreased 18.3% from 2021/22 to 2022/23</b>	LED replacement completed January 2021. Cabinet approved continuation of reduction in street lighting operating hours in November 2022
R27	Material use	Use natural materials where suitable and recycled products	Engineering	Ongoing		Suppliers have begun using lower temperature aggregates for resurfacing



		where possible such as bollards, bins, benches and curbs on street-scene projects.				works. County Surveyors Society (Wales), have engaged with Consultants to produce an all Wales policy to measure and reduce carbon output. The use of recycled materials is something we try to incorporate in all schemes.
	<b>WASTE MANAGEMENT</b>					
R28	Investigate opportunities for reducing waste within the local authority.	Reduce waste collected by the authority, reducing reportable emissions from the collection and disposal of this waste.	Corporate approach/Communications	Ongoing		<p>The Authority has signed up to the Public Sector Waste Minimisation Campaign and to this end provides infrastructure to facilitate recycling for its workforce. It has also recently signed up to the national WARPIT initiative (led by Procurement and FM)</p> <p>A Waste Strategy is in the process of being developed to enhance the sustainable management of its municipal waste arising and in turn attain the statutory targets set by Welsh Government.</p> <p>There is a campaign in place to incentivise participation in the food waste recycling collection service which supplies feedstock for a local anaerobic digestion facility which is providing electricity for 2000 homes.</p>
R29	Digital Offer	Paperless office and operational practices to be introduced through waste management's new digital solution	Waste Management/IT	31 <sup>st</sup> March 2025		<p>The Authority has committed to introducing a complete digital solution for waste. This will include back office and front-line functionality and capabilities that will allow for more efficient and paperless methods of working.</p> <p>Procurement to conclude w/c 6<sup>th</sup> November and implementation date is from February 2024. With the help of the</p>

						successful supplier, we hope to be fully digital within 12 to 24 months.
R30	Assess opportunities to collect separately presented recycling	Less contamination and selling direct to market will improve the value chain of our recyclates.	Corporate / Waste Management	Ongoing		Work on-going as part of the Waste Route Map and Strategy to model the performance benefits and outputs of changing recycling service to something more blueprint compliant. With better quality of materials collected and already separately presented items, there will be no depends on a MRF to sort materials and transfer to market for sale and recycling. The Authority will have access direct to markets which will benefit carbon emissions and income generated.

## PRODUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
P1	Establish Produce Working Group	Establish Working Group, Terms of Reference and initial priorities	Decarb Team / Regeneration	30 <sup>th</sup> October 2023		
P2	Develop actions and delivery plan	Review Produce section of action plan. Develop and agree new actions and delivery plan	Produce Group	30 <sup>th</sup> November 2023		
P3	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to energy generation.	Produce Group	31 <sup>st</sup> January 2024		
P4	Establish baseline for renewable energy generation by CCBC	Identify all renewable energy generation across the authority	Produce Group / Decarb Team	30 <sup>th</sup> November 2023		
P5	Roof mounted PV on council buildings	Install PV systems on suitable council building roofs	Property Services	31 <sup>st</sup> March 2024	594,863kWh generated 2022/23	63 schemes currently installed on council buildings
P6	Green hydrogen production & use	Undertake feasibility study on opportunities for green hydrogen production and use	Decarb team / Transformation	31 <sup>st</sup> December 2023		Phase 1 study completed
P7	Cwm Ifor Solar Farm	Undertake work to gain planning approval for solar farm	Transformation Team	31 <sup>st</sup> March 2024		See separate action plan/OBC

P8	Cwmcarn Forest Drive Hydro-electric Scheme	Reassess design and cost options for hydro-electric scheme	Decarb Team / Regeneration / Property Services	31 <sup>st</sup> March 2024		
P9	Mine water heating	Review sites and opportunities for mine water heating with Coal Authority	Decarb Team / Caerphilly Homes	31 <sup>st</sup> March 2024		Coal Authority study highlighting opportunities for mine water to be published November 2023 Initial discussions held on the possibility of a scheme at St Clare's sheltered housing Pontllytyn
P10	Private wire	Evaluate feasibility of hardwire from anaerobic digester to Tredomen Campus	Transformation Team/Property Services	31 <sup>st</sup> March 2024		
P11	Produce green on shore wind energy.	Undertake feasibility for a wind turbine on Gelligaer Common with the commoners	Transformation Team	31 <sup>st</sup> March 2024		Initial studies underway
P12	Produce green on shore wind energy.	Discussions with RWE and a decision made on taking a commercial stake in wind farm	Regeneration / Transformation	31 <sup>st</sup> March 2024		Discussions ongoing

## OFFSET

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
O1	Establish Offset Working Group	Establish Working Group, Terms of Reference and initial priorities	Decarb Team / Countryside	30 <sup>th</sup> June 2023		<b>Working Group established, meeting monthly</b>
O2	Develop actions and delivery plan	Review Offset section of action plan. Develop and agree new actions and delivery plan	Offset Group	31 <sup>st</sup> July 2023		<b>Offset Pillar Action Plan reviewed, updated and agreed by Working Group</b>
O3	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to carbon offsetting.	Offset Group	31 <sup>st</sup> March 2024		<b>Action agreed to be completed internally Overview of policies to be included in external report assessing Caerphilly CBC offsetting requirements – see O6 below</b>

O4	Identify opportunities for afforestation on CCBC land in the county borough.	Review land holding across the authority to identify opportunities for tree planting and habitat management.	Offset Group and Services	31 <sup>st</sup> March 2024		Ynys Hywel and Parc Cwm Darran identified as sites for 2023/24 planting season Housing sites reviewed and ecological assessments to be completed with a view to be included in the 2024/25 planting programme Tip review for tree planting to be completed, with a plan for planting in 2023/24 planting season to be drafted
O5	Habitat management	Review land holding across the authority to identify opportunities for reintroduction of wetland/grassland habitats Work to reduce active management and revert to natural processes to store carbon and improve biodiversity	Countryside	31 <sup>st</sup> March 2024		Through the LDP and other initiatives sites are being investigated for re-wetting; grassland restoration is being revisited.
O6	Develop business case for offsetting programme	Collate data, write brief and commission study to produce business case.	Offset Group	31 <sup>st</sup> March 2024		Study commissioned to assess offsetting requirements for Caerphilly CBC to achieve net zero; residual emissions to be calculated internally
O7	Data Methodology	Investigate improvement of land use carbon emission calculation methodologies, implement accurate methodologies and lobby Welsh Government to improve emissions reporting	Decarb Team	31 <sup>st</sup> March 2024		WG are developing a data map layer which will provide more accurate assessments of land use type across Wales Discussions have been held with WG regarding how emissions are reported and offset
O8	Data collection	Establish database and mechanism for collating the number of trees planted on CCBC land	Decarb Team	31 <sup>st</sup> July 2023		Form developed for data collection, to be utilised for all planting to ensure data is held centrally Form has been shared with members of the group and is live

						on the Decarbonisation section of the new intranet
O9	Develop and implement tree planting programme	Develop phased and costed programme of tree planting to achieve target of 300,000 trees by 2030	Decarb Team/Countryside/Parks	31st March 2024		See O6 above
O10	Implementation – Year 1	Implement planting programme for planting season 2021/22	Countryside/Parks/Decarb Team/PSB Partners	31st March 2022	35,000 trees planted	<b>Trees planted at Ynys Hywel Farm</b>
O11	Implementation – Year 2	Implement planting programme for planting season 2022/23	Countryside/Parks/Decarb Team/PSB Partners	31st March 2023	35,000 trees planted	<b>Trees planted at Ynys Hywel Farm</b>
O12	Implementation – Year 3	Implement planting programme for planting season 2023/24	Countryside/Parks/Decarb Team/PSB Partners	31st March 2024	35,000 trees planted	<b>Designs to be completed by end of November 2023 for planting at Ynys Hywel and Parc Cwm Darran</b>
O13	Implementation – Year 4	Implement planting programme for planting season 2024/25	Countryside/Parks/Decarb Team/PSB Partners	31st March 2025	35,000 trees planted	<b>Housing sites identified; ecological studies to be completed by end of October 2023</b>
O14	Implementation – Year 5 -9	Implement planting programme for planting season 2025/26	Countryside/Parks/Decarb Team/PSB Partners	31st March 2026	35,000 trees planted	<b>Not yet started</b>

## BUY

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
B1	Establish Buy Working Group	Establish Working Group, Terms of Reference and initial priorities	Decarb Team / Procurement	30 <sup>th</sup> June 2023	<b>COMPLETED</b>	<b>Working Group established, meeting monthly</b>
B2	<b>Understanding the 22/23 carbon emissions associated with supply chain</b>	Undertake detailed spend analysis with service areas	Decarb Team / Procurement	Phased delivery to be agreed	Assessments completed in partnership with services to understand detail of spends	- Analysis of spend and refinement of data to calculate accurate emissions and develop understanding  <b>Analysis of 22/23 spend data from spikes cavell has been completed to align the spend with UK SIC codes used for carbon emissions reporting</b>

						<b>Next step is to have discussions with services as part of baseline presentations</b>
B3		Identify carbon emissions and embodied carbon related to goods and services to prioritise target areas	Decarb Team	Phased delivery to be agreed	Prioritisation of spend categories determined by carbon implications	<ul style="list-style-type: none"> <li>- Utilisation of refined data collected during service area assessments to identify key target areas</li> </ul> <p><b>Top 25% of spend with most carbon emissions has been identified for each service area as part of the work developing carbon baselines</b></p>
B4		Identify key opportunities for intervention within upcoming and existing contracts	Procurement	Phased delivery to be agreed	List/Plan of upcoming contracts List/Plan of existing contracts	<ul style="list-style-type: none"> <li>- Assessment of upcoming contracts matched with identified target areas for carbon reduction</li> <li>- Assessment of existing contracts with opportunity for intervention within contract management</li> </ul> <p><b>Procurement have identified a list of upcoming contracts which might be suitable for this work e.g. Home to School Transport</b> <b>Forward Work Plan is regularly reviewed to identify opportunities. Fortnightly updates with Procurement team</b></p>
B5	<b>Working with Services</b>	Provide training on the fundamentals of carbon emissions reporting related to goods and services that service areas procure	Decarb Team	Phased delivery to be agreed	All staff with procurement responsibilities to have received training Staff responsible for procurement within service areas understand principles of carbon emissions within goods and services	<ul style="list-style-type: none"> <li>- Develop training specific for service areas focused on the key target areas of spend</li> <li>- Agree delivery framework</li> <li>- Agree delivery timeframe</li> </ul> <p><b>Initial awareness raising to form part of the baseline presentations</b> <b>Further guidance and resources uploaded to the Decarbonisation intranet page</b> <b>Further training delivery to be agreed</b></p>

B6		Provide clarity of understanding of the role of service areas in reducing carbon emissions in procured goods and services	Decarb Team / Procurement	Phased delivery to be agreed	All staff with procurement responsibilities to have received training Staff responsible for procurement within service areas are confident in their role in reducing carbon emissions through procurement	<ul style="list-style-type: none"> <li>- Develop training with an emphasis on pre procurement work, scoping and understanding sensitivities</li> <li>- Agree delivery framework</li> <li>- Agree delivery timeframe</li> </ul> <p><b>Training content and delivery to be agreed</b></p>
B7	<b>Providing Central Support &amp; Guidance</b>	Develop Decarbonisation approach to Procurement	Procurement / Decarb Team / Buy Group	September 2023	Clear procurement cycle mechanism to consider decarbonisation	<ul style="list-style-type: none"> <li>- Identify effectiveness of current systems including SRAs</li> <li>- Prototype approach with services to identify risks/issues</li> </ul> <p><b>Discussions with other local authorities in South East Wales have identified opportunities for collaboration on and the development of a unified and co-ordinated approach to considering decarbonisation in the procurement cycle</b></p>
B8		Identify Tools to be used through Procurement Cycle	Procurement / Decarb Team	September 2023	Decarbonisation in Procurement Toolkit specific for CCBC	<ul style="list-style-type: none"> <li>- Review existing toolkits</li> <li>- Identify which tools exist for each section of the procurement cycle</li> <li>- Collate tools into one central toolkit</li> <li>- Include toolkit in Procurement training</li> </ul> <p><b>Various decarbonisation toolkits have been explored.</b> <b>Discussions with other local authorities in South East Wales have identified opportunities for collaboration on emissions toolkits and the development of a unified and co-ordinated approach</b></p>

B9		Develop standard clauses and requirements including continuous improvement clauses to be included in contracts	Procurement	Phased delivery to be agreed	Continuous Improvement Clauses included new contracts Contract management ensures compliance and improvement	<ul style="list-style-type: none"> <li>- Review PPN for example clauses</li> <li>- Identify route for inclusion of clauses and mechanism for compliance</li> </ul> <p><b>Clauses have been drafted and included in certain contracts. Strategy on wider implementation to be agreed</b></p>
B10		Research and identify potential funding streams to support low carbon procurement	Procurement / Decarb Team	September 2023 - Ongoing	Portfolio of potential funding streams available to services (and suppliers)	<b>Internal discussions with Business Development team have identified some funding streams that may be available to suppliers</b>