

Appendix 2-Completed activities which have been removed from the Climate Change Update Report

CBP ref <u>CCAP</u> <u>ref</u>	Activity title	Description	Relevant Committee Reports	Date removed from Climate Change Update Report? Additional info on CO2e savings
CEX Office				
n/a <u>n/a</u>	Adoption of Council net zero target	See September 14 th CMC report	Full Council, 26th January 2022	Removed in April 2024 Set commitment to reducing the emissions from the Council's operations to net zero by 2030
n/a <u>n/a</u>	Adoption of Procurement Strategy, Sustainable Procurement Policy and Social Value Policy	See September 14 th 2023 CMC report	Full Council, 27th April 2023	Removed in April 2024 In 2022/23 emissions from third party suppliers stood at 6,275tCo2e. Implementation of these strategies and policies are anticipated to help reduce emissions in this area.
CEX020 <u>7.1/7.1.1</u>	Project Management template updates and future climate change reporting (creation of climate change dashboard)	See 18 th April 2024 CMC report	N/A	Removed in October 2024. The creation of a climate change dashboard was part of the suite of improvements made to help with the monitoring of the Council's climate change response.
Central climate change function				
n/a <u>n/a</u>	Adoption of Climate Change Strategy	See September 14 th 2023 CMC report	Full Council, 20th October 2022	Removed in April 2024 Reconfirms commitment to reducing the emissions from the Council's operations to net zero by 2030. Council's operational carbon emissions in 2022/23 stand at 1,424tCO2e. This is a reduction of 9% from the Council's base date of 2019/20.

n/a <u>1.7</u>	Green Homes Grants: LAD 1B and LAD2	See September 14 th 2023 CMC report	Environment and Sustainability Committee, 17th November 2022	Removed in April 2024 Updated EPC report for relevant properties have not been conducted, but the estimated savings for Runnymede is approx. 5 tCO ₂ e
n/a <u>n/a</u>	Great Big Green Week 2023 (GBGW)	See September 14 th 2023 CMC report	Thursday 23rd February 2023 – Corporate Management Committee Corporate Management Committee, 14th September 2023	Removed in April 2024 It has not been possible to quantify any emissions savings brought about through engagement carried out during the course of the week.
CC001 <u>n/a</u>	Climate Change Study (Stage 1)	See 18 th April CMC report	Thursday 14th July 2022 - Corporate Management Committee Corporate Management Committee, 14th September 2023	Removed in October 2024 The Runnymede Climate Change Study: Council Estate and Area GHG Baseline has been complete and published.

n/a <u>1.7</u>	Help to Heat funding: Sustainable Warmth: LAD3	See 18 th April CMC report		Removed in October 2024 This scheme commenced in October 2022 and closed in September 2023. Under this scheme, 85 energy efficiency improvement measures were installed in Runnymede. 60 under LAD3 (on-gas properties-value of works totalling £358,496.71 saving 17.4TCO2e/year) and 25 under HUG1 (off-gas properties - value of works totalling £363,494.50 saving 27TCO2e/year). Delivery partner: Action Surrey
n/a <u>n/a</u>	Graduate Climate Change and Sustainability Officer post appointed	See 18 th April CMC report	None	Removed in October 2024.
CC060 <u>n/a</u>	Runnymede Climate Change Action Plan	See 18 th April CMC report	Corporate Management Committee, 25th May 2023 Corporate Management Committee, 22nd February 2024 Full Council, 29th February 2024	Removed in October 2024 The Climate Change Action Plan formally adopted by the Council on 29 th February.
n/a <u>n/a</u>	Declaration of a climate Change Emergency	See 18 th April CMC report	Full Council 7th December 2023	Removed in October 2024. Climate Emergency declared at Full Council on Thursday 7 December 2023.
Assets and Regeneration				
n/a <u>1.5</u>	Installation of Photovoltaic Panels on Council Owned Assets	See September 14 th 2023 CMC report	None	Removed in April 2024.

n/a <u>n/a</u>	Development of Council Assets: Magna Square	See September 14 th 2023 CMC report	n/a	Removed in April 2024 EPC A rated residential building also includes a number of measures within its structure to support the environment and climate including solar controlled glazing, low energy internal lighting, waste water heat recovery system, highly efficient thermal insulation, high thermal mass soffit boards, low water use fixtures. One of the buildings has a living roof and a low water irrigation strategy has been developed to minimise water usage.
n/a <u>n/a</u>	Development of Council Assets: Chertsey Business Park	See September 14 th 2023 CMC report	n/a	Removed in April 2024 All units have achieved EPC Grade A rating. The completed development aims to ensure a minimum 6% decrease in CO2 emissions over 2013 Buildings Regulations
AR008 <u>n/a</u>	Procurement of Facilities Management contract for student block at Magna Square	See September 14 th 2023 CMC report	May 2023 CMC	Removed in April 2024

n/a <u>7.1.3</u>	LASER Energy Bureau	Amongst other things, having LASER Energy Bureau means that the Council will have access to regular Energy Monitoring Reports (cost and consumption, CO2 etc) for its Assets and Regeneration Estate. The bureau service will allow the Council to better monitor carbon emissions and energy savings. A dedicated LASER analyst will monitor all of the Council's energy data and provide a breakdown of results based on our agreed specific criteria (i.e. carbon data will be presented in a format to meet our needs).		Removed in October 2024: Contract started on 1 st January 2024 and for a period of 5 years. No further updates to be provided on this activity.
Community Services				

	Meals at Home Service Review	See September 14 th 2023 CMC report	Thursday 16th March - Community Services Committee	<p>Removed in April 2024</p> <p>There are 7 new EV vehicles in the fleet for the 2 Boroughs and 1 diesel vehicle has been retained. Runnymede contractually has 4 EVs, and Surrey Heath 3 EVs and the diesel. The diesel vehicle is to be swapped between the 2 boroughs every 6 months. This move should decrease emissions by at least 1.1 tonnes per vehicle a year, or 61%.</p> <p>When looking at the 4 vehicles owned by RBC, the running cost of the electric vans was £1375.48 over a 3-month period (this includes the electricity used to fuel the van (£971.63 and the diesel used to heat the ovens £403.85). The cost of running the 4 diesel vehicles over a similar 3-month period is £2051.08. This shows a cost saving of £675.60 by using the electric vans over a 3-month period which equates to a saving of £2702.40 over a 12 month period.</p>
n/a <u>n/a</u>	Biodiversity Officer appointed	See September 14 th 2023 CMC report	Community Services Committee, 15 th June 2023	This new officer started at RBC in Autumn 2023.
Customer, Digital and Collection Services				
n/a <u>n/a</u>	Mod.Gov. Paperless Committee Paper Document Administration	See September 14 th 2023 CMC report		<p>Removed in April 2024</p> <p>This new system came into force in January 2022</p> <p>Officers are currently working to quantify current paper use associated with the printing of committee reports.</p>
n/a <u>n/a</u>	Website Upgrade and Introduction of the OneAccount	See September 14 th 2023 CMC report		Removed in April 2024

n/a <u>n/a</u>	Hardware Refresh for Council Staff	See September 14 th 2023 CMC report	Thursday 24th February 2022 – Corporate Management Committee	Removed in April 2024 Moved staff from two screens to single screens. One of the benefits from this was cutting monitor energy consumption by 50% for those desks which had/previously had two monitors.
n/a <u>n/a</u>	Disposal of IT Assets sustainably	See September 14 th 2023 CMC report	Thursday 24th February 2022 – Corporate Management Committee	Removed in April 2024 Asset disposal now undertaken with Stone Group who ensures that no hardware is sent to landfill. A % of the equipment is given to charity. Trees also planted in the National Forest on the Council's behalf. Generates a modest income for RBC.
n/a <u>n/a</u>	Hybrid Mail	See September 14 th 2023 CMC report		Removed in April 2024

<u>OD043</u>	Parking Management System/ Online Parking Portal	Implement our online parking portal to digitise the parking service and increase our online offer within One Account. Sagoss Ltd have been awarded a new contract for the implementation and support and maintenance of the Parking Management System. This project will address the implementation of the new parking management system.		Completed 30/09/2023 Impact point: 70% of PCNs are now paid within 14 days as customers check the portal to check if the PCN is valid. In Q1 848 PCNs were issued 519 were paid within 14 days which meant that 519 paper letters did not need to be sent.
Environmental Services				
n/a <u>n/a</u>	Grounds Maintenance (procurement of equipment)	See September 14 th 2023 CMC report		Removed in April 2024 As part of this wider project, some lithium-ion powered equipment has been procured to support the new in house grounds maintenance team.
Financial Services				
n/a <u>n/a</u>	Hybrid Mail	See September 14 th 2023 CMC report		Removed in April 2024 The use of hybrid mail for sundry debtors has been in use since 2021. Paper reduction

n/a <u>n/a</u>	Changing existing practices	See September 14 th 2023 CMC report		Removed in April 2024 In addition to the use of hybrid mail, over 70% of invoices to Council customers are now being sent by email as well as a majority of recovery runs. A number of paper based processes have also been digitised.
Housing Services				
n/a <u>n/a</u>	Adoption of the Housing Asset Management Plan (2021-2026)	See September 14 th 2023 CMC report		
n/a <u>n/a</u>	NEW ENTRY: Photovoltaic panels installed on Council owned Housing	See September 14 th 2023 CMC report		Removed in April 2024 It has been calculated that installing 104 sets of solar panels on our houses saves 124.8 tons of carbon each year.
n/a <u>n/a</u>	Introduction of Asset Management Software System	See September 14 th 2023 CMC report		Removed in April 2024
n/a	Moving energy supply to LASER contract for communal areas and IRL	See 18 th April 2024 CMC report		Removed in September 2024
H009	IRL Boilers (Beomonds and Floral House)	See 18 th April 2024 CMC report	Housing Committee, 7th June 2023	Removed in September 2024. The March and June Housing Committee meetings in 2023 gave permission for two boilers to be upgraded. Upgrading two IRL boilers is estimated to reduce emissions by an estimated 50 tons per annum.
n/a <u>7.1.3</u>	LASER Energy Bureau	See 18 th April 2024 CMC report		Contract started on 1 st January 2024 and for a period of 5 years. No further updates to be provided on this activity. Amongst other things, having LASER Energy Bureau means that the Council will have access to regular Energy Monitoring Reports (cost and consumption, CO2 etc). The bureau service will allow the Council to better monitor carbon emissions and energy savings.

HR and Organisational Development				
n/a <u>n/a</u>	Agile Working Policy Rollout	See September 14 th 2023 CMC report		Removed in April 2024 The Council's carbon emissions baseline report shows that in 2019/20 emissions from commuting stood at 752 tCO ₂ e but had reduced to 418 tCO ₂ e in 2022/23; a reduction of 44.4%.
Planning, Economy and Built Environment (minus central Climate Change Team which is reported separately)				
n/a <u>n/a</u>	Building Control becoming a 'Paperless Service Area'	See September 14 th 2023 CMC report	n/a	Removed in April 2024
n/a <u>n/a</u>	Adoption of Runnymede 2030 Local Plan (Adoption July 2020)	See September 14 th 2023 CMC report	Full Council, 16th July 2020	Removed in April 2024
n/a <u>n/a</u>	Sustainability Award Included in the Runnymede Business Awards 2023	See September 14 th 2023 CMC report	n/a	Removed in April 2024
DM005 <u>n/a</u>	Development Management climate change review	See 18 th April 2024 CMC report	None	Removed in October 2024. Development Management has been a paperless team for a number of years. Greatest emissions related to Council operations from site visits. Potential for reduction if pool cars introduced.
n/a <u>1.2.1</u>	CHANGE IN STATUS Climate Change Study part 2 (Local plan evidence on Climate Change)	See 18 th April 2024 CMC report	n/a	Removed in October 2024. This evidence base has been published and will be used to underpin the Local Plan Review.

CC062 <u>Not in CCAP as adopted at time of adoption</u>	CHANGE IN STATUS Development of Electric Vehicle Strategy	See 18 th April 2024 CMC report	Corporate Management Committee, 23rd November 2023 Full Council, 7th December 2023	Removed in October 2024 The published EV Strategy can be viewed at: Electric Vehicle Strategy – Runnymede Borough Council
DM006 <u>1.1.1</u>	Planning System training	See 18 th April 2024 CMC report	None	Removed in October 2024 Now embedded as BAU activity.
ED015/ CC058 <u>6.5/6.5.1</u>	CHANGE IN STATUS Promotion of LoCASE (ED015)	See 18 th April 2024 CMC report	n/a	Removed in October 2024 The LoCASE fund launched in November 2022 and closed in June 2023. 15 Runnymede businesses were awarded grants during this time. Of these 13 claimed their grant. The total grants claimed totalled £112,036.88. The total investment from the SMEs was £327,649.59. It has been estimated that 124.79tCO ₂ e will be saved across these businesses per annum (equates to an average annual saving of 9.6tCO ₂ e per business). Total annual savings from claiming SMEs was estimated to be in the region of £57,681.62 (an average of £4,437 per business per year).