

Carbon Reduction Projects

Key:

Project Stage

- In discovery (research, fact finding, gather evidence)
- In design (develop techniques/plan for delivery)
- In delivery (executing plan agreed at design)
- Completed (work has been finished)

RAG rating

- Green - action delivery on track/to agreed timelines (may be agreed to start at a later date)
- Orange - some delivery off track/timelines, further work to be completed
- Red - significantly off track/timelines, or may no longer be possible

Action ID	Project Description	Estimated Completion	Project stage	RAG	December 2023 Update
Workstream: Estates					
COM1.1	Beaumanor Hall PSDS: Installation of heat pumps	Mar-22	Completed		Successfully installed and now generating carbon savings.
COM1.2	County Hall PSDS: LED Lighting upgrade, solar PV installation, BMS optimisation, district heat connections and thermal store	Mar-22	Completed		Successfully installed and now generating carbon savings.
COM1.3	Embankment House PSDS: LED lighting upgrade, solar PV installation, BMS optimisation	Mar-22	Completed		Successfully installed and now generating carbon savings.
COM1.4	Phase 1 Wind and Solar Feasibility Study to investigate future wind and solar farm development potential on council land	May-23	Completed		Phase 1 assessed and shortlisted potential sites for renewable energy, phase 2 now underway (see DEL1.4).
COM1.5	Energy efficiency surveys carried out across 61 council buildings to inform the Decarbonisation of Buildings Plan	Oct-23	Completed		Energy surveys will now inform condition and energy reports for each building, which will identify energy efficiency, heating & lighting improvements, these will further inform a prioritised decarbonisation plan for the whole council estate (see DEL1.3).
Workstream: Fleet					
DEL1.1	HVO Fuel Transition: Switch from diesel to hydrotreated vegetable oil (HVO) as approved by DMT (Jan 23) to growth awarded (£100k) and maximise carbon benefits on difficult to transition to electric vehicles, in Waste and Highways.	Mar-24	Delivery		Currently under procurement and expected to be in place by end of 2023-24 financial year. Estimated completion date revised from March 2023 to March 2024 due to procurement challenges.
DEL1.2	Production of a EV Fleet Transition Plan, to include EV infrastructure and vehicle replacement for all small and light fleet vehicles.	Jan-24	Delivery		Delivery timescale extended to allow for a robust review of the like for like EV replacement vehicles, needed to inform the infrastructure assessment.
Workstream: Estates					
DEL1.3	Production of a Buildings Decarbonisation Plan, covering 61 gas heated operational controlled properties energy efficiency, heating and lighting improvements	Mar-24	Delivery		Individual building surveys will inform the estate wide decarbonisation plan, drafts in January and finalised in March 2024.
DEL1.4	Phase 2 wind & Solar Feasibility - Investigate future wind and solar farm development potential on 3 council sites	Mar-24	Delivery		Phase 2 underway with more indepth assessments and site visits, expected to be complete by the end of 2023-24.
DEL1.5	Quorn Solar Farm: Build and use solar energy from the farm for council operations	Nov-25	Delivery		Procurement for a energy performance contractor currently underway, with estimated approval to Cabinet in summer 2024. Estimated completion date revised due to complexities in the procurement process.

Workstream: Streetlighting and Traffic Signals					
DEL1.6	Carryout the 18 month dimming streetlights to 30% intensity trial	Jun-25	Delivery		In December Cabinet approved the proposal to trial dimming streetlights to 30% intensity from 20:00 hours for an 18 month period, starting in January 2024.
Workstream: Business Mileage					
DES4.2	Production of a Business Mileage Decarbonisation Plan: to include identification of appropriate solutions and implementation of a travel hierarchy.	TBC	Design		Preliminary data analysis conducted to better understand high mileage teams and individuals. Next step will be discussions with teams identified to better understand their need for business mileage and explore potential solutions. Progress has been delayed due to staff capacity and resource, planned to be progressed from April 2024.

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Carbon Saving: L = <1%, M = 1-3%, H = >3% of the council's greenhouse gas emissions

Cost: L = <£100k, M= £100k-£250k, H = £250k+

Financial Saving/Income: L = <£50k pa, M = £50k-£200k pa, H = £200k+ pa

Action ID	Project Description	Carbon Saving Potential	Cost	Financial Saving/Income	Priority	December 2023 Update
Workstream: Estates						
DIS1.2	Deliver the Decarbonisation of Buildings Plan (DBP) to: decarbonise heating in council operated buildings (e.g. heat pumps)	H	H	L	H	Awaiting the development of the DBP, expected commencement 2024-25.
DIS1.3	Deliver the DBP to: Improve the energy efficiency of all council operated buildings (e.g. wall insulation)	H	H	M	H	Awaiting the development of the DBP, expected commencement 2024-25.
DIS1.5	Upgrade external lighting to LED in council car parks and on the outside of buildings	L	M	L	L	Potential pipeline project.
DIS1.6	Deliver the DBP to: Upgrade and improve efficiency of air conditioning in council operated buildings	L	M	L	L	Awaiting the development of the DBP, expected commencement 2024-25.
DIS1.7	Investigate opportunities to maximise rooftop solar power generation	L	M	H	H	Ongoing process.
Workstream: Fleet						
DIS2.1	Deliver the Fleet EV Transition Plan: transition all appropriate small and light vehicles to electric.	H	H	H	H	Awaiting the development of the EV Fleet Transition Plan, expected commencement 2024-25.
DIS2.2	Investigate centralised fuel management and subsequent benefits for implementing other projects	L	M	M	M	Potential pipeline project.
DIS2.3	Alternative fuel switch for heavy commercial vehicles	M	H	L	M	Potential pipeline project.
Workstream: Business Travel						
DIS4.1	Implement a travel hierarchy to decarbonise business mileage, to include smarter working, active travel, EV pool cars, car share, EV lease car	H	M	H	H	Awaiting the development of the Decarbonisation of Business Mileage Plan.
Workstream: Carbon Removal						
DIS5.1	Prepare opportunities for local carbon sequestration on the council's estate, inseting within the council's value chain and other carbon removal practices and techniques.	M	H	L	L	Potential pipeline project to help address residual carbon emissions.

Enabling Actions

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Action ID	Project Description	Timescale	Project stage	RAG	December 2023 Update
Workstream: Finance					
F1.1	Track and monitor the financial cost and savings of the Carbon Reduction Programme	Ongoing	Delivery		Carried out within Discover, Design and Deliver project monitoring, alongside key plans under development for electric vehicle transition and buildings decarbonisation.
F1.2	Investigate innovative and alternative funding sources to drive forward carbon reduction projects	2022-23	Design		In progress, forms part of the Net Zero Leicestershire Funding Plan, the aim of which is to inform the council of different funding opportunities and resource requirements for the delivery of Net Zero Leicestershire.
F1.3	Where possible, continue to generate financial income and savings through delivering carbon reduction	Ongoing	Delivery		Recently completed projects including streelighting dimming and trimming, and public sector decarbonisation led to significant financial savings. Though it should be noted key future projects required to meet net zero (e.g. heating decarbonisation) could increase running costs due to switches in the type of energy used.
F1.4	Financially support council carbon reduction projects through the £2 million recycling fund and monitor its impact	Ongoing	Delivery		The Carbon Fund was launched internally in Autumn 2023. Action description and timescale updated to reflect ongoing delivery.
F1.5	Trial assigning a financial value to carbon, to help inform decisions and business cases	2022-23	Completed		Completed through embedding carbon pricing within the business case template and process for applying to the £2 million carbon fund. Action will be archived.
F1.6	Explore the approaches recommended by the Taskforce on Climate-Related Financial Disclosures on governance, strategy, risk management and targets.	2024-25	Discovery		Potential pipeline project, expected to begin to be explored within the Net Zero Leicestershire Funding Plan.
Workstream: Management & Governance					
MG1.1	Review and develop a new governance structure for monitoring progress with implementation of the Carbon Reduction Programme action plan	Sep-22	Completed		Highlight reports for delivery groups taken to Carbon Reduction Programme Steering Group every 2 months, Senior Responsible Officer is the Head of Environment and Waste Commissioning. Action to be archived.
Workstream: Decision Making and Procurement					
DM1.1	Integrate the carbon impact of projects into Transformation Unit business case templates	2022-23	Completed		Completed through embedding carbon pricing within the business case template and process for applying to the £2 million carbon reduction fund. Action to be archived.
DM1.2	Pilot working with key suppliers to reduce emissions of high emissions contracts and meet environmental goals	2024-25	Discovery		Timescale updated to reflect planned strengthening of the environment within the council's Procurement Strategy

DM1.3	Investigate common suppliers with partners and potential actions to reduce carbon	2024-25	Discovery		Timescale updated to reflect planned strengthening of the environment within the council's Procurement Strategy, alongside existing work to develop a governance framework for Net Zero Leicestershire.
DM1.4	Strengthen environmental needs within the Procurement Strategy, to integrate council sustainability specifications and requirements into supplier contracts and the procurement process	2024-25	Discovery		Expected update to the Procurement Strategy expected in 2024-25, and can be informed by DM1.2 and DM1.7.
DM1.5	Investigate incorporating net zero requirements into project approval and spend control forms	TBC	Discovery		Current spend controls are in place to support the council's financial position - additional spend controls to support carbon reduction are on hold.
DM1.6	Investigate incorporating carbon impacts of key decisions into Democratic Services report templates and guidance	2024-25	Discovery		Environmental implications must be included if reports relate to a project classified as a major project, i.e. it is over the value of £250,000 or is corporately significant. An Environmental Implications Tool is provided for reports to use.
DM1.7	Design and collate responses to a supplier questionnaire on the environment, to gather insight into supplier commitments, actions and progress in supporting net zero ambitions.	2023-24	Delivery		Survey is currently in design and expected to be sent out and responses analysed by April 2024.
Workstream: Learning & Development					
LD1.1	Facilitate a net zero community of practice with regular opportunities to explore best practice in carbon management for key staff	Ongoing	Delivery		Embedded within delivery groups of the Carbon Reduction Programme and production of highlight reports for Carbon Reduction Steering Group.
LD1.2	Incorporate net zero into mandatory Environmental Awareness e-learning	2024-25	Discovery		Delayed due to staff capacity to 2024-25.
LD1.3	Incorporate net zero into the new Environment Management System e-learning training course for key staff	2024-25	Discovery		Delayed due to staff capacity to 2024-25.
LD1.4	Investigate creating a dedicated net zero e-learning, detailing more in-depth information on climate change, council/county emissions & actions and staff actions	2024-25	Discovery		Action to be picked up by the proposed Organisational Development Group for the Environment Strategy. Currently paused due to staff capacity. Priority given to CE1.3 and LD1.2.
LD1.5	Investigate specific and professional carbon reduction training and development needs and opportunities e.g. Carbon Literacy Training	2023-24	Design		Investigations underway for IEMA Corporate Partnership and Carbon Literacy Training. Action proposed to be undertaken by the Organisational Development Group for the Environment Strategy - progress of this group has been paused due to staff capacity. Change to timescale to reflect forward plan of activity.
LD1.6	Develop a business case for net zero corporate learning and development support	2023-24 2024-25	Design		Investigations underway for IEMA Corporate Partnership and Carbon Literacy Training. Action proposed to be undertaken by an Organisational Development Group for the Environment Strategy - progress has been paused due to staff capacity. Change to timescale to reflect forward plan of activity.
Workstream: Communications & Engagement					
CE1.1	Ensure net zero has a regular presence on the council's Yammer pages	Ongoing	Completed		Successfully communicated information regarding the launch of Net Zero Leicestershire, Go Green in 2023 Campaign, Greener Together launch, Couch to Carbon Zero, COP27, Great Big Green Week. Action to be archived & captured as ongoing under Greener Together (CE1.7).

CE1.2	Provide regular representation of Net Zero Leicestershire in the Environment Bulletin	Ongoing	Completed		Net zero related articles included within quarterly Environment Bulletin. Average number of staff views per article is 580. Action to be archived & captured as ongoing under Greener Together (CE1.7)
CE1.3	Create a net zero information hub and resources for staff on the Intranet	2023-24 2024-25	Design		Action incorporated within forward plan of Greener Together and pages are currently being designed. Timescale delayed to reflect forward plan.
CE1.4	Develop a net zero information hub on the council's website	2022-23	Completed		Completed in 2022, kept up to date and available here: https://www.leicestershire.gov.uk/environment-and-planning/net-zero . Action to be archived.
CE1.5	Create a net zero carbon email address and promote it as the main contact for matters relating to Net Zero Leicestershire	2022-23	Completed		Completed, email address is netzero@leics.gov.uk. Action to be archived.
CE1.6	Embed key net zero guidance, principles and training opportunities across the council, through the Organisational Development Working Group for the Environment Strategy	2024-25	Design		Action updated to reflect the change from Ways of Working to Organisational Development, project stage changed from delivery to design. Action proposed to be undertaken by the Organisational Development Group for the Environment Strategy - progress of this group has been paused due to staff capacity.
CE1.7	Ensure net zero and climate action has a firm foundation within Greener Together, encouraging and empowering staff to take action, and provide opportunities for learning and development.	Ongoing	Delivery		The newly launched Greener Together Programme aims to make the council a greener organisation by involving all staff, those we share our buildings with, and suppliers. Change to timescale to reflect ongoing commitment to engage staff on net zero.
Workstream: Out of Scope Emissions					
AS1.1	Improve data collection, understanding and reporting of out of scope emissions (e.g. wider scope 3 emissions) to inform appropriate actions the council can take to support their reduction	Ongoing	Delivery		This action remains ongoing due to the complexity in measuring and monitoring many out of scope emissions, however the council continue to work to understand its wider scope 3 emissions impact – for example 'working from home' emissions analysis using government conversion factors.
AS1.2	Work towards providing a portfolio of low carbon leased assets (e.g. renewable installations and improved energy efficiency)	Ongoing	Delivery		This is part of an ongoing programme of work.
AS1.3	Work with tenants to reduce the carbon footprint of leased assets (e.g. follow the council's net zero principles and behaviours)	Ongoing	Discovery		To be progressed
AS1.4	Support the shift of council investments towards clean, green and sustainable portfolios to support the low carbon economy	Ongoing	Delivery		The council has facilitated Section 106 developer contributions to fund the development of 2 carbon neutral schools within the county, alongside launched its £2 million fund for carbon reduction across the council's own operations. Additionally, the Invest in Leicestershire Programme, is funding the development of Quorn Solar Farm.
AS1.5	Encourage and support staff where possible to commute to work by a low carbon method of transport (e.g. active travel, public transport, EV vehicles and charge points)	Ongoing	Delivery		Various projects are underway to support this, including: provision of 23 EV chargepoints across council sites, Gold Level Cycle Friendly Employer: providing bike loans, Dr Bike events, promoting Betterpoints and improvements to the Cycle to Work scheme. The Councils salary sacrifice scheme makes EV's more affordable for staff and supports this choice of vehicle for commuting.

AS1.6	Encourage smarter and more efficient working practices across the council e.g. hybrid working, meeting/site visit planning, virtual meetings	Ongoing	Completed		The council encourages staff to work flexibly, offering a range of workplaces and technologies to best meet service and customer needs, alongside supporting wellbeing - implemented through the Ways of Working Programme.
Workstream: Performance & Monitoring					
PM1.1	Monitor and publish an annual greenhouse gas report for the council's own operational emissions and progress towards net zero 2030	Ongoing	Completed		Completed for 2022-23 financial year.
PM1.2	Conduct an annual review of the Carbon Reduction Programme action plan – to include new, updated and completed actions	Ongoing	Completed		Completed for 2022-23 financial year.
PM1.3	Review the requirements and prepare to report to the Carbon Disclosure Project	Ongoing	Completed		Successful submission during summer 2023, the outcome of which was released in November giving LCC a score of B.