

Appendix 3 - Completed activities which have been removed from the Climate Change Update Report

CBP ref <u>CCAP 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.
MTFS015 <u>n/a</u>	Corporate Risk Register	See 17 th October 2024 CMC report.	8th October 2024 Overview and Scrutiny Select Committee 24 th September Standards and Audit Committee.	Removed in April 2025. A comprehensive review of the Corporate Risk Register was undertaken in December 2023 to more accurately capture the risks associated with climate change faced by the Council. Climate change risks will be reviewed regularly moving forward. A deep dive into Climate Change risks was taken to the Standards and Audit Committee in September 2024.

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ED026 <u>5.3.2</u>	ESSO Pipeline Investment Fund (Arboricultural works)	See 17 th October 2024 CMC report.	n/a	Removed in April 2025 1050 trees were planted as part of this project mainly to fill gaps in existing hedges and to create new hedgerows (all native species sourced locally). A very rough estimation for the carbon sequestered by the new trees in the hedgerow is 1.8tC/y. For the entire hedgerow it is roughly 5.4tC/y assuming it is minimally managed based on figures from Utilising hedgerows for landscape scale carbon sequestration-Matthew Axe 2015 (Royal Agricultural University, Cirencester).
ED026 <u>5.3.2</u>	ESSO Pipeline Investment Fund (Wetland works)	See 17 th October 2024 CMC report.	n/a	Removed in April 2025
HWB074 <u>5.8</u>	Review emergency flood plan	See 10 th April 2025 CMC report		Removed in October 2025 Review completed and expired stock disposed of.
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 1,424tCO ₂ e. 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

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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.

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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	<u>Corporate Management Committee, 25th May 2023</u> <u>Corporate Management Committee, 22nd February 2024</u> <u>Full Council, 29th February 2024</u>	Removed in October 2024 The Climate Change Action Plan formally adopted by the Council on 29 th February.

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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.
CC061 <u>7.11</u>	Production of a Sustainable Fleet Management Strategy (SFMS)	<p>The SFMS sets out to provide an environmentally sustainable operational fleet which delivers safe, reliable services to the community and was affordable to the Council,</p> <p>One of the three guiding objectives is around the reduction of harmful green house gases and other local pollutants from the Council's fleet.</p>	Environment and Sustainability Committee, 7th March 2024 Corporate Management Committee, 21st March 2024	<p>Removed in April 2025.</p> <p>Work on the development of this strategy commenced in October 2023. Led by the Climate Change Team working collaboratively with a range of Service Areas. The strategy was endorsed by the Environment and Sustainability Committee on 7th March. Also endorsed at Corporate Management Committee on 21st March and adopted at Full Council on 25th April.</p>
CEX010 <u>7.1, 7.1.2 and 7.3.2</u>	Production of 2022/23 carbon emissions report	This set out the Council carbon emissions for the 2022/23 financial year.	Corporate Management Committee, 18th April 2024	<p>Removed in April 2025.</p> <p>This report was completed and discussed at Corporate Management Committee in April 2024.</p>

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<p>CC003</p> <p><u>8.2, 8.2.2, 4.6.5</u></p>	<p>GBGW 2024</p>	<p>This an annual celebration of local climate change action where local communities run a range of events as part of Local Green Weeks to celebrate how communities are taking action to tackle climate change and protect green spaces</p>	<p><u>Corporate Management Committee, 14th September 2023</u></p> <p><u>Corporate Management Committee, 26th September 2024</u></p>	<p>Removed in April 2025.</p> <p>Great Big Green Week 2024 took place across Runnymede between 8th and 15th June. Through collaboration with local groups, more than 50 events were organised in the borough, from nature walks to library talks, litter picks to book swaps. Full details of all the events that were organised and evaluation of these can be found in the report taken to Corporate Management Committee on 26th September 2024.</p> <p>The Council organised the 'Our Beautiful Borough' photography competition, which received 72 photos from 31 entrants, with the winning photos in each of the two categories printed, mounted, and displayed at the Civic Centre with the photographers visiting for a mayoral meet and greet and to sign their entries in-situ. £3000 was made available through the Council's Youth Development Fund for Brickies club environmental workshops in schools. 6 schools were involved in this initiative and the workshops were delivered to 531 students between Year 1 and Year 6. From the evaluation, all respondents rated the workshops as 5-star and all 'Strongly Agreed' that they would like to take part in this initiative again in the future.</p> <p>Council staff were engaged in the week through a one-hour gardening event at Victory Park and clothes donation day at the Civic Centre on Wednesday 12th June. 17 staff members attended the gardening event, and 84kg of clothes were donated and recycled from the Civic Centre. Consequently, the establishment of a staff gardening club and introduction of regularly clothes donations at the Civic Centre are being explored by relevant officers.</p>
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CEX010 7.1/7.1.2/7.3.2	Production of 2023/24 carbon emissions report	This report sets out the Council carbon emissions for the 2023/24 financial year.	Corporate Management Committee 17th October 2024	Removed in October 2025 The 2023/24 emissions report was presented at CMC on 17 th October 2024
	RBC Climate and Nature Bill motion	The Climate and Nature Bill, a private member's (ballot) bill currently passing through the House of Commons aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was a goal agreed to at COP15, via the Kunming-Montreal Global Biodiversity Framework (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015)	Full Council 2025 - minutes Environment and Sustainability Committee January 2025	Removed in October 2025 At Full Council in February 2025, Runnymede Borough Council resolved to: <ol style="list-style-type: none"> 1. Support the Climate and Nature Bill; 2. Request that officers submit a report to the Environment and Sustainability Committee considering the feasibility of devising a Biodiversity baseline for the Borough of Runnymede, as well as setting out how the Council will visibly and measurably enhance biodiversity in Runnymede by 2030 (to fall within the remit of the CCMWP for initial consideration) 3. Inform local residents, and inform local press/media, of our motion, via the means set out in the accompanying paper; 4. Write to Dr Ben Spencer MP and Jack Rankin MP to inform them that our motion has been passed, urging them to support the Bill; 5. Write to Zero Hour, the organisers of the cross-party campaign for the Bill, expressing our official support (councils@zerohour.uk); and 6. Offer all co/group leaders the opportunity to sign the letters mentioned in 4 and 5 above. Actions 1,3,4,5 and 6 have now been completed by officers within Democratic Services Team, the Communication's Team, and Legal Services. In relation to Action 2 – please see Community Services section below.

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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

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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.
CC024 <u>4.5</u>	Improving availability and use of recycling facilities in Council's operational non-residential buildings.	Officers are working to ensure the Council's operational non-residential buildings and facilities have full recycling services, including food waste, with clear communications in place to ensure they are well used.		Removed April 2025: In March 2024, food waste recycling was introduced at the Civic Centre. Staff notified by the internal e news, and signage has been placed in the Tea Points with information on what can be recycled.

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AR011 <u>1.5, 1.5.4</u>	Operational Assets Conditions Surveys and Mechanical and Electrical condition surveys	These surveys will be carried out across the whole of the operational estate both in respect of our building fabric and the mechanical and electrical plant which make up our unique portfolio. This survey work will help provide a better understanding of where adaptations are required across our estate, including those which will help us work towards our 2030 net zero carbon target.	Corporate Management Committee, November 2023	<p>Removed in October 2025</p> <p>Officers are in the process of completing the contract documentation for the new FM Provider who will act as a principal contractor. The contract was signed on 28.3.24. The condition surveys have been instructed and will commence as soon as the contract is signed. The outcome of these surveys evidencing cost and liability along with where appropriate sustainable measures could be directed for the asset base will be reported to Committee in the Autumn</p> <p>Condition surveys are completed and a review is underway assessing essential items to ensure compliant, fit for purpose operational estate. Further report to committee with regard to budget requirement will be produced imminently. STATUS UPDATE: this project has been completed. Full Council agreed revenue spend for 5 years to implement necessary works to bring our operational estate where possible to achieve net zero where economically viable.</p>
Community Services				
HWB003	NEW Digitisation of telecare services – equipment	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.		Removed April 2025. Arrangements for recycling of electrical items in place with environmental services

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	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>

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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.

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n/a <u>n/a</u>	Hardware Refresh for Councillors	<p>Committee approval was given in July 2023 to begin procurement and rollout of replacement IT devices for Councillors in early 2024. This would allow new devices to be deployed following the May 2024 elections. Committee approval was also given to extend the replacement cycle for councillor IT devices from four years to a minimum of six years. Devices may be replaced sooner if they are lost, stolen, or beyond economic repair.</p> <p>The committee report considers in detail environmental considerations associated with the roll out.</p>	13th July Corporate Management Committee	<p>Removed April 2025</p> <p>Devices delivered, initial build of software completed. Awaiting details of elections, induction booked for 11 May 24 for hand out of devices and IT induction, to encourage Cllrs to go paperless. Completed 30/06/2024</p>
n/a <u>7.8</u>	Reviewing multifunctional devices	Rationalise the number of printers and create more email forms. Collaboration with housing department to save paper.		<p>Removed in October 2025.</p> <p>Completed March 2025. Expected to achieve an 80% reduction in energy usage equating to 8.8tonnes CO2e.</p>
Environmental Services				
n/a <u>n/a</u>	Grounds Maintenance (procurement of equipment)	See September 14 th 2023 CMC report		<p>Removed in April 2024</p> <p>As part of this wider project, some lithium-ion powered equipment has been procured to support the new in house grounds maintenance team.</p>

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CC030 <u>7.11/7.11.1</u>	HVO review	The switch is dependent upon a new fuel tank and fuel management system being purchased for the depot. The cost of the switch to HVO fuel (£100k revenue growth for additional cost of HVO fuel) was approved as part of the budget in February 2023.	Environment and Sustainability Committee, 7th March 2024	<p>Removed in April 2025. Council fleet is now operating on 100% HVO. If price remains as is, we expect to remain with 100% HVO.</p> <p>HVO has become the preferred fuel choice for the Council's fleet from the 2024/25 FY. In terms of emissions reductions possible through use of HVO, based on the fuel usage for the 2023 calendar year and the 2023 emission conversion factors from the Department for Energy Security and Net Zero (DESNZ), it is estimated that a 100% transition to HVO could result in a greenhouse gas emissions saving of up to 648 tonnes of CO2e per year. Taken against the 657 tCO2e generated by the diesel fuel use, this represents a significant potential reduction in emissions (98.6%).</p> <p>Refurbishment of the existing fuel tank and installation of the fuel management system was completed in early April 2024.</p>
Financial Services				
n/a <u>n/a</u>	Hybrid Mail	See September 14 th 2023 CMC report		<p>Removed in April 2024</p> <p>The use of hybrid mail for sundry debtors has been in use since 2021. Paper reduction-see covering report for more information in this regard.</p>
n/a <u>n/a</u>	Changing existing practices	See September 14 th 2023 CMC report		<p>Removed in April 2024</p> <p>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. See covering report for more details in terms of how the Council's paper use is reducing and the knock on impact for carbon savings.</p>

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F006/ OD047 <u>7.8/7.8.1</u>	Joint HR/Payroll System Initiative	See 17 th October CMC report		Removed in April 2025 This Grade A corporate project commenced in May 2023 and was completed in April 2024. It will assist in reducing the Council's paper use. See covering report for more details in terms of how the Council's paper use is reducing and the knock on impact for carbon savings.
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
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%.

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OD047	Rollout of new HR and Payroll System	See 17 th October 2024 CMC report		Removed in April 2025 This Grade A corporate project completed in April 2024 and will assist in reducing the Council's paper use. See covering report for more details in terms of how the Council's paper use is reducing and the knock on impact for carbon savings.
7.12	NEW ENTRY Bike to Work Scheme	See 17 th October CMC report	n/a	Removed in April 2025 The latest Bike to Work Scheme closed on 30 th September. During this window 2 expressions of interest were received. Research by the University of Oxford which observed the trips of 4000 people over a 2 year period found that swapping just one trip per day from driving to cycling for 200 days of the year would save half a tonne of carbon dioxide over the course of a year.
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.

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n/a <u>1.2.1</u>	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>	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).

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ED006	Runnymede Business Awards 2024	See 17 th October 2024 CMC report		Removed in April 2025 Included a Sustainability Award for the second year running
CC065 <u>1.1/ 1.1.4</u>	Production of Net Zero Toolkit for Runnymede	See 17 th October 2024 CMC report	<u>Corporate Management Committee, 21st March 2024</u>	Removed in April 2025. Final toolkit adopted at March CMC and published on the Council's website.
CC066 <u>1.1/ 1.1.3</u>	Climate Change Planning Guidance	It was agreed at 28 th June 2023 Planning Committee that details of new/revised climate change planning guidance that could be adopted by the Council in the interim period whilst the new Plan Making system is awaited would be provided to the Planning Committee this Autumn.	<u>Planning Committee, 25th October 2023</u> <u>Planning Committee, 29th May 2024</u> <u>Planning Committee 25th September 2024</u>	Removed in October 2025. The Energy & Climate Change Mitigation Supplementary Planning Document was adopted at the Planning Committee meeting of 25 th September 2024 and was implemented on 3 rd October 2024.
CC069 6.5	Sustainable Markets Guidance	Introduce a sustainability accreditation scheme for market stall holders. Stall holders would be accredited following assessment of their practices against a set of criteria around the themes of climate change and sustainability action, demonstrating their commitment to these.		Removed in October 2025. A guidance note has been produced with advice for stallholders on how to run more sustainable markets. This guidance has been provided to the market operator in Runnymede who is reviewing the document and will decide how to take this initiative forward. It is also being added to the Council website in a suitable location.