

APPENDIX A

About the action plan	This action plan is a living document and should be updated at least annually, but ideally quarterly , by the WHBC officers or more frequently if necessary. Responsibility for maintenance of this action plan sits with the Climate Change Officer, who will keep a Master version. This page provides guidance to those using the action plan. Some of the functionality in this spreadsheet relies on macros , so it is important to enable macros in order for it to work properly.
Action	Give a description of the action. When adding new actions keep in mind the SMART principles, i.e. actions should be Specific, Measurable, Achievable, Realistic and Time-bound. Avoid vague actions where it is unclear whether or not the action has been achieved.
Theme/impact area	What area of climate action is being targetted
Responsible Officer	Enter the name of the person who is responsible for making sure this action gets completed. Only enter one name in this column per action. If two people are assigned to the same action it creates ambiguity ("I thought you were doing it!), and there is a greater risk tha the action won't get done. If the action requires cooperation between two or more people or departments, that's fine, but still just assign the action to one of them. It is the assigned person's responsibility to reach out to the others that need to be involved and liaise with them as appropriate. This also makes filtering the list to find your own actions easier.
Job Title	Enter the Job Title of the Responsible officer in this column. When someone leaves the organisation you can easily see which job function should pick up the action. Plus in published versions of the action plan it keeps some anonymity for local authority officers.
Status	Choose the status of the action from the following options: - Not started (nothing done yet - this is ok, perhaps nothing needs to be done yet) - In progress (done something but there is more to do) - Complete (use this for discrete, finite actions that have definitely been completed and evidence is available to show it has been completed) - Ongoing (use this for actions that have been done but have a due date of "Continuous" to show that the action will reoccur).
Level of control	Choose from one of the following options: - Control (the action is fully within the Council's control, they can make it happen without other stakeholders) - Influence (the action can be partially completed by the Council, but requires cooperation of another stakeholder, or; the Council cannot complete the action tehmselves but can significantly influence the outcome). - Support (the Council can only support the activities of another stakeholder). - Lobby (the Council making its position/opinion known to other stakeholders e.g. National Government, other Associations etc.)
Carbon Reduction impact	Choose from one of the following options: - Low (the action does not save any carbon directly but may lead to future carbon savings, or; the action is likely to save less than 1 tonne of carbon per year, or; the action may help others to make savings or be good for the environment in another way). - Medium (the action directly saves between 1 and 25 tonnes of carbon per year, or; the action leads to a large number of people saving a small amount of carbon each) - High (the action directly saves more than 25 tonnes of carbon per year, or; the action leads to a large number of people saving a large amount of carbon each. 25 tonnes has been chosen as the limit for a medium level of carbon savings because this represents 1% of WHBC's 2019/20 baseline carbon footprint.
Co-benefits	Many actions that are taken to reduce carbon emissions result in other benefits. The main ones are: - Improvements to the health & wellbeing of staff or people who live and wrk in Welwyn Hatfield - Boosts to the local economy e.g. through creating more local jobs, saving people money so they have more disposable income to spend locally etc. - Improvements to the levels of biodiversity in the area through protecting or creating natural habitats - Improvements to social equity by making sure that those most affected by climate change can cope just as easily as those that are less affected - Opportunities to educate & upskill the workforce, the public, people who live and work in the area. - Build resilience to adapt to the impacts of cliamte change Put an x in each column that applies to automatically colour code the actions.
Monitoring	In this column state how you will verify that the action has been completed? What evidence would you show to a third party to show that you have done what you said you would?
Action Type	Choose from the following - Tangible - the action is measurable Enabling - the action focuses on a behaviour that is less measurable but will still have a positive impact
Net Zero Target	Is the action in relation to council target of 2030 of boroughwide taget of 2050 or both

Ref	Theme/Impact Area	Action	Action owner	Status	Carbon reduction Impact	Priority	Action type	Level of control	Net Zero target; Council Borough Both	Health & Wellbeing	Economy	Biodiversity	Social Equality	Resilience	Education & Skills
1	Funding	Obtain approval from SLT & CC Member Sub-Group for £150,000 spend on climate change mitigation & adaptation actions for financial years 2020/21, 2021/22 & 2022/23	Service Manager (b/repairs & C/change)	Complete	High	High	Enabling	Control	Both						
2	Funding	Determine budget for climate action in future years and obtain approval from SLT	Service Manager (b/repairs & C/change)	Ongoing	High	High	Tangible	Control	Both						
3	Funding	Carry out a financial mapping exercise to identify opportunities to raise additional funds for decarbonisation projects e.g. what grants or loans are available?	Climate Change Officer	Ongoing	Low	Medium	Enabling	Control	Both						
4	Funding	Identify and engage with community groups and other stakeholders who may be able to access funding for decarbonisation projects that is unavailable to local authorities	Climate Change Officer	Ongoing	Low	Medium	Enabling	Control	Both						
5	Funding	Seek and promote schemes around the borough such as Home Upgrade Grant (HUG2), Solar together, ECO flex 4/BGIS, BHH	Climate Change Officer	In progress	High	High	Tangible	Influence	Borough						
6	Governance	Publish Climate Change Risk Assessment assessing in detail anticipated local impacts (heat, drought, flooding etc) to understand what adaptation measures are needed.	Climate Change Officer	Complete	Low	High	Tangible	Control	N/A						
7	Governance	Ensure climate change risks identified in the CCRA are monitored within current risk management process and develop mechanism to ensure actions designed to build climate resilience can progress	Climate Change Officer and Health & Safety and Resilience Manager	In progress	Low	High	Tangible	Control	N/A						
8	Governance	Develop an Extreme Weather Plan for both hot and cold weather scenarios	Service Director (Residents & Neighbourhoods)	In progress	Low	High	Tangible	Control	N/A						
9	Governance	Ensure that all committee reports include section on climate change implications	Risk & Resilience Manager	Complete	Medium	High	Tangible	Control	Both						
10	Governance	Identify joint work programmes with the other district councils in Hertfordshire, Herts County Council and Herts LEP via involvement in the Herts Climate Change and Sustainability Partnership	Climate Change Officer	Ongoing	High	Medium	Enabling	Influence	Both						
11	Governance	Webcast all committee meetings	Service Manager (b/repairs & C/change)	Complete	Low	Low	Tangible	Control	N/A						
12	Engagement	Carry out 6 workshops with local businesses, community groups and landlords on how to effectively support decarbonisation.	Economic Development Officer	Complete	Medium	Medium	Tangible	Control	Borough						
13	Engagement	Develop a clear communications strategy that includes social media engagement, case study examples, leaflets and posters highlighting the work the council is doing, why it matters and how residents can contribute. Explain impacts of climate change and influence behaviours on a variety of aspects which will lead to positive impacts on climate change.	Communications & Marketing Manager	In progress	Medium	High	Tangible	Control	Borough						
14	Engagement	Review 'nudge' behaviour theory and use it to identify opportunities to facilitate behaviour change such as publicising walk/cycle to school days.	Climate Change Officer	Ongoing	Low	Medium	Enabling	Control	Borough						
15	Engagement	Add a 'latest news' feature to the climate change section of the website. Publish a quarterly summary on 'One Welwyn Hatfield' website on achieved climate change action. To include at least 2 social media posts per month	Communications & Marketing Manager	Ongoing	Low	Medium	Tangible	Control	Borough						
16	Engagement	Add links to carbon and water footprint calculators that residents can use to calculate their own emissions to council website	Communications & Marketing Manager	Complete	Low	Medium	Tangible	Control	Borough						
17	Engagement	Promote public transport, walking and cycling as alternative to driving through public engagement and internally	Communications & Marketing Manager	Ongoing	Medium	Medium	Enabling	Control	Borough						
18	Engagement	Develop and implement on and offline mechanisms through which residents, businesses and stakeholders can be involved in the progress and delivery of the CAP.	Communications & Marketing Manager	In progress	Medium	Medium	Tangible	Control	Both						
19	Engagement	Work with partners in education to develop climate education opportunities in schools such as events, workshops, upskilling teachers or activities like school allotments or forest gardens.	Climate Change Officer	Ongoing	Medium	Medium	Enabling	Influence	Borough						
20	Engagement	Work with partners to develop climate education opportunities in non-education facilities such as adults in work, adults out of work, carers and senior people.	Climate Change Officer	Not started	Medium	Medium	Enabling	Influence	Borough						
21	Engagement	Identify how the training will happen including who will provide the training, the creation of green apprenticeships, partnerships with Local Enterprise Partnerships, SMEs, schools, colleges, universities, job centres etc., upskilling education providers and careers services in identifying future employment trends and opportunities and incentivise re-training.	Climate Change Officer	Not started	Medium	Medium	Enabling	Influence	Borough						
22	Engagement	Help 30 businesses to improve the energy efficiency of their premises through participating in the Eastern New Energy Project	Economic Development Officer	Complete	Medium	Medium	Tangible	Influence	Borough						
23	Engagement	WENTA programme. To assist up to 100 businesses receiving gold standard advice on carbon footprinting and carbon reduction advice.	Economic Development Officer	In progress	Medium	Medium	Tangible	Support	Borough						

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24	Biodiversity	Develop local plan policies that: protect the countryside, open spaces, parks and green spaces; enhances the borough's critical environmental assets; creates and enhances green infrastructure links across the borough; protects and enhances ecological networks and biodiversity assets.	Assistant Director (Planning)	Ongoing	High	High	Tangible	Control	Both						
25	Biodiversity	Purchase ecological advice from Herts CC to inform Local Plan policies and planning decisions	Assistant Director (Planning)	Ongoing	Medium	Medium	Tangible	Control	Both						
26	Biodiversity	Maintain up-to-date Tree Strategy to guide management of woodlands and street trees	Landscape and Ecology Manager	Ongoing	Medium	High	Tangible	Control	Both						
27	Biodiversity	Ensure that tree Officers attend Herts Tree Health Network to learn, monitor, report and take action on pests and diseases related to tree health	Landscape and Ecology Manager	Ongoing	Low	Medium	Tangible	Control	Both						
28	Biodiversity	Plant and maintain flowers in key town centre locations	Environment Services Manager	Ongoing	Low	Low	Tangible	Control	Both						
29	Biodiversity	Plant and maintain wildflower meadows along key roads	Environment Services Manager	Ongoing	Low	Low	Tangible	Control	Both						
30	Biodiversity	Manage and let WHBC stock of allotment plots	Landscape and Ecology Manager	Ongoing	Low	Low	Tangible	Control	Both						
31	Biodiversity	Contribute to HCSP biodiversity baseline study	Assistant Director (Planning)	Complete	Low	High	Tangible	Influence	Both						
32	Biodiversity	Contribute to preparation of Herts Green Infrastructure Strategy	Assistant Director (Planning)	Complete	High	Low	Tangible	Influence	Both						
33	Biodiversity	Plant 300 street trees (of appropriate species and in appropriate locations) per year until WHBC	Landscape and Ecology Manager	Complete	Medium	Medium	Tangible	Control	Both						
34	Biodiversity	Explore merits of purchasing of land for new tree planting on land not owned by council for enhanced tree planting	Estates and Landscape and Ecology Manager	Not started	High	High	Tangible	Control	Both						
35	Biodiversity	Maintain up to date management plans for the borough's largest woodlands and open spaces	Landscape and Ecology Manager	Ongoing	Medium	Medium	Tangible	Control	Both						
36	Biodiversity	Work with local volunteer groups to better manage woodlands, trees, and open spaces	Landscape and Ecology Manager	Ongoing	Low	Low	Enabling	Influence	Both						
37	Biodiversity	Implement biodiversity net gain policy	Assistant Director (Planning)	Ongoing	High	High	Tangible	Control	Both						
38	Biodiversity	Explore opportunities for additional tree planting around the borough	Landscape and Ecology Manager	In progress	High	Medium	Enabling	Control	Both						
39	Planning	Develop local plan policies that support sustainable design and construction principles	Assistant Director (Planning)	Complete	Medium	High	Tangible	Control	Both						
40	Planning	Develop local plan policies that support the achievement of BREEAM Excellent standard for new non-residential buildings	Assistant Director (Planning)	Complete	Medium	High	Tangible	Control	Borough						
41	Planning	Carry out a sustainability appraisal and habitats assessment of the submitted local plan.	Assistant Director (Planning)	Complete	Medium	High	Tangible	Control	Both						
42	Planning	Carry out a viability assessment of the policies in the local plan to ensure that they are not prohibitively expensive for developers	Assistant Director (Planning)	Complete	Low	High	Tangible	Control	Borough						
43	Planning	Creation of a sustainability SPD - To ensure that all future planning applications are scrutinised and encouraged to go beyond minimum standards to improve their long term sustainability, reduce embodied and operational carbon footprint and increase resilience to the impacts of climate change.	Assistant Director (Planning)	Ongoing	High	High	Tangible	Control	Both						
44	Planning	Develop Local Plan policies that prevent development from having unacceptable impacts on the environment and human health	Assistant Director (Planning)	Complete	Medium	High	Tangible	Control	Borough						
45	Transport	Continue to work with Herts County Council to implement policies in Local Transport Plan and other transport plans	Assistant Director (Planning)	Ongoing	Medium	Low	Enabling	Influence	Borough						
46	Transport	Ensure Local Plan policies include provision for pedestrians, cyclists, public transport and electric vehicles	Assistant Director (Planning)	Complete	Medium	High	Tangible	Control	Borough						
47	Transport	Carry out a new staff travel survey and produce an up-to-date Staff Travel Plan, and moving forward it should be updated every three years.	Climate Change Officer	Complete	Low	Medium	Tangible	Control	Council						
48	Transport	Support the A414 Group to investigate the merits of mass rapid transit options	Assistant Director (Planning)	Complete	Medium	Low	Enabling	Support	Borough						
49	Transport	Support the Intalink Partnership to encourage greater bus patronage	Senior Projects Officer (Planning)	Complete	Medium	Low	Enabling	Support	Borough						
50	Transport	Apply for Government funding for new electric vehicle charge points in council-owned car parks as and when funding is available	Parking and Playground Services Manager	Ongoing	Medium	Medium	Tangible	Control	Both						
51	Transport	Support the Living Lab project to trial electric and driverless vehicles in Hatfield business park	Senior Projects Officer (Planning)	Ongoing	Low	Low	Enabling	Support	Borough						
52	Transport	Review car parking charges as part of budget setting process with a view to generating a budget to invest in new green transport options.	Parking and Playground Services Manager	Complete	Low	Low	Enabling	Control	Borough						
53	Transport	Work with Herts County Council to prepare Walking and Cycling Improvement Plan for Welwyn Garden City and Hatfield	Senior Projects Officer (Planning)	Complete	Medium	Medium	Enabling	Control	Borough						
54	Transport	Approve and publish Local Plan and Local Transport Plan policies that facilitate a significant uptake in cycling by improving safety, travel routes and storage facilities.	Senior Projects Officer (Planning)	In progress	Medium	Medium	Tangible	Control	Borough						
55	Transport	Explore the possibility of replacing general vehicles with electric vehicles (community buses now contracted out to 'Communities first')	Service Director (Residents & Neighbourhoods)	In progress	High	High	Tangible	Control	Borough						
56	Transport	Commission a study to determine the most suitable locations for public EV charge point infrastructure	Parking and Playground Services Manager	In progress	Medium	Medium	Tangible	Control	Borough						

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57	Energy - domestic	Make it council policy to take a 'fabric first' approach to council house retrofit	Service Manager (Investment P/Delivery)	Complete	High	Medium	Tangible	Control	Both						
58	Energy - domestic	Review opportunities to improve levels of insulation in council buildings	Service Manager (b/repairs & C/change)	Ongoing	High	Medium	Tangible	Control	Both						
59	Energy - domestic	Bid to Government's Green Homes Grant to improve EPC rating of 32 council houses	Housing	Complete	Medium	Medium	Tangible	Control	Borough						
60	Energy - domestic	Commission a study to investigate the magnitude of carbon emissions from council housing stock	Climate Change Officer	Not started	High	Medium	Tangible	Control	Both						
61	Energy - domestic	Ludwick Way & Commons - 10 family homes, air source heat pumps, solar panels , water saving systems e.g toilet cistern , fabric first approach , EV charging points	Housing & Development Strategy Services Manager	Complete	Medium	Medium	Tangible	Control	Borough						
62	Energy - domestic	Howlands House and Burfield Close temporary accommodation schemes , 116 homes , which will include , air source heat pumps , solar panels, water saving devices , fabric first approach , mechanical ventilation and heat recovery , EV car sharing points	Housing & Development Strategy Services Manager	In progress	Medium	High	Tangible	Control	Borough						
63	Energy - domestic	Review of all financial appraisals for the inclusion of green technologies in all new builds	Housing & Development Strategy Services Manager	Complete	Medium	Medium	Tangible	Control	Both						
64	Energy - domestic	Include Climate Change agenda in the affordable homes design brief and set out design standards including Future Homes Standard and incorporating uplift in Building Regulations	Housing & Development Strategy Services Manager	In progress	Medium	Medium	Tangible	Control	Both						
65	Energy - domestic	Stock condition surveys Develop a programme of retrofit assessments across housing stock which will help identify decarbonisation and energy efficiency measures required on our lowest performing homes.	Building Services Manager	In progress	High	High	Tangible	Control	Both						
66	Energy - domestic	Retrofit programme (SHDF) Implement the energy efficiency measures identified by the investment grade energy audits of council owned social housing (in action 67) in line with MEES	Project manager (SHDF)	In progress	High	High	Tangible	Control	Both						
67	Energy - domestic	Upgrade communal lighting to LED movement detection lighting in all 560 council housing blocks	Repairs service manager	In progress	High	High	Tangible	Control	Both						
68	Water	Ensure that Local Plan policies state that new homes must achieve water consumption of 110 litres per person per day	Assistant Director (Planning)	Complete	Low	Medium	Tangible	Control	Both						
69	Water	Ensure that Local Plan policies state that development should consider flood risk and surface water management	Assistant Director (Planning)	Complete	Low	Low	Tangible	Control	N/A						
70	Water	Commission a study to investigate ways of reducing water consumption in council owned and operated commercial buildings	Senior Building Surveyor	Complete	Low	Medium	Tangible	Control	Council						
71	Water	Implement actions to reduce water consumption in council owned and operated commercial buildings based on the outcome of the investigation	Senior Building Surveyor	Complete	Low	Low	Tangible	Control	Council						
72	Water	Work with partners to install water saving devices into social and privately owned homes	Neighbourhood & Enforcement Manager	Ongoing	Low	Low	Tangible	Control	Borough						
73	Waste	Examine data from North and East Herts District Councils' consultation with residents on residual waste collection and use it to inform WHBC's decision on moving to less frequent collections at the end of the current waste contract	Environment Services Manager	In progress	Low	Low	Enabling	Control	Borough						
74	Waste	Ensure that guidance on household waste collections is available and clearly signposted on WHBC website	Environment Services Manager	Complete	Medium	Medium	Tangible	Control	Borough						
75	Waste	Install recycling bins throughout council offices	Senior Building Surveyor	Complete	Low	Low	Tangible	Control	Council						
76	Waste	Phase out the use of disposable cups in council facilities	Senior Building Surveyor	In progress	Low	Low	Tangible	Control	Council						
77	Waste	Ensure that councillors use tablets and officers use laptops for all council meetings rather than printed papers	Governance Services Manager	Complete	Low	Low	Tangible	Control	Council						
78	Waste	Ensure that council target to recycle 53% of household waste is being met for 2024/25	Environment Services Manager	Ongoing	Medium	Medium	Tangible	Influence	Borough						
79	Waste	Support Herts Waste Partnership Waste Aware Group by promoting its campaigns	Environment Services Manager	Ongoing	Low	Medium	Tangible	Support	Borough						
80	Waste	Attend 6 events per year at schools and other educational providers to promote WHBC waste initiatives	Environment Services Manager	Ongoing	Medium	Medium	Tangible	Control	Borough						
81	Waste	Review increasing the recycling rate of the borough to at least 55% by 2026 and achieve the government target of 65% by 2036.	Environment Services Manager	Ongoing	Low	Low	Enabling	Control	Borough						
82	Waste	Review the options for alternative fuels (HVO) to be used in refuse collection and cleansing vehicles used by the council contractor Urbaser	Environment Services Manager	In progress	Medium	High	Tangible	Control	Borough						
83	Energy - commercial	Ensure that New Hatfield Commons multi-storey car park includes low energy features and 8 electric vehicle charge points	Development Manager	Complete	High	High	Tangible	Control	Both						
84	Energy - commercial	Bid into Public Sector Decarbonisation Scheme 1 to replace gas boilers with air/water source heat pumps and install solar panels at Campus East, Campus West and Hatfield Swim Centre to reduce the carbon footprint.	Service Manager (b/repairs & C/change)	Complete	High	High	Tangible	Control	Council						
85	Energy - commercial	Energy audits of council owned commercial buildings and development of work plan to make improvements according to findings in line with MEES	Service Manager (b/repairs & C/change)	Ongoing	High	High	Tangible	Control	Council						

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86	Energy - commercial	Investigate the opportunities for battery storage as a means of shifting demand away from peak times in council owned buildings	Service Manager (b/repairs & C/change)	Not started	Medium	Medium	Tangible	Control	Council						
87	Energy - commercial	Consider the various options for financing the energy efficiency measures identified by the investment grade audits and choose the most appropriate financing option (e.g. self-fund, energy performance contract, energy-efficiency-as-a-service, green loan etc) for WHBC	Climate Change Officer	Ongoing	High	Medium	Tangible	Control	Council						
88	Energy - commercial	Commission a study on how WHBC will decarbonise heat from their building stock e.g. via waste heat recovery, heat networks, district heating, large scale heat pumps, biomass etc.	Service Manager (b/repairs & C/change)	In progress	High	High	Enabling	Control	Council						
89	Energy - commercial	Implement an environmental management system (ISO 50001)	Service Manager (b/repairs & C/change)	In progress	High	Medium	Tangible	Control	Council						
90	Internal	Calculate the council's own carbon emissions (Scopes 1, 2, and 3) at least annually to check if emissions are being reduced Calculate borough wide emissions	Climate Change Officer	Ongoing	Low	High	Tangible	Control	Council						
91	Internal	Investigate the most suitable carbon removal offsetting options	Service Manager (b/repairs & C/change)	Ongoing	Low	High	Tangible	Control	Both						
92	Internal	Implement agile working arrangements for most WHBC staff	Executive Director (Finance & Transformation)	Complete	Medium	High	Tangible	Control	Council						
93	Internal	Promote internal sustainable behaviour; push green staff incentives, use of EV and e pool bikes and add sustainability chapter in teams' charters, staff sustainability champion	Climate Change Officer	Ongoing	Low	Low	Tangible	Influence	Council						
94	Internal	Provide carbon literacy training for all councillors	Climate Change Officer	In progress	Low	Medium	Tangible	Control	Council						
95	Internal	Roll out carbon literacy training to all local authority staff (minimum FTE 50%)	Climate Change Officer	Not started	Medium	Medium	Tangible	Control	Council						
96	Internal	Create a Climate Change Strategy / Transition to Net Zero Document	Climate Change Officer	In progress	Low	Medium	Tangible	Control	Both						
97	Procurement	Develop a Sustainable Procurement Strategy that ensures that social, economic, environmental and climate change issues are considered in all procurements, and assesses suppliers carbon management and reporting practises	Procurement Manager	Complete	Medium	High	Tangible	Control	Council						
98	Procurement	Include sustainability and carbon reduction requirements as part of the assessment criteria for all procurements	Procurement Manager	Ongoing	Medium	High	Tangible	Control	Council						
99	Air quality	Meet national air quality objectives and air quality standards regulation Monitor AQ around the borough and engage with residents around AQ issues	Env Health Technical Officer	In progress	Low	Low	Tangible	Control	Both						
100	HCCSP actions	Complete relevant actions in all 6 HCCSP Action Plans (carbon, adaptation, biodiversity, behavioural change, water, transport)	Climate Change Officer	Ongoing	Low	Medium	Tangible	Control	Both						

All actions are measured through SMART targets