

10 June 2020

## NOTICE OF MEETING

### **POLICY AND PERFORMANCE SCRUTINY PANEL**

*will meet on*

**Thursday, 18 June 2020**

*beginning at*

**6:45 pm**

**PLEASE NOTE: this will be a 'virtual meeting'. The meeting can be viewed here: <https://bit.ly/37h9Zt2>**

**TO:** Councillor Richard Gomer (Chair)  
Councillor Malcolm Cross (Vice-Chair)  
Councillor Janice Asman  
Councillor Alan Broadhurst  
Councillor Nicholas Couldrey  
Councillor Jephthe Doguie  
Councillor James Duguid  
Councillor Judith Grajewski  
Councillor Tim Groves  
Councillor Lucy Jurd  
Councillor David Pragnell  
Councillor Sara Tyson-Payne  
Councillor Gin Tidridge

**CC:** Councillor Keith House Council Leader

**Staff Contacts:** Claire Brown, Case Management Officer; Tel: 023 8068 8498;  
Email: [claire.brown@eastleigh.gov.uk](mailto:claire.brown@eastleigh.gov.uk)

Natalie Wigman, Corporate Director Tel: 023 8068 8405  
Email: [natalie.wigman@eastleigh.gov.uk](mailto:natalie.wigman@eastleigh.gov.uk)

Natalie Wigman  
Corporate Director - Strategy

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**PLEASE NOTE** that any member of the press and public may listen-in to proceedings at this 'virtual' meeting via a weblink which will be publicised on the Council website at least 24hrs before the meeting. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this virtual meeting will be the Councillors concerned, the officers advising the Committee and any participants who have registered in advance to speak. This meeting may be recorded.

## AGENDA

1. Apologies

2. Declarations of Interest

Members are invited to declare interests in relation to items of business on the agenda. Any interests declared will be recorded in the Minutes.

3. Minutes (Pages 5 - 8)

To consider the Minutes of the meeting held on 12 March 2020.

4. Public Participation

Councillors not on Policy and Performance Committee and members of the public can participate during this section of the meeting in the following ways:

- If you are able to participate live (meet the technical requirements) and wish to be present and speak, you will need to notify Democratic Services 4 working days (**Midday Friday 12 June 2020**) before the meeting. Technical and etiquette guides will be provided.
- Alternatively, the public can email a statement to be read out by 'the spokesperson'. Emailed statements will need to be received 2 working days (**Midday Tuesday 16 June 2020**) before the date of the meeting. Democratic Services will confirm receipt of the email and confirm it can be read out.
- The statement (including questions) will be the equivalent of a maximum of three minutes if read out. Please therefore restrict your statement to one side of A4 (12 font). This applies audio/ video recordings also.
- Alternatively a MP4 file will be sent to Democratic Services 4 working days (**Midday Friday 12 June 2020**) before the meeting. This must be accompanied by a written transcript (emailed). In the event that the file does not meet technical requirements the transcript will be read by the spokesperson and shown on the screen.

Please contact us via [democratic.services@eastleigh.gov.uk](mailto:democratic.services@eastleigh.gov.uk)

5. Chair's Report

6. COVID-19 Update (Pages 9 - 24)

7. Scrutiny Action Plan 2020/21 (Pages 25 - 30)

8. Environment and Transport Task and Finish Group (Pages 31 - 36)

9. Climate Change and Environmental Emergency Strategy and Action Plan Update (Pages 37 - 60)

10. Cabinet Forward Plan and Work Planning (Pages 61 - 68)

**DATE OF NEXT MEETING**  
**Monday, 20 July 2020 at 6:45 pm**  
**on the Rooms 11/12/13, Eastleigh House, Upper Market Street, Eastleigh SO50**  
**9YN**

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## POLICY AND PERFORMANCE SCRUTINY PANEL

Thursday, 12 March 2020 (6:45 pm – 7:40 pm)

### PRESENT:

Councillor Gomer (Chair); Councillors Cross, Asman, Couldrey, Doguie, Grajewski, Jurd, Tyson-Payne and Tidridge

Apologies for absence were received from Councillors Broadhurst, Duguid, Groves and Pragnell

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### RESOLVED ITEMS (SUBJECT TO QUESTIONS ONLY)

#### 77. PUBLIC PARTICIPATION

There was no public participation on this occasion.

#### 78. DECLARATIONS OF INTEREST

Councillor Grajewski expressed interest in relation to COVID-19 due to links at Hampshire County Council.

#### 79. MINUTES

**It was AGREED -**

**That the Minutes of the meeting of the Panel held on 6 February 2020 be confirmed and signed by the Chair as a correct record.**

Councillor's advised that the minutes from the meeting held on 30 January 2020 were not yet published on the website.

#### 80. CHAIR'S REPORT

The Chair reported that the COVID-19 pandemic; an email had been circulated from Public Health England which offered advice as well as links to use and follow. Due to this, business continuity plans were more prevalent than before and could be a bigger test for IT systems to ensure smooth running of services at all levels – the question needed to be asked as to how quickly all members can be migrated to 365 in order to be up to date on all systems and have access to Teams. A recovery group had been established which included focus on what was to be put in place after to get things back to normal as efficiently as possible.

81. CORPORATE ACTION PLAN

The Panel considered a report by the Strategic Planning Manager outlining the Council's draft Corporate Action Plan 2020/21.

The Panel welcomed the report and the following key points were noted:

- There were actions in the portfolio plans that has not been completed during the year. It was suggested that a review of the progress of the plan needed to be measured against whether actions were being completed.
- Cabinet members were to be encouraged to play a more challenging role for portfolios along with Officers and Management Team.
- The Nitrate Strategy referenced in the CAP was to be approved at Cabinet in March, and therefore could not fit into the work plan for the Panel, but could come forward for post decision scrutiny.
- The Action Plan needed to include more outcomes, detail how to deliver them and with a specific timeframe.
- The climate change emergency was not reflected in all critical areas of the plan.
- Requested that the same format be used across all action plans for continuity.

**RESOLVED –**

**That the Policy and Performance Scrutiny Panel commented on the attached draft Corporate Action Plan for 2020/21.**

82. FEEDBACK FROM TASK AND FINISH GROUPS

The lead Councillor for each Group reported the following:

Environment

It was proposed that the report come back to the Committee prior to going to Cabinet so that recommendations could be made and reported at the next meeting. The Chair reported that the draft report had been circulated by email for comment.

Councillor Tyson-Payne proposed that the recommendations included in the draft report be moved immediately. The Panel agreed to:

- (1) Note the significant activity within the Environment and Transport Portfolios this year, with respect to the corporate action plan and Climate Emergency Declaration, and thanks portfolio holders and officers for their constructive and positive engagement with the Panel;

- (2) Recommend to Cabinet that the governance arrangements around the Climate Change Action Plan be finalised;
- (3) Adopt a regular item in the work plan to scrutinise implementation of, and changes to, the Climate Change Action Plan;
- (4) Recommend to Cabinet the preparation and adoption of an extended Air Quality Action Plan, to include pollutants not covered by the council's statutory air quality obligations, in particular PM2.5 pollution;
- (5) Commend the work to date on carbon impact modelling in reports, and recommend to cabinet that efforts to improve that modelling are continued in earnest;
- (6) Recommend to Cabinet to ensure that carbon emissions and other environmental impacts can be considered, as far as is possible within the National Planning Policy Framework, in planning decisions, possibly through the adoption of an appropriate Supplementary Planning Document;
- (7) Include scrutiny of the Walking and Cycling Strategy, and Public Transport Strategy, in the work plan for 2020/21.

#### Health and Wellbeing

The Wellbeing Project in Hedge End had gone ahead and was to be reviewed in a year to chart challenges and successes. The KPI's for Places Leisure were good. There was a consultative group in place to monitor the progress.

#### 83. SCOPING OF HOUSING TASK AND FINISH GROUP

The Panel received a presentation on the Council's housing programme and areas for policy development.

The Panel agreed to convene a task and finish group to assist with Housing Programme policy development and scrutiny, to focus on the following priorities:

1. Development of policy in the areas of: Green Borough, Climate Change, Health & Wellbeing, Regeneration & Development and Infrastructure.
2. Governance arrangements for Aspect Housing;
3. The congruence of strategic housing programme priorities and overall council aspirations;
4. The number of empty homes in the Borough;
5. "Future proofing" of housing stock and the need to provide housing suitable for residents at all stages of life.

The Housing Working Group were to meet quarterly to monitor the progress. The Chair asked that members consider whether they could commit to being part of the group, and to volunteer later.

84. CABINET FORWARD PLAN

The Panel considered the Forward Plan of Key Decisions. It was noted that:

- Some items had been taken to Cabinet prior to going to Committee to be scrutinised.
- A report was to be carried out with regards to the Corporate Plan and be made available for July's meeting, along with capital review, performance policy, trees and a review of the Constitution.
- An update on complaints was to be given. Although that has been a positive improvement, it was still showing as working outside Service Level Agreement timescales.

**It was AGREED that the report be noted.**

85. POLICY AND PERFORMANCE SCRUTINY PANEL'S WORK PROGRAMME

Panel members considered their Work Programme until March 2021.

The following list of policies were due for renewal next year and should be scrutinised by the Panel in 2020/21:

- Waste Review (due December 2020)
- Community Safety Review (due February 2021)
- Asset Management
- Sport Active
- Equality Policy

**It was AGREED that the Work Programme be noted.**



## CABINET

21 May 2020

### COVID-19 – COUNCIL RESPONSE

#### Report of the Chief Executive & Corporate Directors

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#### Recommendation(s)

It is recommended that Cabinet notes the action taken by the Council in response to the COVID-19 pandemic.

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#### Summary

At the first virtual meeting of Cabinet on 27 April 2020 a report was presented providing Councillors with a summary of the actions that have been taken in response to the COVID-19 pandemic. This report provides a further update to the issues raised in that report.

The Council is committed to ensuring that critical services continue to operate whilst also ensuring the health, safety and well-being of staff, Councillors and residents.

#### Statutory Powers

Section 151 Local Government Act 1972

Coronavirus Act 2020

#### Strategic Implications

1. The Council is committed to ensuring that the work it does makes a real contribution to the Borough's communities and residents' lives. There has been consistency in this regard to how the Council has responded to the COVID-19 outbreak. The health and wellbeing of those who live and work in the Borough, together with staff is the Council's top priority. The Council has continued to work hard to provide as many services as possible while ensuring residents' safety, in line with the latest advice from the government.
2. The Council's Corporate Action Plan for 20/21 was due to be agreed at the 19 March Cabinet. This item has been postponed for review and actions are being reprioritised in light of the Coronavirus pandemic and listing new actions that the Council will be undertaking. A revised Plan will be developed alongside recovery work for the Council and the Borough.

## Introduction

3. On 31 December 2019, the World Health Organisation (WHO) was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan, Hubei Province, China.
4. On 12 January 2020 it was announced that a novel coronavirus had been identified in samples obtained from cases and that initial analysis of virus genetic sequences suggested that this was the cause of the outbreak. This virus is referred to as SARS-CoV-2, and the associated disease as COVID-19.
5. As of 13 May 2020, more than 4.3 million cases have been diagnosed globally, with over 293,000 fatalities. According to the Department of Health and Social Care, as of 9 am on 12 May, 1,406,517 people had been tested in the UK, of whom 226,463 had tested positive. As of 4pm on 13 May, of those tested positive for coronavirus in the UK, 32,692 have died. This figure includes deaths in all settings, not just hospitals.

## COVID-19 Update

6. There have been the following major events and announcements since the 1<sup>st</sup> April 2020.

DATE	EVENT
1 April	Local Resilience Forum Business continuity cell created
10 April	Grayson temporary mortuary site opened at the airport
16 April	Renewal of lockdown for 3 weeks until 7 May 2020
21 April	Testing station at Tipner, Portsmouth opened
5 May	First meeting of Eastleigh Recovery Coordinating Group
5 May	Trials of the NHS contact-tracing app start on the Isle of Wight with the app being made available to healthcare and council workers
10 May	The Prime Minister gave a speech on next steps in relation to the easing of the Lockdown

### ***The Hampshire and Isle of Wight Local Resilience Forum (LRF)***

7. This is a statutory partnership created by the Civil Contingences Act 2004. The purpose of the LRF is to prepare, plan, respond and recover from major incidents within the geographic area. The LRF is chaired by the Chief Constable. In situations such as the COVID-19 virus, a full organisational structure is created. As a Category 1 provider, Eastleigh Borough Council is

an important part of that structure, along with the other district and unitary councils, the two County Councils, blue light services, Environment Agency and the NHS.

8. The Recovery Coordinating Group, chaired by David Williams, Chief Executive Portsmouth City Council, is starting the process to look at how HIOW will recover from this crisis and what steps need to be taken. Natalie Wigman represents the Council on this group.
9. The LRF formed a Business Continuity (BC) cell on 1 April 2020, which will identify and escalate current business continuity issues and also look forward to future BC issues within the context of C-19 Response and Recovery based on BC knowledge, forecasting and experiences of similarly placed authorities.
10. On 10 April 2020 a temporary mortuary facility was established at Southampton Airport to help relieve pressure on hospital and other mortuary facilities across the county. This facility is known as the Grayson site.
11. On 21 April the testing station at Tipner, Portsmouth was opened. This will test over 1000 people per day and is operating 7 days a week. Those eligible for testing are key workers who are symptomatic with signs of infection starting in the previous 3-5 days. Additionally, staff from the NHS and care homes can be tested even if they are not symptomatic.

### ***Council structure***

12. The Council's structure is reflective of the LRF. The overall strategy is to ensure the Council can keep essential services running and continue to provide its services, where practical for residents of the Borough. The work continues to be led by the Strategic Incident Management Team chaired by Natalie Wigman, Corporate Director Strategy and operationally managed by the Tactical group.
13. Originally these groups met daily, however a new working rhythm has been established across the Council with most services being delivered remotely. The frequency of the meetings has been reduced to three times a week with the Tactical Response Team meeting weekly.
14. The Recovery structure has now been established and mirrors that within the Local Resilience Forum and is led by a newly formed Recovery Coordinating Group. (See paragraphs 33-37 below).
15. As work has concentrated on the response to COVID-19, current emergency plans have been adapted to ensure the Council is able to manage successfully should another incident occur in the Borough. The plans which have been updated include the Borough Emergency Control Centre plan, Operation London Bridge (death of a senior member of the Royal family) and the operation of the Prepared Rest Centres.

## Local Response Centre Update

16. The Eastleigh Local Response Centre (LRC) continues to support many residents, 'shielding' them from the virus by helping them to stay at home for 12 weeks. These residents have specific health conditions that make them extremely vulnerable to the virus. The LRC also supports other vulnerable people who want or need to self-isolate, and increasingly residents who are in financial hardship and need to be referred to the Borough's three foodbanks. Tasks of the LRC include food shopping, prescription collection and remote social support. The LRC comprises the Council, One Community, and three community groups that carry out most of the activity 'on the ground': Chandler's Ford Help, Eastleigh Community Aid and King's Community Church. There are also local neighbourhood organisations and town and parish councils who support people in their areas.
17. There are currently an estimated 2,700 people deemed to be 'extremely vulnerable' in Eastleigh borough, about half of whom have registered with the national 'shielding' system and are being supported by friends and family. A further group have registered and have requested the government's centralised food parcels. Around 280 'extremely vulnerable' people have contacted the Council or been referred by Hampshire County Council for local community support from the LRC. The numbers of people deemed 'extremely vulnerable' is gradually increasing as GPs and other NHS bodies identify more vulnerable patients. Hampshire County Council continues to contact these people to check that their needs are being met and referring them for services as appropriate.
18. At the start of May, the LRC organisations had helped over 1,200 residents, with multiple tasks carried out for many of them. There were over 1,200 active volunteers and over 800 inactive volunteers. There are also over 1,600 people in Eastleigh registered as NHS Volunteers; some of these were already volunteering for one of the community groups and subsequently signed up with the national NHS volunteer scheme. Due to the timing of the NHS Volunteers scheme, there has been very little use of these volunteers; at 27 April only 42 referrals had been made to this system (the NHS volunteers in Eastleigh Borough) – a rate that is typical of the rate of referrals nationally.
19. The LRC continues to work with the three foodbanks in the borough, monitoring supply of food and demand (changing numbers of people in need of weekly food parcels). The Council has been successful in assuring the supply of food to foodbanks in the form of donations from shoppers in many of the supermarkets across the Borough. The Council has ensured there are consistent collections of these donations and One Community now operate a food parcel delivery service for Eastleigh Basics Bank so that residents do not need to visit the shop in Wells Place.
20. In the run up to VE Day on 8 May, the Council contacted all the borough's care homes (around 60 venues including residential, nursing and learning difficulties homes) to ask if they needed our support to hold at least a minimal celebration and marking of the event, with soft drinks, savoury and sweet

snacks. The ambition was to ensure that everyone in the borough who wanted to join the nation in this event was able to and those working and living in care homes would feel included. Through the energetic response of the voluntary groups and our own staff, nearly 1,000 residents and staff of around 40 care homes across the borough, were able to join in the national event.

21. The LRC continues to take a proactive approach to identify people who are vulnerable and ensure that the messages about the help available are getting through. As well as a series of written and social media communications, Council staff have also been calling residents to check that they are aware of help available. Over 600 calls have been made and 24 new referrals generated. The calls also serve to remind people that if their existing forms of support fail them (e.g. due to family and friends going back to work) in the future, they are aware that they can get support from the Local Response Centre.

### **Tactical Response Team Update**

22. The Tactical Response Team (TRT) was formed to implement actions passed down from the Strategic Incident Management Team (SIMT) to ensure that services continue to operate. This group met daily for the initial phase of the response. More recently the frequency of meetings has reduced to weekly as services have settled into the new ways of working.
23. The work the group carried out to identify the critical services, key workers and resource capacity continues to be extremely beneficial as the group is able to promptly take informed action where necessary. Managers are aware of the process to follow for raising concerns over resilience and capacity to enable services to continue to be delivered. The TRT is able to quickly identify resources that can support critical services and ensure that they continue to operate. Approximately 25 members of staff have been 'redeployed' to other areas to provide support.
24. The Council has closely monitored staff absence throughout the pandemic and although prepared for the worst, has found that through its quick action has had little staff sickness during phase one of the pandemic. Should there be further waves of the virus, the Council is in a strong position to continue delivering its critical services.
25. The Council's operational offices remain closed; however access is permitted to those staff with an essential need. The Council has a 'Safe System of Work' Policy and for health and safety access needs to be carefully controlled and is being kept under close review.
26. The Council has now processed 1,040 business grant applications and paid over £13.5million in business grants to support local businesses. The Government has recently announced further funding to support certain small businesses previously outside the scope of the scheme. The Council will administer applications for these top-up grants. In addition to this, the Government has recently announced additional support for businesses called 'Bounce Back Loans' which will be administered by the banks.

27. The Council is committed to its employees and has therefore paid all staff at 100% in March, April and May. The Coronavirus Job Retention Scheme is complicated for publicly funded organisations; however the Council will be applying the furlough rules for casual staff where possible. This will apply where they would have worked on programmed shows and events which would have been funded through additional income generated. This means that all staff will be paid in line with the Coronavirus Job Retention Scheme which was running until the end of June 2020. The Government has recently announced that the scheme will continue to the end of October 2020 with new flexibility being introduced from August 2020. It is important to note that although the furloughing scheme should allow the Council to reclaim 80% of the employment costs (based on the current scheme) the Council is committed to paying at 100% so that staff are not disadvantaged.
28. As reported on 27 April 2020 to Councillors, the Council paused a number of non-essential services. It has now found ways to safely deliver some services, for example pest control, whilst ensuring social distancing and the health and safety of staff and residents. A Safe Systems of Work Policy has been developed that includes carrying out a detailed risk assessment before a formal decision is made on whether a service should recommence.
29. The TRT has begun co-ordinating a review of the Council's Contract Register to assess the impact the pandemic has had on contract arrangements and delivery. It is important to note that contractors continue to be paid in line with contracted terms and conditions.

### **Virtual Meetings**

30. The Council successfully held its first virtual democratic meeting, a meeting of the Cabinet, on 27 April 2020 using Microsoft Teams. Further virtual meetings are now being planned with another Cabinet meeting on 21 May and an Audit and Resources Committee on the 26 May. After this the normal democratic cycle will be resumed virtually with Local Area and Scrutiny committees starting in June.
31. The IT Team are now in possession of the new equipment needed for all councillors to have full access to on-line meetings and a delivery and training programme is being developed to ensure all councillors can participate.
32. We are reviewing our public participation procedures following the April 2020 regulations, and planning to provide options for public participation, including joining the Teams Live Events to speak, where technology allows.

### **Recovery Update**

33. In a major incident (which COVID-19 is classified as) there are two main phases, the incident itself and the recovery phase. It is best practice to start the recovery phase whilst still in the incident to prepare for when the incident is over. Therefore, this work has now started both internally to EBC and as part of the Local Resilience Forum (LRF) that covers Hampshire and the IOW.

34. It is important to note that the 'incident' may continue for a long time, potentially over 12 months in some form, so this will affect what 'back to normal' looks like and needs to be considered as part of the recovery work.
35. At an EBC level the work has been split into four areas (this has changed since the April Cabinet report which referred to two areas of focus, internal and external only).
  - a. Internal - what needs to be done to get the council back to full-service provision as quickly as possible? This needs to consider social distancing measures and other constraints and the prioritisation of services. As part of getting the Council back up and running consideration will be given to 'how' these services are delivered and what lessons have been learnt from the current situation. This is always an important part of recovery but is of even more significance in this situation due to the length of time the 'incident' will potentially run.
  - b. External - what has the impact of COVID-19 been on the wider community and what role does the Council have in supporting the recovery of the Borough as a whole? This will involve looking at the impact on both micro (local issues) and macro (national and global) issues that may have a local impact and will consider things such as the economy and the impact on the health and well-being of residents.
  - c. Resilience and Response - the purpose of this element of the Council's recovery work is to consider the Council's response to the COVID-19 incident from a resilience and business continuity aspect. Did policies, practices and plans work? What went well? What lessons can be learnt?
  - d. Remember – after an incident of such large and significant proportions it is important that we remember the citizens and organisations from the Borough who have gone above and beyond to help during this period. The other area of remembrance relates to those people who lost their lives as a result of COVID-19.
36. The four areas above differ in size and breadth with the internal and external workstreams being significantly larger and having several workstreams under them. The workstream leads have been appointed and are now scoping the out the detail of the work.
37. The recovery work for EBC is managed through a Recovery Co-ordinating Group (RCG) made up of senior officers which monitors the work at a corporate level.

## Communication Update

38. During the response phase, communications remains focused on warning, informing and reassuring. We have tailored messaging for Borough residents and have also collaborated at LRF level to have a multi-organisational approach to campaign messaging. These include but not limited to:
- 1) Domestic abuse – where to get help
  - 2) Be Scam Aware
  - 3) Stay at Home/Protect the NHS/Save Lives/Anyone can get it, anyone can spread it
  - 4) Every Mind matters
  - 5) Local Response Centre
  - 6) Foodbanks
  - 7) Health and Wellbeing at home
  - 8) Bonfires / smoke nuisance
  - 9) Garden Waste service (continues)
  - 10) VE day from home
  - 11) Stay Alert to Stay Safe/Control the Virus/Save Lives
39. Daily updates continue to be sent to all managers to filter to their teams in team meetings and The Council continues its weekly ‘all staff’ email to staff. A video blog (vlog) from the Chief Executive has been well received and more are planned whilst the Council staff continue to work remotely. Regular resources and links are shared with staff to support their mental health and wellbeing during this time. Councillors receive a twice weekly Coronavirus newsletter and continue to receive fortnightly updates.
40. Communications between staff has increased dramatically with the use of Microsoft Teams – over 200 meetings have been held by video and nearly 6,000 messages exchanged during April. Over 1800 cases for work have been raised between teams using the Council’s Case Management System demonstrating the Council’s ability to continue collaborative work across services.
41. This month a Borough-wide flyer was sent for delivery via Royal Mail which included messages about service changes, support for vulnerable people, financial support and health and wellbeing advice. This was also translated into an audio version for people with visual impairments.
42. An email about support has been shared with local organisations who work closely with vulnerable people and they have shared it with their customers. Additionally, a more general email about Coronavirus with advice and support was sent to around 70,000 residents.
43. The traffic to, reach of and engagement with the Council’s digital communications channels have grown significantly during April. The number of users accessing the Council’s website was almost 50% higher than in April 2019, subscriptions to the Council’s weekly email grew by 16% on the previous month (four times higher than average growth), and there were over



3,000 reactions, shares and comments on the Council's Facebook posts (a 400% increase on April 2019).

44. Planning has begun to support staff, residents and businesses as we look ahead to recovery and communication forms an important part of this function.

### **Parish Councils**

45. The Council is working closely with Parish Councils through this crisis and has been keeping them informed of all the action the Council is taking, passing on advice and information and supporting them where we can. The Local Area Managers are in weekly contact with the Parish Clerks. The Leader of the Council wrote to all Parish Councils on 1 May 2020 asking if they needed financial support and we are currently reviewing their responses to see how the Council can help. The letter is attached as Appendix 1.
46. Parish Council colleagues are keeping the Council informed of the actions they are taking, and a coordinated response to the crisis is being given wherever possible to provide a consistent message to residents.

### **Financial Implications**

47. There continue to be significant financial implications arising from the COVID-19 pandemic which need to be estimated and monitored. It remains unclear when restrictions on normal life will be eased and therefore it is not possible to accurately assess the financial impact either on the Council or the wider community. However, as previously updated, sensitivity work is carried out looking at likely impacts on the Council's Medium Term Financial Plan and the latest iteration is attached at Appendix 2.
48. Managers have estimated the impacts on their revenue and expenditure streams and are reporting changes to these estimates as they emerge. Areas of potential impact include property, increasing bad debt provisions, loss of car parking income and loss of income at our cultural and country park venues. Several services have experienced a loss of income. The most significant cash flow impacts include deferrals of Council Tax payments, Business Rate payments and property rental income. Estimated impacts have been included within the revised Medium-Term Financial Plan. The Council's General Fund Reserve maintains a positive balance, albeit below our preferred £1M target in some years. However, the interest/property reserve will be used to mitigate this position if necessary.
49. Central Government has allocated £3.2bn of additional funding to Local Authorities to deal with the impact of the crisis. Eastleigh received £45,502 in the first tranche and £1,326,468 in the second. This funding will be used to offset the costs incurred by both the Borough Council and Parish Councils where appropriate.
50. A review of the Council's reserves has been undertaken to identify funds which can be released to offset the financial impact of the crisis. This includes

the £1.4M pension annual contribution removed for the next 3 years as per our payment plan from Hampshire County Council.

51. Steps have been taken to limit non-critical expenditure to manage the financial pressures. Any revenue underspend in 2019/20 will also contribute towards the General Fund Reserve to improve the position. The Finance Team were quick to raise additional funds from the treasury market early in the crisis and therefore secured funding with minimal impact from increased borrowing rates that were experienced by some councils as demand outstripped supply. Because of this early intervention the Council has effectively managed all cashflow issues arising.
52. The Asset Management Team are working with tenants to understand business pressures and assess future rental issues. It is hoped that by offering rental payment plans this will ensure the receipt of rental income in the longer term when business recover. Should there be longer term financial impacts, these can initially be offset by bad debt provision and void reserves which total £3.4M. There are also other property reserves of £1.6M and the New Homes Bonus could be drawn upon to be repaid from future income.

### **Risk Assessment**

53. To ensure that risks are appropriately mitigated, a separate COVID-19 specific Risk Register has been developed and continues to be kept under regular review by the Strategic Incident Management Team. Officers are also reviewing and updating their Operational Risk Registers.
54. The Strategic Coordinating Group (SCG) for Hampshire and the Isle of Wight has been established to coordinate the function of various agencies with regards to the COVID-19 outbreak. A Business Continuity Cell has been established with the aim of supporting the strategic objective of maintaining critical services. The Council has been identified as one of the organisations key to achieving this outcome. The COVID-19 Risk Register has been shared with the SCG who are looking at interdependencies between organisations and map areas of risk.

### **Equality and Diversity Implications**

55. This report does not require a decision and therefore The Equality Act is not relevant. However, Cabinet should be aware that although decisions have been taken during this crisis, the majority have been made with vulnerable and disadvantaged people in mind.
56. In particular, the introduction of the Local Response Centre, the continued service provision for all critical services and the distribution of the hardship grant alongside agreed payment arrangements demonstrate the Council's commitment to equality and diversity.

### **Climate Change and Environmental Implications**

57. This report does not require a decision and therefore there are no proposals to assess with regard to Climate Change and Environmental Implications.

### **Conclusion**

58. This report has been prepared to provide Councillors with details of how the Council continues to response to the COVID-19 outbreak and taken positive steps to:
- ensure that the Council continues to deliver critical services to residents
  - safeguard staff and residents
  - support businesses and the local economy during the pandemic.

NICK TUSTIAN  
CHIEF EXECUTIVE

Date: 11 May 2020  
Contact Officer: Nick Tustian  
Tel No: 02380 688100  
e-mail: nick.tustian@eastleigh.gov.uk  
Appendices Attached: 2

### **LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

None

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To Town and Parish Councillors

**Leader of the Council**  
**Councillor Keith House**

Our Ref: KH/PS  
Your Ref:  
Mobile 07768 357918  
Email: [keith.house@eastleigh.gov.uk](mailto:keith.house@eastleigh.gov.uk)

1 May 2020

Dear Councillor

Firstly, I'd like to say I hope you are all staying safe and well during these difficult times.

We know that the Covid-19 pandemic is putting pressure on all aspects of our community – our residents and our businesses. As a Council we are committed to doing all we can to support our Borough through this time of crisis in as many ways as possible.

We know that our residents and businesses will be turning to us and yourselves, looking for help and reassurance during these times. Alongside ourselves and many others, the work you are doing is vital in supporting local communities – providing a reassuring support network and source of information at a time when people need it most, we thank you for this.

We understand how important the work that you do is, but especially now. We also recognise that the crisis will place financial pressures not only on local authorities but on Town and Parish Councils too. We want to assure you that we will be there to help you so that you can continue your vital work. Our hope is that Hampshire County Council will match fund our support for you, as requested by the Secretary of State.


Firstly, we want to assure you that we will continue to pay precepts and grants to you as originally budgeted. Each parish or town council will be facing unique pressures and we know a tailored solution will be the best way we can lend support.

Therefore, we ask that you please get in touch with your individual circumstances in terms of costs relating to directly supporting the Covid-19 response, plus cost or loss of income incurred to 'usual' services due to the Covid-19 pandemic.

Sarah King ([sarah.king@eastleigh.gov.uk](mailto:sarah.king@eastleigh.gov.uk)), our Director of Support Services and Chief Financial Officer, will be liaising with you on helping you through this.

Once again, I wish you all well and thank you for the work you are all doing. It is through the collective work of organisations like ours, the army of volunteers, NHS and emergency services and those in frontline roles that we will get through this and ensure that the people of Eastleigh Borough are supported and protected.

Yours sincerely

A handwritten signature in black ink, appearing to read "Keith House".

Councillor Keith House  
**Leader**

**UPDATED COVID-19 MEDIUM TERM FINANCIAL PLAN 2019/20 - 2024/25**

**MAY 2020**

<b>Budget Summary 2019/20 to 2022/23</b>	<b>Estimate 2019/20 £'000</b>	<b>Estimate 2020/21 £'000</b>	<b>Estimate 2021/22 £'000</b>	<b>Estimate 2022/23 £'000</b>	<b>Estimate 2023/24 £'000</b>	<b>Estimate 2024/25 £'000</b>
<b>Net continuing services</b>	<b>5,348</b>	<b>3,397</b>	<b>3,692</b>	<b>3,871</b>	<b>5,318</b>	<b>4,293</b>
<b>Other:</b>						
External Interest Payable	6,000	5,377	4,593	5,034	6,218	7,821
External Interest Receivable	(3,450)	(3,051)	(1,663)	(524)	(437)	(487)
Contribs to / (from) Reserves	3,246	3,917	784	(1,221)	(1,796)	(3,166)
Capital Financing from Revenue	0	0	0	0	0	0
Minimum Revenue Provision	4,413	5,256	5,401	5,710	5,943	6,042
Depreciation	(4,506)	(4,506)	(4,506)	(4,506)	(4,506)	(4,506)
<b>TOTAL COST</b>	<b>11,051</b>	<b>10,389</b>	<b>8,301</b>	<b>8,364</b>	<b>10,739</b>	<b>9,997</b>
Transfer To/(From) General Fund	(1,198)	(132)	833	923	(1,280)	(252)
<b>Total Budget Requirement</b>	<b>9,853</b>	<b>10,257</b>	<b>9,134</b>	<b>9,287</b>	<b>9,459</b>	<b>9,745</b>
<b>AVAILABLE FINANCE:</b>						
<b>Aggregate External Finance</b>						
RSG	0	0	0	0	0	0
NDR	(3,842)	(4,147)	(2,662)	(2,715)	(2,759)	(2,845)
	<b>(3,842)</b>	<b>(4,147)</b>	<b>(2,662)</b>	<b>(2,715)</b>	<b>(2,759)</b>	<b>(2,845)</b>
Council Tax (Surplus)/Deficit	(72)	(72)	(72)	(72)	0	0
Council Tax - Base	(5,939)	(6,038)	(6,400)	(6,500)	(6,700)	(6,900)
<b>Financed Budget Requirement</b>	<b>(9,853)</b>	<b>(10,257)</b>	<b>(9,134)</b>	<b>(9,287)</b>	<b>(9,459)</b>	<b>(9,745)</b>
<b>BUDGET DEFICIT/(SURPLUS)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GENERAL FUND BALANCES</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Balance at 1st April</b>	<b>(1,995)</b>	<b>(797)</b>	<b>(665)</b>	<b>(1,500)</b>	<b>(2,424)</b>	<b>(1,145)</b>
<b>Appropriations (to)/from Reserve (Surplus)/Deficit in Year</b>	<b>1,198</b>	<b>132</b>	<b>(833)</b>	<b>(923)</b>	<b>1,280</b>	<b>252</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Balance at 31st March</b>	<b>(797)</b>	<b>(665)</b>	<b>(1,500)</b>	<b>(2,424)</b>	<b>(1,145)</b>	<b>(894)</b>

10% Target	(985)	(1,026)	(913)	(929)	(946)	(975)
(Surplus)/Deficit	188	360	(586)	(1,496)	(199)	80

<b>Interest Reserve - B861000300000</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	3,879	6,840	9,937	9,996	8,050	5,529
	2,961	3,097	59	(1,946)	(2,521)	(3,891)
	<b>6,840</b>	<b>9,937</b>	<b>9,996</b>	<b>8,050</b>	<b>5,529</b>	<b>1,638</b>

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## POLICY & PERFORMANCE SCRUTINY PANEL

18 June 2020

### 2020/21 SCRUTINY ACTION PLAN

#### Report of the Chair

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#### Recommendation(s)

**It is recommended that the Panel agree the priorities and actions included in this report and make recommendations for additions or changes as appropriate.**

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#### Summary

1. During 2019/20, the Panel made a concerted effort to update its working practices, for example by engaging earlier in the policy-making process, making greater use of performance data, and experimenting with greater use of “Task & Finish” groups to scrutinise key topics
2. Members of the Policy & Performance Scrutiny Panel met on ??? to reflect on progress in 2019/20 and to identify priorities for the year ahead
3. A number of priorities for the Panel’s ways of working, and topics for scrutiny, have been identified
4. The recommendations in this report will inform the priorities and actions for the Chair, Vice Chair and staff for the coming municipal year

#### Statutory Powers

Section 2 Local Government Act 2000

#### Strategic Implications

1. Effective scrutiny that holds the executive to account, supports the development of corporate performance monitoring, and adds value to the Council’s policy-making process will make a valuable contribution to all of the Council’s strategic priorities.

#### Introduction

2. The Policy & Performance Scrutiny Panel is the Council’s appointed Overview and Scrutiny (O&S) Panel, for the purposes described in the Local Government Act 2000.

3. The role of Scrutiny in Local Government is described in Ministry of Housing Community and Local Government's statutory guidance (MHCLG, 2019). The committee must have regard to the statutory guidance when planning and undertaking its responsibilities and welcomes its responsibilities as set out. The guidance says that Overview and Scrutiny committees should:
  - (a) Provide constructive 'critical friend' challenge;
  - (b) Amplify the voices and concerns of the public;
  - (c) Be led by independent people who take responsibility for their role; and
  - (d) Drive improvement in public services.
4. Overview and Scrutiny is recognised to be a challenging task, and during the 2019/20 municipal year, partly in light of the new guidance issued in May 2019, the Panel has made a deliberate effort to modernise and improve its practices. Some of the actions have included:
  - (a) Training for all members of the Panel, delivered by the Centre for Public Scrutiny, which was well attended.
  - (b) Training for the Chair, in the form of a day- long course, also delivered by the Centre for Public Scrutiny.
  - (c) Establishment of a "Scrutiny of Scrutiny" group to reflect on the Panel's working practices and consider the implications of the revised statutory guidance.
  - (d) Engagement with officers in the Council's Performance and Governance function, to inform and embed the use of performance data in the Panel's work.
  - (e) Holding a workshop in March, which was well attended by members, to reflect on the Panel's ways of working, successes and failures, and to identify topics for the 20/21 work programme.
5. This report primarily draws on the discussions that took place at the March workshop and sets out the strategic direction for the Panel in 2020/21.

### **Reflections on past performance**

6. Members of the Panel reflected on performance in 2019/20, and noted the following positive aspects:
  - (a) A willingness and effort to change and improve how Overview & Scrutiny is conducted, among members and staff.
  - (b) Good relations with Cabinet, and positive experience of working on portfolio-based scrutiny in formal sessions and informal task and finish groups.

- (c) Greater use of Task and Finish groups has allowed for more detailed pro-active scrutiny of particular areas.
  - (d) An increase in the number and substance of recommendations made to Cabinet in 19/20, over previous years.
  - (e) Incorporation of key performance monitoring data into the Panel's work, and positive improvements in how data is presented to the Panel.
  - (f) The Corporate Action Plan, which includes priority actions for each Cabinet portfolio, has been a useful tool for supporting and challenging portfolio holders.
7. Members of the Panel also identified some areas where they'd like to see improvement:
- (a) Reliance on verbal reports is too high and makes it hard to prepare for effective scrutiny.
  - (b) Performance data collection and presentation – while much improved – is a largely manual and labour-intensive process, which limits the Panel's ability to request alternative presentations or undertake exploratory “deep dive” analysis.
  - (c) Some questions raised in meetings are not always followed up in a timely way.
  - (d) Late reports make preparation for scrutiny meetings difficult.
  - (e) Sessions of the Panel do not always leave adequate time for feedback and recommendations to be incorporated prior to Cabinet.
  - (f) The Panel does not always engage early enough in the policy-making process to add substantial value.

### **Priorities and Actions for 2020/21**

8. In this municipal year, the Chair and Vice-Chair of the Panel, with support from members, will focus on the following priorities:
- (a) Ensuring that, wherever possible, reports are in a written format and received on time.
  - (b) Working to secure meetings that provide adequate time, of at least one clear week where possible between pre-decision scrutiny by the Panel and the relevant meeting of Cabinet.
  - (c) Building upon the Panel's success in using Task and Finish groups for proactive scrutiny of Cabinet portfolio areas and specific topics, by developing a protocol and schedule for proactive scrutiny of portfolio holders to happen in Task & Finish groups. Recommendations from Task and Finish groups are to be suggested and ratified by plenary

meetings of the Panel, and areas of specific concern to be added to the Panel's work programme.

- (d) Working with staff and Cabinet colleagues to ensure that, where possible, recommendations made by the Panel are accounted for in the reports that are presented to Cabinet.
  - (e) Continuing to place performance data at the heart of the Panel's work programme; use performance data to question, challenge and support the executive; and support the continued development and refinement of the Council's performance monitoring processes.
  - (f) Ensuring that answers to questions raised in meetings are pro-actively sought and circulated in a timely manner.
9. Training needs for councillors newly appointed to the Panel have not been included in list of priorities, as no new appointments are planned for 20/21. However, the Chair should be mindful that any new appointments to the Panel should be offered training and support in their role.

### **Work Programme Topics for 2020/21**

10. Panel members at the March workshop discussed potential work programme items for the year.
11. The impact of COVID-19 on the Council, and the likelihood of ongoing disruption for the foreseeable future, has interrupted the Council's usual policy making and service delivery. Responding and recovering from the pandemic will likely form an important cross-cutting concern for scrutiny in the current year, and the Panel will need to consider the value of scrutinising some topics outside of "business as usual".
12. Topics suggested for the year are listed below. Topics with particular relevance to the COVID-19 response and Recovery are indicated by a \*
- (a) Public transport, to include an invitation to public transport providers that operate within the Borough;
  - (b) Supporting our Parish Councils \*;
  - (c) Economic Development and Local High Streets \*;
  - (d) Encouraging Sustainable Prosperity;
  - (e) Future Population Growth and Service Delivery;
  - (f) Housing Policy (for a which a Task & Finish group was scoped at the last meeting);
  - (g) Waste & Recycling
13. The Panel should engage with the Council's proposed constitutional review.

14. Given the importance of the Council's commitment to tackling the Climate and Environmental Emergency, the Panel will establish a protocol to receive regular updates on, and review of, progress and changes to the Council's Climate Change and Environmental Emergency action plan.
15. To support aspirations around policy development, the Panel will seek to establish and maintain a list of policies due for review, and to engage with relevant officers early in the process.
16. The Panel will continue to review, challenge and support the actions that are included in the annual Corporate Action Plan.

### **Financial Implications**

17. There are no direct financial implications from this report, which is not seeking a decision.

### **Risk Assessment**

18. No risk assessment has been carried out as the report is not seeking a decision.

### **Equality and Diversity Implications**

19. The Equality Act is not relevant to the decision in this report because it has been assessed against the criteria and an Equality Impact Assessment is not necessary because the report is not seeking a decision.

### **Climate Change and Environmental Implications**

20. There are no direct impacts on greenhouse gas emissions or ecology from the actions included in this report. However, effective scrutiny and performance monitoring is an essential part of the council's Climate and Environment Emergency plans. The inclusion of regular scrutiny of the Climate and Environmental Action Plan by the Policy and Performance Scrutiny Panel is expected to enhance the Council's efforts.

### **Conclusion**

21. The Panel has made significant progress in reviewing its working practices in light of the revised statutory guidance, and the Council's developing performance management processes.
22. The priorities identified in this report will allow the Panel to continue questioning, challenging and supporting the executive, and adding value to the Council's policy-making process.

CLLR DR RICHARD GOMER  
CHAIR, POLICY & PERFORMANCE SCRUTINY PANEL

Date: 18 June 2020

Contact Officer: Natalie Wigman/Cllr Dr Richard Gomer  
Tel No: 023 80 688405  
e-mail: [natalie.wigman@eastleigh.gov.uk](mailto:natalie.wigman@eastleigh.gov.uk)  
[Richard.gomer@eastleigh.gov.uk](mailto:Richard.gomer@eastleigh.gov.uk)  
Appendices Attached: None

### **LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

\* MHCLG, 2019, "*Overview and scrutiny: statutory guidance for councils and combined authorities*," URL: <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

## POLICY AND PERFORMANCE OVERVIEW AND SCRUTINY PANEL

18 JUNE 2020

### REPORT OF THE ENVIRONMENT AND TRANSPORT TASK AND FINISH GROUP

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#### Recommendation

##### It is recommended that

- (1) The report is noted by the Committee following presentation and verbal agreement at the meeting of 12 March.

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#### Summary

Policy and Performance Overview and Scrutiny Panel nominated a Councillor Task and Finish Group to look into issues relating to the Council's Environment and Transport Portfolios ahead of a focused scrutiny session in September 2019. This is report from the Task and Finish Group.

#### Focus for Scrutiny

To note and comment upon the recommendations in the report (paragraph 19).

#### Statutory Powers

Section 2 Local Government Act 2000

#### Strategic Implications

1. This report directly relates to the Corporate Plan in relation to two of its overarching objectives:
  - 1) Green Borough – this report makes recommendations that support the Council's work on an Excellent Environment for all, Tackling Congestion and Green Infrastructure;
  - 2) This report also considers activity supporting Health and Wellbeing, specifically Enabling Healthier Lifestyles.

#### Introduction

2. The aim of the group was to prepare for scrutiny of Eastleigh Borough Council's Environment and Transport Portfolios by meeting with staff and

Portfolio Holders, identifying areas of interest to the group, and requesting relevant background information.

## **Process**

3. The Environment and Transport Task and Finish Group met in June 2019 to address scrutiny of the Environment Portfolio of the Corporate Action Plan.
4. The Policy and Performance Scrutiny Panel met in July 2019 considered two aspects of the Environment Portfolio: Climate Change and Biodiversity.
5. The Environment and Transport Task and Finish Group met in August 2019 to address scrutiny of the Transport Portfolio of the Corporate Action Plan.
6. The Policy and Performance Scrutiny Panel met in September 2019 and addressed the Transport Portfolio objective and actions. The objective of tackling congestion and pollution was challenged, and a revised objective to address sustainability was suggested.
7. In July 2019 a Climate Change and Environmental Emergency was unanimously declared by Council. Environmental resources were aligned to address this priority and a cross party Working Group was set up to address delivery of a Strategy and Action Plan.
8. The Green Infrastructure, Minimising waste, Maximising Resources, which include plans for renewable energy actions of the Environment Portfolio were not scrutinised by the Policy and Performance Scrutiny Committee. However these are part of the Council's Climate and Environmental Emergency Programme.

## **Topics Scrutinised and Information Obtained**

9. Portfolio scrutiny focussed on Eastleigh Borough Council's Corporate Action Plan for 2019/20, which included aims and actions as follows:

### **Environment Portfolio**

To Develop Green Infrastructure, by

- Developing a Biodiversity Action Plan Annual Assessment by March 2020

To Minimise Waste, by

- Undertaking a Review of Council's Waste Policy and encourage more recycling
- Increasing percentage of waste recycled
- Updating the Waste Policy by June 2019



- Producing Welcome packs for new households by end of December 2019
- Increasing food waste collected, campaign launch Summer 2019

To Create an Excellent Environment for All, by

- Reviewing zero carbon targets 2019/20
- Creating a plan for renewable energy 2019/20

#### Areas to Address

10. Future policy work should address how the Council, residents and businesses can be encouraged to reduce their carbon footprint, minimise waste, reuse and recycle more. This includes policies for avoiding, reducing and recycling plastics.
11. It also needs to address how the Council can encourage green infrastructure across the Borough. This could include planting more trees, encouraging wildflowers, better facilities for walking, cycling, electric and other non-polluting vehicles, limiting or preventing normal motorised access and parking near schools, avoiding harmful herbicides.
12. Renewable energy in new and existing developments, and for transport, needs to be addressed.

### **Transport Portfolio**

To Tackle congestion and associated pollution, by

- Supporting a traffic study leading to improvements to Bishopstoke Road / Chickenhall Lane Junction – to commence 2019/20 subject to HCC.
- Undertaking a range of actions to support sustainable travel (eg through new developments)
- Optimising waste fleet routes - by July 2019
- Supporting the Botley Bypass, to commence Summer 2019
- Producing an Air Quality Strategy and Action Plan, by December 2020
- Cycling and Walking Strategy - by Autumn 2019

#### Areas to Address

13. The Council's Air Quality Strategy needs to be implemented and challenged further to address pollutants with finer particulates and from sources other than transport.

14. Sustainable transport across the Borough, including in new developments, also needs to be addressed. This includes rail, bus, cycling, walking, electric vehicles.

### **Financial Implications**

15. There are no direct financial implications to this report which is not seeking a decision.

### **Risk Assessment**

16. No risk assessment has been carried out as the report is not seeking a decision.

### **Equality and Diversity Implications**

17. The Equality Act is not relevant to the decision in this report because:
- It has been assessed against the criteria and an Equality Impact Assessment has not been carried out as:
    - (a) The report is not seeking a decision;
    - (b) The recommendations all relate to other documents which have all been assessed against these criteria previously

Therefore, it is considered that for this decision the Equality Duty does not need to be addressed and an Equality Impact Assessment (EqIA) has not been carried out.

### **Climate and Environmental Implications**

18. This report focuses on the environment and makes a number of recommendations to further embed the Climate and Environmental Emergency Action Plan – see paragraph 19 below.

### **Conclusion and Recommendations**

19. The Task and Finish group made the following recommendations for consideration by the Policy & Performance Scrutiny Pane at its meeting of 12 March 2020:
- (1) Note the significant activity within the Environment and Transport Portfolios this year, with respect to the Corporate Action Plan and Climate Change and Environmental Emergency Declaration, and thanks Portfolio Holders and officers for their constructive and positive engagement with the Panel;
  - (2) Make a recommendation to Cabinet that the governance arrangements around the Climate Change Action Plan be finalised; (note of progress since the report written – this has now been finalised with a Climate Change Board in place)

- (3) Adopt a regular item in the work plan to scrutinise implementation of, and changes to, the Climate Change Action Plan;
- (4) Make a recommendation to Cabinet for the preparation and adoption of an extended Air Quality Action Plan, to include pollutants not covered by the Council's statutory air quality obligations, in particular PM2.5 pollution; (note of progress since the report written – New Air Quality Plan in place which includes PM2.5 in addition of other air pollutants).
- (5) Make a recommendation to Cabinet to commend the work to date on carbon impact modelling in reports, and request that efforts to improve that modelling are continued in earnest;
- (6) Make a recommendation to Cabinet to ensure that carbon emissions and other environmental impacts can be considered, as far as is possible within the National Planning Policy Framework, in planning decisions, possibly through the adoption of an appropriate Supplementary Planning Document; (note on progress since the report was written – this issue is now picked up in the Climate Change Action Plan)
- (7) Include scrutiny of the Walking and Cycling Strategy, and Public Transport Strategy, in the work plan for 2020/21.

NATALIE WIGMAN  
Corporate Director (Strategy)

Date: 18 June 2020  
 Contact Officer: Natalie Wigman  
 Tel No: 023 80 688405  
 e-mail: natalie.wigman@eastleigh.gov.uk  
 Appendices Attached: None

### **LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

\* List Background Papers or state None.

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## POLICY AND PERFORMANCE SCRUTINY PANEL

19 June 2020

CABINET

25 June 2020

## CLIMATE AND ENVIRONMENTAL EMERGENCY STRATEGY AND ACTION PLAN UPDATE

### Report of the Strategic Lead for Environment

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#### Recommendation(s)

It is recommended that Policy & Performance Scrutiny Panel:

- (1) note the contents of this report and make recommendations to Cabinet as appropriate.

It is recommended that Cabinet:

- (2) approve the Climate and Environmental Emergency Action Plan;
  - (3) note the 2019/20 Greenhouse Gas Report and the positive steps taken over the previous 12 months.
- 

#### Summary

On 7 November 2019 the Council approved a Climate and Environmental Emergency Action Plan, in response to the Emergency declaration on the 18 July 2019. This report sets out progress to date alongside building upon the interim plan to set out a more detailed action plan.

Eastleigh Borough Council has a long history of tackling climate change; throughout the life of its current Climate Change Strategy the Council has installed thousands of kWh of renewable energy, supported residents and community groups to reduce their greenhouse gas emissions, lobbied Government and worked with partners to improve the resilience of the Borough.

#### Statutory Powers

Local Government Act 2001

## **Strategic Implications**

1. Climate breakdown and negative environmental impacts are the biggest challenge facing the long-term future of residents and businesses of Eastleigh. There is a direct link to all areas of the Corporate Plan. The achievement of the Action Plan at Appendix A to this report will directly support the Council's environmental objectives such as tackling congestion and creating an excellent environment for all. Responding to the Climate Emergency is critical to secure the long-term health and wellbeing for residents and the local economy.

## **Introduction**

2. The climate breakdown is widely considered to be the greatest threat to global health in the 21st century. In response to the October 2018 Intergovernmental Panel on Climate Change (IPCC) report stating that there was less than 12 years to respond to this emergency a cross-party motion was unanimously agreed at the 18 July 2019 Full Council to address the issue locally.
3. The declaration sets out the Council's aim to be carbon neutral by 2025 and to support communities and businesses across the Borough to achieve carbon neutrality by 2030.
4. This report sets out progress to date alongside building upon the interim plan to set out a more detailed action plan.

## **Progress to date**

5. The Borough Council has a long history of tackling climate change and was awarded Beacon Status for its efforts in 2008. Building from this, over the last decade, the Council has installed thousands of kWh of renewable energy, generating over 300kWh per year, supported residents and community groups to reduce their greenhouse gas emissions, lobbied Government and worked with partners to improve the resilience of the Borough. During this time, it has also supported hundreds of households to improve the efficiency of their homes and continued public engagement and with schools. The Council's operational emissions have reduced by over 35% since 2008.
6. The initial Action Plan has been further refined since the interim plan was agreed on the 7 November to ensure carbon neutrality targets are achieved.
7. An internal staff working group has been setup, with staff from across all service areas. This has led a wide range of actions being put forward to respond to the emergency and the level of engagement is encouraging.
8. The Council approved the creation of two new staff posts. A Climate Change Manager post to coordinate the climate change and environmental emergency agenda which is now out to advert. A further post to look at green energy for the Council will be appointed to in the autumn.

9. The process of engaging with stakeholders, including residents and businesses, has begun, with further engagement planned throughout the term of the Strategy. This includes business engagement events and a resident survey.
10. A communications plan has been drafted to ensure that the Action Plan can be delivered and communicated to all and that the messaging will ensure maximum results for the achievement of the Strategy aims.

### **Update on Baseline**

11. The Council has a good record of tracking its own scope 1 & 2 emissions over several years and has been doing so as part of the previous climate change strategy and emission reduction targets. The emissions stand at 1.8 ktCO<sub>2</sub>e for 2019/20 (latest compiled data). Whilst there is a wealth of data the previous reporting system did not include the emissions from all areas of the Council's activity and in particular the Council's procurement activity. Initial analysis of procurement activity for 2018/19 suggested that there is approximately a further 1.1 ktCO<sub>2</sub>e of emissions although this calculation is an estimation. In order to provide a baseline for the measurement of success it was agreed in November 2019 that the Council sets the operational target for 2025 to reduce or offset emissions from 2.9 ktCO<sub>2</sub>e to zero.
12. The Government produces area-based CO<sub>2</sub> emissions data. These figures include a broad range of data with the notable exceptions of aviation, shipping, military transport and lifestyle emissions. Data for 2019/20 will not be published until later this year.

### **Annual Greenhouse Gas Update**

13. Every year the Council compiles an annual Greenhouse Gas Report which provides a complete picture of the Council's climate performance. This year the report is quite different from previous years as it includes all staff travel (including commuting to work), procurement and positive carbon emissions through our land use. The report is attached at Appendix B.
14. The report covering the period of 2019/20 is the first produced since the July 2019 Climate and Environmental Emergency Declaration and associated Strategy and Action Plan published in November 2019. The new strategy includes a commitment for the Council to move to an industry leading comprehensive approach to Greenhouse Gas Reporting.
15. Based on the old methodology the Council has continued to reduce emissions primarily due to reductions in electricity usage. The new methodology, which looks to include other areas of emission such as procurement, indicates an increase in Council emissions from 2018/19. This predominately relates to a higher level of construction spend than in the previous year and will continue to be monitored to ensure a downward trend.

## Action Plan

16. The Council committed to producing a more detailed action plan by the end of March 2020 however with the Covid pandemic priorities within the staff team this has meant that it has been delayed until this committee.
17. Regular meetings have been held to oversee the development of the detailed action plan and a number of areas have progressed. Significantly, the action plan has been expanded to include an area looking at the Council's capital projects including housing delivery which will help to ensure the Borough can achieve the 2030 target by delivering schemes that uphold the Climate Change and Environmental Emergency principles.
18. The action plan is divided into subject areas, although there is inevitably overlap. The key areas being planned to tackle the issue are summarised below with the detail contained within the Action Plan at Appendix A.
  - **Pollution:** Following the adoption of the Air Quality Strategy, officers have begun to develop a broader pollution strategy which later in the year will set out the response to pollution issues being encountered within the Borough.
  - **Fleet:** The Council has continued to roll out fleet improvements with further efficiencies planned over the next 12 months and a desire to move to electric vehicles.
  - **Ecology:** There are many actions within the Ecology theme. These include the development of the tree planting scheme which is aiming for launch in the autumn.
  - **Training:** A training programme has been developed to support staff and councillors to take decisions that support the response to the climate emergency. The Council is the first Local Authority to partner with the Institute of Environmental Management and Assessment to enable it to begin to deliver industry leading training in house.
  - **Procurement:** A new procurement officer has recently been employed by the Council, they have started to review procurement policies, guidance, training and will be setting out a programme to review the Council's spend which will be monitored through the Procurement Executive Group.
  - **Housing:** In addition to updates to the existing workstreams, a new set of activities around Housing has been added to the action plan. The Housing Programme will include activities around zero carbon development and biodiversity net gain.
  - **Nutrient Budgeting:** This issue is already being tackled with an offsetting scheme approved by Cabinet earlier in the year. This will be expanded with work being carried out to identify land for further long term offsetting opportunities.



19. Once the more detailed action plan appended to this report has been approved, the Climate Change and Environmental Emergency Action Board will meet every 6 weeks to oversee delivery of the actions. This Board mirrors the other Project Boards which the Council has and will be attended by Councillor Kyrle as the Environment Portfolio Leader.
20. Once agreed, the action plan will be discussed at each LAC team meeting so that local priorities can influence where appropriate.

### **Financial Implications**

21. Most of the activities set out in the action plan are either being carried out through existing allocated resources or require further investigation before funding is to be allocated. Where additional resource is required a business case will be drawn up and approval obtained before commencement.
22. It is clear that there will need to be significant investment for the Council to meet its operational Carbon Neutral target and put actions in place to support the borough towards reaching neutrality by 2030. As the activities in the action plan are further developed detailed businesses cases, including sources of funding will need to be developed too.

### **Risk Assessment**

23. There are significant risks should the Council fail to mitigate climate change and ensure that the residents, businesses and the natural environment are able to adapt to the future climate.

### **Equality and Diversity Implications**

24. The Equality Act is relevant to the decision in this report as the decision relates to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people in the following ways: The various impacts and responses to climate change are likely to disproportionately impact on people with protected characteristics.
25. An Equality Impact Assessment (EqIA) was carried out to support the Climate and Environmental Programme in November and this has been used to refine the approach set out. In summary the EqIA shows that care will be needed to ensure that actions to mitigate climate change do not lead to discrimination and that opportunities to reduce existing inequality are maximised. As the action plan is further developed there will need to be further engagement with key stakeholders and representatives of protected groups to ensure that actions are compliant and where possible reduce existing inequality
26. Actions linked to the review of procurement policy and increased training will support the Council's efforts to eliminate modern slavery. All activities considered in the action plan will need to take Modern Slavery into account.

27. Expanding upon the core equality considerations, this report further refines the approach for the Council to respond to the challenge of climate and environmental degradation to support the wellbeing of future generations.

### **Climate Change and the Environment Implications**

28. Climate Change and the environment is relevant to the decision in this report as the decision relates to activities that release Greenhouse Gases, resilience to environmental impacts or impacting on ecology in the following ways: The report is further refining the Council's Strategy for reducing its contribution to climate change and negative environmental issues, providing a programme of activity to Carbon Neutrality from Council and a framework for borough wide activity.

### **Conclusion**

29. The Climate and Environmental Emergency presents significant risk to residents and businesses. This report recommends a more detailed Action Plan that will enable the Council to respond effectively to this emergency.

JASON LIGHT  
STRATEGIC PLANNING LEAD FOR ENVIRONMENT

Date: 25 May 2020  
Contact Officer: Jason Light  
Tel No: 023 8068 8077  
e-mail: jason.light@eastleigh.gov.uk  
Appendices: 2 - Detailed action plan  
Annual GHG update

### **LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

\* List Background Papers or state None.

## Appendix A - Climate and Environmental Emergency Action Plan – Update June 2020

	Programme	Action	Impact	Target	Progress
1	Ecology	Ecology - Carbon Sequestration Schemes - Work in partnership to develop proposals for large scale habitat creation projects and secure funding to deliver schemes that can sequester carbon.	Localised carbon offsetting, habitat creation and reducing localised nutrient budgeting issues.	Proposals for schemes by end of 2020.	A small number of proposals being considered, linkages being made with Carbon Offsetting, Tree programme, Housing and the Biodiversity plan development actions
2	Ecology	Ecology - Monitoring ecological mitigation actions. Review funding made available through planning conditions, including ensuring that it can allow the commissioning of independent monitoring of planning applications as a condition of approval.	To assess the impact of adopted mitigation measures on biodiversity through independent monitoring.	A review of capacity was completed by March 2020.	The review identified a need for greater Ecology resources and the team has been expanded from one officer to four. The team are working with HCC to cost up and develop the methodology.
3	Economy	Business - Development of a climate / environmental behavioural change programme for businesses and local employees	Lowering business emissions from the business sector.	Programme to Launch in September 2020.	Environmental Business practice has been one of the Councils Annual Business awards. A communications package will be developed with more detailed guidance.
4	Ecology	Establish ecological baseline - In partnership with key bodies, establish an ecological baseline for the borough.	Enable the Council to measure the impact of activities.	by September 2020 the team will have a costed programme with a more detailed methodology to monitor actions.	The team are working with HCC to cost up and develop the methodology.

5	Ecology	Produce a Biodiversity Strategy and Action Plan - Creation of a comprehensive Biodiversity strategy and action plan which will identify responses to species at risk. This will supersede the less broad Biodiversity Action plan and sit alongside the other Climate and Environmental sub strategies.	Strategy and Plan will provide a coherent long-term response to environmental degradation.	Consultation by end 2020.	Data collection has started in order to update the plan for consultation later in the year.
6	Sustainable Transport	Transport - Business - Develop a plan to increase take-up of zero carbon "last mile" sustainable delivery services used by local businesses. Increasing the number of final deliveries from distribution centres to businesses and from businesses to local customers that are made by zero emission transport.	Work with local transport organisation to expand scheme into Eastleigh to reduce local fuel consumption and improve air quality.	Plan to be out on consultation by September 2020.	Whilst the plan is under development, several schemes have been awarded funding in partnership with HCC & SCC. There has been continued engage with local businesses on Travel Planning.
7	Energy and Offsetting	Transport - Electric Vehicle Charging - Install further public electric vehicle charging points in the borough.	Supporting businesses and residents to move to electric vehicles will lead to a reduction in local and national pollution.	First rapid charger to be installed by October 2020.	Contractual and supply issues led to a delay; however, the Council now has sites with DNO approval and a route to finance 5 rapid chargers which could be deployed over the next 6 months.
8	Sustainable Transport	Transport - Sustainable Transport Strategy - Development of a Sustainable Transport Strategy to include the council's approach for public transport, travel plans, commercial fleet, taxis, low emission vehicles, cycling and walking, which will then inform the action plan.	To reduce fuel consumption and air quality issues in the area, through modal shift to more sustainable travel.	Cycling and Walking element of the strategy consultation by September 2020. Overall strategy by June 2021.	Programme delayed due to a focus on responding the health crisis, project to be picked up at an appropriate time.

9	Housing	Supplementary Planning Policies - Developing Council supplementary planning documents relating to biodiversity and environment net gain, efficiency of development sites, climate adaptation and strengthening the Council's position on tree replacement planting including numbers, species and sizes of trees	Policies will support Environmental and Climate mitigation/adaptation improvements.	First policies by October 2020.	Planning inspector recommendations for the Local Plan means that SPDs will need wait until later in the year to be consulted on. In the meantime, several are under development.
10	Internal Training	Training - Staff Training - Develop and deliver a comprehensive training programme to support all staff and Councillors to embed Climate and Environmental considerations into all decisions.	Improved decision making will lead to positive impacts across the board.	Programme to begin in June 2020.	The Council is the first Local Authority to partnered up with the Institute of Environmental Management and Assessment to launch a formerly accredited Climate and Environmental Training programme. The first session will be run in June.
11	Energy and Offsetting	Partner - Working with partners, including parish, county and neighbouring councils, to encourage positive environmental behaviour. organisation engagement	To support the ambitions of Eastleigh Borough Council.	Programme to Launch in September 2020.	Engagement has begun with Parish and other community groups, however, launch and training has had to be delayed due to COVID19.
12	External	Resilience - Assessment of resilience to climate - Carry out a Social Justice and Climate Change assessment of the borough to increase the level of understanding of residents' exposure and potential responses to future climate impacts.	Improved resilience to future climate impacts.	Assessment carried out by end September 2020, with a more detailed review by September 2021.	Activity being taking forward in partnership with other local authorities in region.

13	Comms	Behavioural Change Programme - Launch of a climate/environmental behavioural change programme for staff.	Support wider Council improvements.	Programme to Launch in January 2020.	Campaign launched in January 2020, with a new champions group formed and taking actions forward.
14	External	Communications - Public Reward - Working with Southern Water to launch a pilot of the Green Redeem, positive environmental behaviour reward scheme	Reduction in water consumption, alongside other positive environmental behaviour.	Pilot area to launch by January 2021.	Programme delayed by Southern Water due to scheduling, launch now likely to be January 2021.

15	Comms	Residents engagement - Launch of a climate/ environmental behavioural change programme for residents with the community engagement.	Lowering lifestyle emissions across the borough.	Programme to Launch in January 2020.	<p>Programme has included:</p> <ul style="list-style-type: none"> <li>-Released a series of 'tips' videos through social media (including a paid advertising campaign) and Your Weekly Borough News</li> <li>-Promoted the campaign internally through a posters, internal screens and Our News</li> <li>-Held a climate change champions event for residents</li> <li>-Branded electric and low emission vehicles</li> <li>-Filmed several case study videos to be released next month.</li> <li>-Placed relevant articles in the Borough News</li> </ul> <p>Outcomes</p> <ul style="list-style-type: none"> <li>-17,444 reached through Facebook adverts, with 6,105 video views (watching at least 10 seconds), 198 reactions, 82 comments, 42 shares and 695 link clicks</li> <li>-5,885 reached through organic Facebook posts, with 382 engaged users</li> <li>-8,733 impressions on Twitter with 1,567 video views and 115 engagements</li> <li>-1,912 impressions on Linked In, with 885 video views and 50 engagements</li> <li>-2,811 pageviews of climate change pages</li> <li>-115 completed pledges</li> </ul> <p>Due to the coronavirus outbreak, communications around CCEE has been</p>
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					<p>paused given they are unlikely to land at this time, issues in producing campaign material during lockdown (e.g. case study interviews) and comms resources being reallocated to the crisis. At the beginning of March, a continuation of some of the above activity did take place.</p> <p><b>Outcomes</b></p> <ul style="list-style-type: none"><li>-11,156 reached through Facebook adverts, with 1,835 video views (watching at least 10 seconds), 31 reactions, 19 comments, 6 shares and 270 link clicks</li><li>-1,331 impressions on Linked In, with 494 video views and 44 engagements</li><li>-742 pageviews of climate change pages</li><li>-136 completed pledges (to date)</li></ul>
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16	Procurement	Procurement - Detailed appraisal of the Council's procurement to identify opportunities to reduce the environmental impact and emissions of spend.	Council procurement is estimated to equate to a third of the Councils emissions.	Updated Procurement Policy and guidance by September 2020.	New Procurement Officer has been appointed and has started and will pick up the project, including a review of the Councils procurement spend, policies, templates and guidance.
17	Asset Management	Green Lease Clauses - Development and phasing in "Green Clauses" (such as requiring energy efficiency improvements) into the Councils rental leases.	Improve environmental performance of buildings throughout whole life cycle of buildings by working collaboratively with occupiers/businesses	New Clauses to begin introduction by September - December 2020.	Legal & Asset management teams will progress review in September and develop standard clauses over next financial year; plan to negotiate and introduce green clauses on new leases where possible
18	Asset Management	Energy - Review of previous Solar PV (Photovoltaic) businesses cases, including the potential for installing large scale schemes.	Increased local renewables will reduce demand for Fossil fuel power.	More detailed business cases to be considered by October 2020.	Several initial Business cases have been put forward and more detailed work is being carried out. The IVCP PV Farm to be reconsidered as part of the IVCP Strategic scoping. The new Green Energy manager will take a more active role in this in future

19	Asset Management	Energy - Asset Management - Develop plan for improving energy efficiency and sustainability for operational buildings.	Improve environmental performance throughout whole life cycle of operational buildings	Report by end April 2020.	The appointment of the Green Energy Manager with effect from September 2020.
20	Energy and Offsetting	Energy - Green Supply - All Council purchases of electricity will be "Green" renewable energy.	Utilising purchasing power to shift the UK power supply to renewable energy, reducing GHG emissions nationally.	100% Green Electricity by April 2020.	Completed, new sites will need to be reviewed as they are taken on by the Council.
21	Energy and Offsetting	Energy - Green Supply - Investigate the potential for the Council to move to a Green gas supplier.	Utilising purchasing power to shift the UK power supply to renewable energy, reducing GHG emissions nationally.	Investigation by April 2020	Review completed, actions to be taken forward by the Green Energy Manager once then come into post.
22	Energy and Offsetting	Offsetting - CarbonFREE - Investigate the use of a Carbon Trust accredited scheme to immediately offset the Council's emissions. Then develop a plan to locally offset the Council's operational and outsourced emissions, including from energy consumption and Council development projects	Ensure that Council responds to its emissions whilst work is carried out to reduce the impact of operations.	Initial offsetting proposal by November 2019, local scheme developed by September 2020.	Initial proposal set out in November; a more detailed scheme will be set out by the new Climate Manager once they are in post.

23	Staff Working Group	Waste - FM - Develop a waste management plan for the Council's operational properties	Waste reduction, recycling and responsible waste management.	Review to be completed by August 2020 with a full package delivered by the end of 2021.	Review of 17 EBC operational and commercial sites will be conducted by August 2020 with a view to providing generic waste collection for: general, recycling, glass and food collection. This is an enhancement on the range of waste collection from all sites, thus improving recyclability. In addition, review of waste receptacles will be considered to support the need to produce less waste. Working with suppliers options will also be considered for the reduction in packaging, this is seen as a much longer-term aim of end 2021.
24	Energy and Offsetting	Offsetting - Relaunch External CarbonFREE	Local offsetting programme will support further mitigation and adaptation aims.	By September 2020.	Initial investigation has taken place, the workstream will be developed upon appointment of the new Climate Manager once they are in post.
25	Pollution Strategy	Pollution Strategy - Development of a Pollution Strategy, including noise/nuisance, dust, land and overarching the Air Quality Action Plan which will be completed by March 2020.	Reduction in local pollution issues.	Project scoping by end of June 2020. Publish Strategy by end of September 2020.	The scope of the pollution strategy has been set out.
26	Ecology	Ecology - Trees - Develop a strategy to ensure that there is effective protection of existing trees through the use of Tree Protection Orders (TPO) and effective enforcement, tree planting/replacement programme including maintenance regime for tree stock across the Borough.	A robust tree planting programme will support habitat creation and offsetting.	Programme agreed by July 2020.	Funding has been agreed and a new system is being put in place to improve management of Trees in the borough.

27	Fleet and Waste	Transport - Fleet - Develop an action plan to transition the Streetscene fleet to Electric or Ultra Low Emission Vehicles (ULEV) by 2025.	Early planting of trees reducing the cost and carbon footprint importing mature trees to improve coverage across the borough.	Business case developed by September 2020.	The first 2 Electric Fleet vehicles are now in operation, as vehicles come to end of life they are being considered for replacement with Electric of ULEV.
28	Ecology	Ecology - Trees - Exploring the development of locally grown trees and plant stock with consideration of a peat free Council tree and plant stock nursery.	Reduction in operational emissions, improvement in air quality and reduction in water consumption	Investigation completed by June 2020.	Early assessment of locations has taken place. There is an aim is to present paper to Cabinet in 2020 to allow the scheme to be begin in the autumn.
29	Ecology	Ecology - Wildflowers - Introduce more wildflower areas across the borough, including mixture of ornamental and native wildflowers and areas which are left with minimal maintenance to increase biodiversity.	Reduction in GHG emissions and decrease in local air pollution.	By end 2021	An agreement has been reached with HCC regarding the approach to move this forward and Streetscene and the Local Areas have started to identify locations for further wildflower areas.
30	Energy and Offsetting	Resources - Grey Water - Investigating potential to move to grey water harvesting for use in mechanical and compact sweepers	Grey water usage will lead to a significant GHG and cost reduction for the Councils Streetscene services.	Plan by September 2020.	Two sites have been located, feasibility assessments to be carried out.

31	Operational Equipment	Resources - Handheld Streetscene equipment - All handheld petrol driven Streetscene equipment (such as strimmer's) will transition to electric, 50 separate items of equipment by 2021.	This activity will reduce council vehicle movements and facilitate further uptake of food waste across Hampshire.	Study to be completed by June 2020.	Equipment trials have been carried out, with some equipment already moving over to electric.
32	Fleet and Waste	Waste - Commercial Food Waste Collections - Council to assess the potential and develop a plan to introduce food waste collections for businesses in the Borough	Reduction of waste to incineration, creation of green gas from waste.	Plan development during 20/21.	To be considered as part of the New Ways of Waste Programme.
33	Fleet and Waste	Waste Strategy - Develop a strategy to reduce waste and improve recycling throughout the Borough. To include domestic and commercial activities.	Waste reduction, recycling and responsible waste management.	By August 2020.	Initial data appears to show a 1% improvement in recycling in the borough in 2019/20. Additional resources have been brought into the Council to carry out a wholesale review of Waste through the New Ways of Waste Programme. Initial improvements have already been taken forward, with more detailed proposals under development.
34	Fleet and Waste	Waste - AD - Eastleigh is the only Council in Hampshire to collect food waste from residential properties. Currently waste is processed outside of the Borough. A business proposal will be developed for building an anaerobic digestion facility within the borough.	Reduction in operational emissions and increased areas for biodiversity.	Business case developed by October 2020.	The programme has been scheduled for a later date as the Council is partnering with another Local Authority to carry out this review. Funding has been set aside to support the assessment.

35	Housing	Housing - activities around zero carbon development and biodiversity net gain in Eastleigh delivered schemes.	Net Zero carbon consideration through development and supporting local biodiversity	All new Eastleigh developments to factor in Zero carbon.	The housing development team has carried out several assessments and has climate and ecological matters within their programme.
36	External	Water Fountains – Assessment of locations and where feasible installation of public water fountains across the borough.	Reduction in waste, resilience to heatwaves lower emission water usage.	Business case for consideration by August 2020.	Scheme has been costed, with initial locations identified. A more detailed proposal is under development with a future decision needed regarding funding.
37	Nutrient Budgeting	Nitrates – Scheme to manage Nitrate issues in the borough.	Ecological improvements supporting local biodiversity.	Nitrate offsetting agreed already started.	Report taken to committee with an initial offsetting scheme agreed. Work is being carried out to identify land for further ecological improvements.
38	Fly-tipping	Fly-tipping – Reduced environmental pollution through a new approach to tackling fly-tipping.	Reduction in local pollution and littering.	New procedures in place by November 2020, Launch Fly-tipping campaign in Jan/Feb 2021.	Recently levels of fly-tipping have decreased. A new working group in place, new project being launched with improvements set out across a range of council activities.

## **Greenhouse Gas (GHG) Emissions Report June 2020**

### **1. Introduction**

Eastleigh Borough Council has adopted the Department for Energy and Climate Change (DECC) request that, as from July 2011, Local Authorities report greenhouse gas (GHG) emissions from their own estates and services using a standard DEFRA methodology and format.

This report covering the period of 2019/20 is the first produced since the July 2019 Climate and Environmental Emergency Declaration and associated Strategy and Action Plan published in November 2019. The new strategy includes a commitment for the Council to move to an industry leading comprehensive approach to Greenhouse Gas Reporting. Section 6 sets out differences between the new and old methodologies, the most significant of which being additional figures relating to procurement. For transparency and to continue benchmarking with other Local Authorities the old methodology will also continue to be reported for the time being.

Based on the old methodology the Council has continued to reduce emissions, this change related to a reduction in electricity usage and this more than offsets an increase in gas consumption at the Places Leisure CHP plant. The new methodology indicates a significant change in Council emissions from 2018/19, this predominately relates to a higher level of construction spend than in the previous year, at this stage it should not be considered a trend.

### **2. Emissions Summary**

Table 1 summarises Eastleigh Borough Council's GHG emissions for the past two years against the new Climate & Environmental Emergency methodology base year of 2018/19 in tCO<sub>2e</sub>

	<b>2019/20</b>	<b>2018/19</b>
Scope 1 (Gas, Oil, Fuel)	1825	1774
Scope 2 (Elec, Street Lights, Water, Biomass)	407	494
Scope 3 (Business Travel, Commute & Procurement)	5347	8305
<b>Total gross emissions</b>	<b>7619</b>	<b>10573</b>
Carbon credits	332	333
<b>Total net emissions</b>	<b>7287</b>	<b>10240</b>

**Table 1 - GHG emissions summary tCO<sub>2e</sub> (not weather corrected)**

Table 2 summarises Eastleigh Borough Council's GHG emissions for the past five years against the old DEFRA methodology baseline year of 2007/08 in tCO<sub>2e</sub>

	2019/20	2018/19	2017/18	2016/17	2007/08
Scope 1 (Gas, Oil, Fuel)	1826	1774	1579	1790	2036
Scope 2 (Elec, Street Lights, Water)	396	484	674	819	753
Scope 3 (Business Travel)	32	35	20	39	104
<b>Total gross emissions</b>	<b>2254</b>	<b>2293</b>	<b>2273</b>	<b>2648</b>	<b>2893</b>
Carbon credits	332	333	450	549	0
<b>Total net emissions</b>	<b>1922</b>	<b>1960</b>	<b>1823</b>	<b>2099</b>	<b>2892</b>
<b>%reduction from 2007/08</b>	<b>34%</b>	<b>32%</b>	<b>37%</b>	<b>27%</b>	

Table 2 - GHG emissions summary tCO<sub>2e</sub> (not weather corrected)

### 3. Company Information

Eastleigh Borough Council is a district Council within Hampshire providing a range of services to a resident population of 131,819. The registered address is Eastleigh House, Upper Market Street, Eastleigh, Hampshire, SO50 9YN

### 4. Reporting Period

This report is for the financial year 1 April 2018 to 31 March 2019.

### 5. Changes in Emissions

Emissions have dropped for this period over the previous year for some of the following reasons:

- Embodied emissions through procurement is the most significant element of the new methodology, these emissions can vary significantly due to changing council activities. Over time it should become apparent the impact improved Council procurement activities will have on GHG emissions.
- Electricity consumption has reduced over the whole portfolio which is due to the carbon intensity of electricity reducing and also considerable savings made at Places Leisure Eastleigh and Eastleigh House.
- Gas consumption has increased due to the CHP system being turned on at the Fleming Park Energy Centre that supplies heat to Places Leisure Eastleigh and now the Hendy Car Showroom.
- There is a reduction in fuel consumption by our fleet of trucks and maintenance vehicles due to fleet improvements.

### 6. Measuring and Reporting approach

The majority for this report is created based on the DEFRA "Environmental reporting Guidelines", which includes mandatory greenhouse gas emissions reporting guidance. In response to the Climate and Environmental Emergency the Council has where possible begun reporting emissions related to the climate. In addition to the DEFRA reporting, Tables 1&3 now include reporting for:

- Biomass – Historical data available
- Staff Travel to work – Commuting data based on 2019 staff travel survey, will become annual assessment
- Other GHGs from building use (e.g. F-gases from air conditioning) - Methodology under development
- Procurement – Initial methodology utilised
- Council Land use (carbon Sequestration) - Methodology under development



- Offsets Credits Purchased – None purchased to date

## 7. Organisational Boundary

We have used the financial control approach as recommended in the guidance to define our organisational boundary. Our scope includes emissions from buildings and transport used for the delivery of our services.

## 8. Operational Scope

Table 3 shows what is included in each scope measured in tCO<sub>2</sub>e.

	2019/20	2018/19	2017/18	2016/17	2007/08
<b>Scope 1 (Direct Emissions)</b>					
Gas	772	672	573	674	989
Oil	0	4	4	4	29
Fuel	1053	1098	1002	1112	1017
<b>Total</b>	<b>1825</b>	<b>1774</b>	<b>1579</b>	<b>1790</b>	<b>2035</b>
<b>Scope 2 (Indirect emissions)</b>					
Electricity	370	453	640	783	743
Street Lighting	14	15	19	22	-
Water	12	16	16	15	11
Biomass	11	10	15	5	9
<b>Total</b>	<b>407</b>	<b>494</b>	<b>690</b>	<b>825</b>	<b>763</b>
<b>Scope 3 (Indirect other)</b>					
Business Travel	32	35	20	39	104
Staff Travel to work	8	-	-	-	-
Other building GHGs	-	-	-	-	-
Procurement	5347	8270	-	-	-
<b>Total</b>	<b>5387</b>	<b>8305</b>	<b>20</b>	<b>39</b>	<b>104</b>
<b>Total gross emissions</b>	<b>7619</b>	<b>10573</b>	<b>2280</b>	<b>2654</b>	<b>2902</b>
<b>Credits</b>					
Green Tariff	265	272	390	469	-
PV Export Only	67	61	60	81	-
Council Land Use	-	-	-	-	-
Offset Credits Purchased	0	0	0	0	0
<b>Total</b>	<b>332</b>	<b>333</b>	<b>450</b>	<b>549</b>	<b>0</b>
<b>Total net emissions</b>	<b>7287</b>	<b>10240</b>	<b>1830</b>	<b>2105</b>	<b>2902</b>

Table 3 - Breakdown of Scope 1,2 & 3 tCO<sub>2</sub>e (not weather corrected), Items with \* have been added as part of the new Climate and Environmental Emergency Methodology

The CO<sub>2</sub>e conversion factors used in calculating the GHG have been taken from the DEFRA web based tool “Government conversion factors for company reporting”.

The figures have not been weather corrected.

## 9. Geographical Breakdown

All Eastleigh Borough Council's activities are in the UK.

## 10. Targets

The Council has declared a Climate Emergency and will put in place measures to ensure that the Council's own operations and functions achieve carbon neutrality by 2025.

## 11. Base Year

The Council will continue to report against DECC baseline year for 2007/08, however the target for Net Zero will be based on 2018/19.

Since last years reported figures no recalculation of the baseline has been made due to the sale or acquisition of Council properties.

## 12. Intensity Measurement

We have chosen the intensity measurement of tCO<sub>2e</sub> per full time equivalent (FTE) member of staff and per £M income as most relevant to local government. The intensity measure has been applied to both the CEE and DEFRA model for reporting.

CEE Method	2019/20	2018/19
tCO <sub>2e</sub> per FTE	15.21	23.08
tCO <sub>2e</sub> per £M income	108.61	148.38

DEFRA Method	2019/20	2018/19	2017/18	2016/17	2015/16
tCO <sub>2e</sub> per FTE	4.01	4.41	4.29	4.68	4.37
tCO <sub>2e</sub> per £M income	28.64	28.38	21.21	35.02	30.25

## 13. External Assurance Statement

The Council has not received independent external assurance over our reported emissions.

## 14. Carbon Offsetting

The Council has not purchased any carbon offsets.

## 15. Green Tariffs

The Council purchases green energy for most of its sites from EDF, as of the start of 20/21 all sites are now on a green electricity tariff. We are also looking at an option for Green Gas.

## 16. Electricity Generation

The Council began a programme of installing solar PV in 2011 and this year generated a total of 348MWh across its whole portfolio.

	2019/20	2018/19	2017/18	2016/17	2015/16
kWh Consumed	87,736	133,152	130,938	114,357	120,119
kWh Exported	260,642	215,081	171,503	196,020	200,456

<b>Total Generated</b>	<b>348,378</b>	<b>348,233</b>	<b>302,441</b>	<b>310,377</b>	<b>320,575</b>
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# EASTLEIGH BOROUGH COUNCIL

## FORWARD PLAN: June 2020 to September 2020

This Forward Plan sets out matters which may be considered by Cabinet in the four month period. It includes items on which a “key decision” is likely to be taken.

**A KEY DECISION IS** - An executive decision (whether or not taken by the Cabinet) which is likely to:

- (1) result in the Council incurring expenditure or making savings which amount to either £50,000 or 20% (whichever is the larger) of the gross expenditure budget for the service or general function to which the decision relates; or
- (2) be significant in terms of its effect on communities living or working in an area comprising two or more wards within the Borough of Eastleigh.

The Plan also includes matters for likely decision relating to the Council’s policy or budget framework.

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
<b>21 May 2020</b>						
Yes	Appointments to Outside Bodies	Cabinet	21 May 2020		Cabinet will be asked to approve the appointments to Outside Bodies.	Laura Johnston /
Yes	Appointments to the Procurement Executive Group (PEG)	Cabinet	21 May 2020		Cabinet will be asked to approve the appointments to the Procurement Executive Group (PEG).	Laura Johnston /
Yes	Appointments to the Strategic Risk Management Group (SRMG)	Cabinet	21 May 2020		Cabinet will be asked to approve the appointments to the Strategic Risk Management Group (SRMG).	Laura Johnston /

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Community Investment Programme Scheme(s) Approval	Cabinet	21 May 2020		To consider and approve projects within the Community Investment Programme (CIP).	Tom Andrews, Finance Specialist /
Yes	Property Transactions	Cabinet	21 May 2020		To consider and approve property transactions.	Liz Suatt, Lead Asset Manager /
<b>25 June 2020</b>						
Yes	Covid-19 Response	Cabinet	25 Jun 2020		Cabinet will be asked to note an update on the Council's response to the Covid-19 pandemic and approve plans for the recovery work needed.	Natalie Wigman, Corporate Director - Strategy /
Yes	Eastleigh Borough Local Plan (2016 - 2036): Inspector's Letter	Cabinet	25 Jun 2020		Cabinet will be asked to take a decision on whether to work towards adopting the Eastleigh Borough Local Plan (2016 – 2036) by preparing the main modifications and further evidence indicated by the independent Planning Inspector, including those set out in her letter of 1 April 2020.	Graham Tuck, Planning Planning Senior Specialist /

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Private Sector Housing Enforcement Policy	Cabinet	21 May 2020	Policy & Performance Scrutiny Panel	<p>The Public Sector Housing (PSH) enforcement policy outlines the legislative grounds, powers and enforcement options available to the Council with which officers deliver the Council's statutory duty to keep housing conditions within the district under review and take appropriate action where identified to ensure adequate standards and safety are maintained. This policy consolidates a number of previous policies into one, expands and clarifies some previous points of enforcement as well as outlines the new enforcement options of housing civil penalties, rent repayment orders &amp; banning orders now available through recent legislation changes and additions and the Council's approach to their use.</p>	Ross McClean, Strategic Lead (Health and Wellbeing) /

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Climate Change and Environmental Emergency	Cabinet	25 Jun 2020		Cabinet will be asked to consider a report detailing the latest position on the Council's emerging Climate Change and Environmental Emergency Strategy.	Sarah King, Corporate Director - Support Services /
Yes	Members Allowances - Actual Amounts Paid 2019/20	Cabinet	25 Jun 2020		Cabinet will be asked to approve the report containing details of the actual amounts paid to Members in regards to allowances and expenses in 2019/20.	Laura Johnston /
Yes	10105 Woodhouse Lane Sports Facilities Project	Cabinet	25 Jun 2020		Cabinet will be asked to approve forward funding for delivery of the community sports pitches and additional sports facilities in advance of allocated S106 receipts.	Harry Lee /
Yes	Future provision of Management of Properties	Cabinet	25 Jun 2020		Cabinet will be asked to approve the proposed structure for the future provision of Management of Properties at a number of sites.	Andy Smith, Finance Lead Specialist (Deputy Chief Financial Officer) /
Yes	Community Investment Programme Scheme(s) Approval	Cabinet	25 Jun 2020		To consider and approve Community Infrastructure Projects (CIP).	Tom Andrews, Finance Specialist /



KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Property Transactions	Cabinet	25 Jun 2020		To consider and approve property transactions.	Liz Suatt, Lead Asset Manager /
<b>22 July 2020</b>						
Yes	Covid-19 Response	Cabinet	22 Jul 2020	Policy & Performance Scrutiny Panel	Cabinet will be asked to note an update on the Council's response to the Covid-19 pandemic and approve plans for the recovery work needed.	Natalie Wigman, Corporate Director - Strategy /
Yes	Development of Council Tree Nursery to provide 160,000 Trees	Cabinet	22 Jul 2020	Policy & Performance Scrutiny Panel	Cabinet will be asked to approve the development of a Council operated tree nursery to produce 160,000 new trees for planting in the next ten years for the Council to meet its Climate Change commitment of carbon neutrality.	/
Yes	Provisional Outturn 2019/20	Cabinet	22 Jul 2020		Cabinet will be asked to approve the report containing details of the provisional outturn for 2019/20.	Andy Smith, Finance Lead Specialist (Deputy Chief Financial Officer) /

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Approval of the Corporate Action Plan	Cabinet	22 Jul 2020		Cabinet will be asked to approve the Council's Corporate Action Plan.	Diccon Bright, Strategic Planning Manager /
Yes	Corporate Performance and Financial Monitoring	Cabinet	22 Jul 2020		To consider the quarterly report outlining the Council's performance against outcomes in the Corporate Plan.	Andy Smith, Finance Lead Specialist (Deputy Chief Financial Officer) /
Yes	Property Transactions	Cabinet	22 Jul 2020		To consider and approve property transactions.	Liz Suatt, Lead Asset Manager /
Yes	Community Investment Programme Scheme(s) Approval	Cabinet	22 Jul 2020		To consider and approve projects within the Community Investment Programme (CIP).	Tom Andrews, Finance Specialist /
<b>17 September</b>						
Yes	Covid-19 Response	Cabinet	17 Sep 2020	Policy & Performance Scrutiny Panel	Cabinet will be asked to note an update on the Council's response to the Covid-19 pandemic and approve plans for the recovery work needed.	Natalie Wigman, Corporate Director - Strategy /

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	Contact Officer / Cabinet Member
Yes	Community Investment Programme Scheme(s) Approval	Cabinet	17 Sep 2020		To consider and approve projects within the Community Investment Programme (CIP).	Tom Andrews, Finance Specialist /
Yes	Property Transactions	Cabinet	17 Sep 2020		To consider and approve property transactions.	Liz Suatt, Lead Asset Manager /

**FOOTNOTES:**

**Public Participation will apply to enable representations to be made at the time the decision is to be taken.**

**Written reports for public items will be available as part of the agenda papers and are usually available one week prior to the meeting.**

Contact Officer: Laura Johnston – Lead Specialist – Democratic Services

Publication Date: 10 June 2020

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