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## CLIMATE EMERGENCY ADVISORY COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 6th June, 2023  
at 1.00 pm

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### MEMBERSHIP

#### Councillors

B Anderson  
J Bowden  
P Carlill  
E Carlisle  
R Downes  
K Dye (Chair)  
M Foster  
A Hannan  
N Harrington  
A McCluskey  
O Newton  
M Rafique  
M Shahzad  
E Thomson  
J Tudor

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<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1133&MId=12216&Ver=4>

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**Agenda compiled by:**  
**Cassie Sivapalan**  
**Governance and Scrutiny Support**  
**Telephone: 0113 37 83136**

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>1) To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</li> <li>2) To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3) If so, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the meeting held on 20<sup>th</sup> March 2023.</p>	5 - 14
7			<p><b>OPEN FORUM</b></p> <p>At the discretion of the Chair, a period of up to 15 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Committee. No member of the public shall speak for more than five minutes in the Open Forum, except by permission of the Chair. Please note: Members of the public are asked to submit a video of their question or statement to <a href="mailto:climate.emergency@leeds.gov.uk">climate.emergency@leeds.gov.uk</a> by 5.00 pm on</p>	
8			<p><b>CORPORATE TRAVEL PLAN</b></p> <p>To receive the report of the Transport Development Services manager providing an update on the Corporate Travel Plan and proposed refresh.</p>	15 - 18

Item No	Ward	Item Not Open		Page No
9			<p><b>PUBLIC SECTOR DECARBONATION SCHEME (PSDS) UPDATE</b></p> <p>To consider the report of the Chief Officer Climate, Energy and Green Spaces which provides an update on the delivery of Public Sector Decarbonisation Programme (PSDS3a).</p>	19 - 22
10			<p><b>FORWARD PLAN</b></p> <p>To consider the report of Chief Officer (Climate, Energy &amp; Green Spaces) which provides the workplan for the Climate Emergency Advisory Committee in 2023/24 including working groups and meeting schedule.</p>	23 - 30
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note the date and time of the next meeting as being Wednesday 5th July 2023 at 2pm and is a consultative meeting (online).</p>	

#### **Third Party Recording**

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

## Climate Emergency Advisory Committee

Monday, 20th March, 2023

**PRESENT:** Councillor K Dye in the Chair

Councillors B Anderson, J Bowden,  
N Buckley, P Carlill, E Carlisle,  
A Garthwaite, C Hart-Brooke, O Newton,  
M Shahzad, E Thomson, P Truswell and  
J Tudor

**12 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

**13 Exempt Information - Possible Exclusion of the Press and Public**

The agenda contained no exempt information.

**14 Late Items**

There were no late items of business.

**15 Declaration of Interests**

No declarations of interest were made.

**16 Apologies for Absence**

Apologies were received from Councillor Wadsworth.

**17 Minutes of Previous Meetings**

**RESOLVED:** That, subject to the correction of a date in Minute No. 10 (Leeds Local Plan Update) as highlighted by the Chair, the minutes of the formal meeting held on 23rd June 2022 be confirmed as a correct record, and that the minutes of the consultative meeting held on 23rd January 2023 be received and noted.

**18 Matters Arising from the Minutes**

Minute No. 7 (Open Forum) (23rd June 2022)

Following the Open Forum contribution by Climate Action Leeds, Committee Members were encouraged by the Chair to raise the opportunity of utilising the Committee's Open Forum section with any climate action groups in their wards. The Chair also highlighted that any Members of Council were eligible to join the CEAC working groups, with the Chair welcoming any wider Member participation in those groups.

Minute No. 34 (Open Forum) (23rd January 2023)

The Committee received an update on the actions which had been taken following the consideration of the 2 Open Forum items (Environmental Considerations of Planning Decisions) and (Plastic Free Fields). Specifically regarding 'Plastic Free Fields', it was noted that Sports England had been written to raising concerns about the issue of black crumb sports turfing.

## 19 Open Forum

Two matters were raised under the Open Forum:

**The Commitment:** William Eccles and Lilla Toth made a representation to the Committee concerning their organisation's objectives and purpose, which included individuals pledging to only vote for candidates who prioritise addressing the climate emergency.

It was noted that in Leeds as of November 2022 there were 338 commitments pledged. The three most popular reasons for making a pledge in Leeds were;

- 1) Protecting the planet for future generations
- 2) Valuing their connection to the natural world
- 3) Equality and public health

The Commitment made the following recommendations to the Committee;

- 1) Timely target to be set for the publication of the recently approved Climate Resilience and Adaptation Plan
- 2) Develop or refresh an appropriate, cross departmental strategy for nature recovery and climate resilience
- 3) Incorporate car use reduction into the Local Plan

The Committee discussed and suggested inviting The Commitment to the Council's Community Committees, as appropriate, following a recent successful visit to the Outer North West Community Committee.

The Committee requested that The Commitment share its report containing their full recommendations, and for an update to be provided in due course as the number of pledges made by Leeds residents increased.

**Guiseley Primary School:** The Committee received a video presentation with pupils from Guiseley Primary School requesting wildflower seeds.

The Committee noted that Ward Members can use money from MICE (Members Improvements in the Community and the Environment) for such matters and that individual Members were encouraged to liaise directly with primary schools in their ward areas in relation to the provision of wildflower seeds.

## 20 Working Groups Update

The Chairs of the Working Groups (WG) provided updates on progress made since the consultative meeting of the Committee held on 23<sup>rd</sup> January 2023.

**Economy & Finance:** The WG examined local monitoring of social value, such as local manufacturing where possible in Council procurement. A key steer has been developed that carbon offsetting should be a last resort regarding accreditation.

The WG also looked at the green home finance accelerator project, with the possibility of a one stop shop for retrofitting discussed, as there is a need for trusted information which the Council is well placed to provide.

**Biodiversity, Food and Waste:** The WG made suggestions to the Food Waste Strategy consultation regarding language and tone, and the objectives have been reprioritised.

Allotments were mentioned as needing more discussion. An increase in allotment sites need to be taken to the Infrastructure, Planning & Buildings sub group, as there are discussions to be had regarding which land allocation allotments should come from.

Food and glass collections have been discussed, with the WG noting that there are lessons to be learnt from Scotland, where there were issues with the glass collection scheme.

**Infrastructure, Planning & Buildings:** The WG noted that the Local Plan Update received 90% support from residents. The Local Plan Update will improve the Council's ability to influence development. The next step for the Update is for it to be considered by the Development Plans Panel.

**Community & Business Engagement:** The WG met with the Greenwood business group to discuss their recent success regarding recycling, single use plastics, and signposting businesses to Council support. It was highlighted that many small businesses were in a precarious position financially, and that match funding for energy efficiency measures were not always accessible to small businesses, as this requires them to raise large amounts of money for their share of the improvements. The Economy and Finance WG shall discuss this issue at a future meeting.

**RESOLVED:** That the verbal updates from the working groups be noted.

## 21 **Director's Update**

The Interim Director of Children and Families provided an update to the Committee regarding how the Directorate has responded to the Climate Emergency. This was a part of a year long programme of visits to the Committee by each of the Leeds City Council's Directors.

Some of the key work undertaken within the Children and Families directorate included;

### **Voice of Children and Young People:**

- The February 2020 Leeds Youth Summit for Climate was attended by 114 students from 17 secondary schools. The students worked with elected councillors and decision makers to develop a young people's toolkit to communicate opportunities for young people to get involved in combatting climate change, and to have their voice heard.
- The climate emergency toolkit for children and young people which was developed at the summit has been promoted online and with a flyer. The intention is that children and young people can feel empowered and supported to take action, which will have a beneficial impact on their mental health and wellbeing.

- The directorate has supported school leaders to promote high quality climate education.
- July 2022 was the tenth anniversary of child friendly Leeds and using participation feedback of 80,000 children across the city, climate change was added to the Child Friendly Leeds wishes for the city.
- There have been ten youth community summit events.
- Get Creative For Climate in August 2020 in which primary schools were invited to produce a short video presentation on climate action. The three winning videos were shown at the Climate Emergency Advisory Committee in January 2021.

#### **Children’s social work, early help and residential:**

- The Service has created climate awareness as a regular agenda item in its work by communicating ways in which colleagues can make both the workplace and their home lives more environmentally friendly.
- Hybrid working has reduced the amount of car journeys colleagues have to take.
- Asset and building sharing with partner organisations reduced the use of resources.
- The Committee received an overview with specific examples of the ongoing work towards decarbonisation in residential care services.

#### **Learning Services:**

- There has been an increase in the amounts of meetings taking place virtually, including headteacher meetings.
- An increase in web based online learning.
- The Headteachers toolkit is now accessed as an electronic document, which also means that it can be updated regularly.
- The My Health, My School survey included a section on climate change. This showed an 11% decrease in children knowing where to get advice on how to contribute to climate action and this knowledge has fed back into the Directorate’s work.
- The Leeds School Uniform Exchange has facilitated and encouraged second hand uniform use and has reduced the stigma of wearing second hand clothes amongst pupils by engaging them on climate change.

#### **Resources:**

- Around £1million has so far been match funded by the directorate to assist schools install climate related improvements such as heat pumps.
- School allocation funds from the Department for Education have had some used for decarbonisation schemes.
- Schools have been supported to transition towards carbon neutrality, such as with guidance on how to save energy and decrease water usage.
- The Assets and Access team will release new premises development plans to further develop the estate priorities.



- Work within the Transport and Inclusion Team within Education has supported children with complex needs to utilise travel option other than private hire.
- The directorate is a part of the wider corporate approach to commissioning, whereby social value including climate action is required from potential providers.

After the presentation the Committee discussed the work of the directorate with the Director. Highlights included;

Responding to Members' comments, the Committee received an update regarding the work being undertaken, both corporately and by the directorate in terms of auditing the environmental impact of the directorate's estate, which included liaison between the directorate and schools.

In response to a Member's question, the Committee received further information on the holistic approach that was being taken to ensure that an appropriate balance was struck when discussing environmental matters with young people, so that it also incorporated economic and social factors.

The reference of the Climate Emergency in the refreshed Children and Young People's Plan and the 12 Child Friendly 'Wishes' was highlighted, whilst Members also specifically welcomed the value of the uniform exchange programme.

In conclusion, the Director offered to circulate to Committee Members the written information used as part of her presentation to the Committee, should Members find this useful.

**RESOLVED:** The Committee thanked the Director for attending the Committee and noted the verbal update.

## **22 Climate Emergency Annual Report**

The Chief Officer (Sustainable Energy and Air Quality) submitted a report initially considered by Executive Board on 15<sup>th</sup> March 2023 which provided a summary on the range of activity which had taken place in the past year to address the climate emergency.

The Chief Officer provided an overview of the annual report to the Committee. The annual report presented a position statement on both the Council's and the city's emissions. There has been a 37% reduction in energy use within the Council since the climate emergency declaration, however the Chief Officer noted that the Council's emissions represent a small proportion of the city's overall emissions.

It was noted by the Committee that future plans for addressing the climate emergency include developing engagement with different financial products, including partnership working with Lloyds Bank. The Council is now a signatory of the Yorkshire and Humber Climate Commission. In addition to partnership working and the actions being taken in Leeds, the dependence on

having the correct national policy in place was highlighted, together with the fact that Leeds would continue to work to influence national policy wherever possible, either directly or through its networks.

Members received an overview on the work which had been undertaken to update the Leeds Food Strategy which has been updated to incorporate residents' views.

The Council also received an 'A' grade in the Carbon Disclosing Project (CDC). As a result next year's annual report will be moved to September so that the data capturing for both the annual report and the CDC can be undertaken jointly.

Following the Chief Officer's overview was a discussion with the Committee. Highlighted details included;

The Chief Officer gave details on the references to private sector funding and clarified that this was in relation to larger scale investment, for example from pension funds rather than on an individual company basis. Private sector investment is required to transition from a grants-based model. The Council has not undertaken specific work to estimate the cost of not addressing the climate emergency, however, there has been some work done by the Treasury on the cost nationally and the Treasury has recognised that as a country it will cost us more to deal with the consequences of climate than to reduce our emissions in the first place. The possibility of working with partners within the University to develop localised statistics was discussed.

The Chief Officer acknowledged that the city is not on track to meet the net zero ambition by 2030 due to factors outwith our control, such as national policy.

The annual report was noted as not discussing buses in much detail as this is largely managed by the West Yorkshire Combined Authority, but the Chief Officer agreed to include more on this subject in next year's report. The Committee discussed the reduction of some buses within the park and ride scheme, which particularly affects residents within the Outer South area. The Chief Officer to present further statistics on this to the Transport working group. The possibility of inviting bus operators to the Committee in the next municipal year was discussed.

The Committee was informed by the Chief Officer that the Council has little power to deal with the rise of wood burners, or the impact that has on local communities.

The Committee presented a variety of views on the financial costs and benefits to be had by addressing the climate emergency.

Engagement within Leeds communities for the climate emergency was noted as being a concern for the Committee, particularly as inner city residents are the most deprived, and the most at risk to climate related harm. The Open

Forum was noted as not having had a diverse range of groups attend in the past municipal year.

The Committee continued the discussion regarding finance for small businesses from earlier in the meeting, and the Chief Officer informed the Committee that the new minimum energy efficiency standards for landlords may mean that rent for small businesses will go up, but that this will mean they will not need to pay the upfront costs of these improvements themselves.

**RESOLVED:**

- a) That the Climate Emergency Annual Report as submitted to the Executive Board on 15th March 2023 be noted.
- b) That the contents of the report and the comments made during discussions on the Climate Emergency Annual Report be noted.

(Councillor Garthwaite left the meeting at 2.22pm).

**23 Update on climate-related council communications**

The Committee received the report of the Director of Resources which provided an update on climate-related council communications over the 2022-2023 municipal year.

The Senior Policy & Communications Officer from the Sustainable Energy and Air Quality team (SEAQ) delivered a presentation providing an update on the use of communications and engagement to support the council's climate action to the Committee.

Highlights of the presentation included;

The Communications team sits within Sustainability Energy and Air Quality, and works with colleagues across the council to assist with climate related communications. The role of communications at SEAQ is not to duplicate work that has already been carried out by colleagues across the Council, instead it is to co-ordinate, ensure dialogue and provide support. The Council already had a large amount of communication assets which have been built upon.

The work has three main purposes;

1. Enable – the successful delivery of climate related projects and policy. As government funding is often time sensitive, it was highlighted that effective communication is key to ensuring all parties, including residents maximise the opportunities available to them, such as being made aware of, and utilising such time limited funding.
2. Explain – Communicating different climate related concepts to communities with a variety of methodology.
3. Engage – Engagement informs policy, with communication being a two way street between residents and businesses with the Council. Internal engagement has built on that work, such as by identifying the 70 council

officers with weather resilience related roles and supporting them to incorporate climate change into their business continuity plans.

Some highlights of 2022 include;

- 11 climate newsletters
- 68 press releases, with work featured in the BBC, ITV, Yorkshire Evening Post and Leeds Live
- 7,600 impressions monthly on Twitter
- 3,700 visits to the Leeds By Example website
- Secured an A Grade from the Carbon Disclosure Project
- Hosting and attending climate events

Communication priorities for 2023 were set out;

- To engage new commercial customers to Leeds PIPES (Providing Innovative Pro-Environment Solutions).
- To promote uptake of retrofit new scheme for homes off the gas grid.
- To explain the Council's climate mitigation and adaptation policies link together more accessible way.
- To promote awareness of environmentally friendly food.
- To support colleagues and partners with climate related communications.
- To explain how the Council is continuing to lead by example.
- To engage services across the council to implement climate adaptation actions and improve climate literacy

After the Senior Officer's presentation, the Committee had the following discussion;

The Senior Officer shared research that trying to dispel misinformation can actually embed it further, and therefore the role of Communications is to preferably provide high quality information ahead of time as a 'prebuttal', which is complicated by the way mass media has become increasingly fragmented and algorithmically driven. The importance of continuing to build upon existing and social networks was highlighted, in order to reach as large an audience as possible with the aim of reducing the impact of misinformation by communities receiving key messages from the Council, or another trusted source first. The Senior Officer explained that there are several internal steps which would need to take place to make a communication responding to an incident, including fact verification.

In considering such matters, Members discussed the need for clear and accessible communications to be delivered in this area, with the importance of looking to dispel rumour and myth being highlighted. A co-ordinated approach towards communications in relation to the climate emergency across Council services and with partners was also emphasised, with the work ongoing in this area being noted. Members' comments around the need for communications to be agile and responsive to developing issues, whilst also striking the correct tone was acknowledged.

The Committee discussed various approaches to tone within Council communications, with some favouring trialling more engaging forms and others preferring a more neutral approach.

The Communications team approach has been to attend and support climate related events when asked to in the past year, however in the next year they will proactively offer to assist at events, such as the youth summits.

The Chair recommended that the Committee specifically endorse the progression of the priority detailed within the presentation regarding internal engagement and the improvement of climate literacy across the Council, with the Business & Engagement working group supporting this work programme, as appropriate.

**RESOLVED:**

- (a) That the contents of the report and presentation regarding climate-related council communications be noted together with the comments raised during the discussion.
- (b) That the progression of the priority within the presentation around internal engagement and the improvement of climate literacy across the Council be specifically endorsed and supported via the Committee's Business & Engagement working group.

**24 Date and Time of Next Meeting**

The Committee noted that the dates and times for the next Municipal year had not yet been confirmed.

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### **What is this report about?**

- 1 This report outlines the current position regarding staff travel in Leeds City Council and the progress made as part of the Corporate Travel Plan 2014 – 2020. The proposal is to refresh and update the Corporate Travel Plan to reflect all current strategies, policies and plans promoted by Leeds City Council to ensure that the Council is seen to lead by example taking account of individual needs. The aim is to ensure that staff travel is limited to only necessary travel and is undertaken in as sustainable way as possible in relation to environmental, social and financial considerations.

### **What impact will this proposal have?**

- 2 This refreshed Corporate Travel Plan will require a whole council approach to reviewing staff business travel and options to support sustainable commuting by staff and members.

### **How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 3 The initiatives contained in the Corporate Travel Plan are intended to support all staff to be able to travel sustainably in the course of their work. Initiatives for sustainable commuting are also an important part of the plan.

### **What consultation and engagement has taken place?**

Wards affected: All

Have ward members been consulted?       Yes       No

- 4 Initial meetings have been held internally between colleagues in Influencing Travel Behaviour, Fleet Services, HR, Climate, Energy and Greenspace and Facilities Management to discuss areas of significance requiring a change in approach. Consultation on the draft Corporate Travel Plan will be undertaken with staff at the appropriate time.

### **What are the resource implications?**

- 5 The refresh is being carried out by officers in the Influencing Travel Behaviour Team using existing staff resource. It is expected that a number of the actions to deliver the plan will have a financial implication (positive and negative) so information on this will be provided at the relevant time.

### **What are the key risks and how are they being managed?**

- 6 The Corporate Travel Plan needs buy in from all areas of the Council. Key delivery risks around the reduction in reliance on grey fleet (staff owned vehicles) and the carbon implications of this are one known area of concern. Other areas of risk will be identified as part of the Action Planning.

### **What are the legal implications?**

- 7 None identified



## **Options, timescales and measuring success**

### **What other options were considered?**

- 8 The previous CTP is out of date and needs withdrawing or amending. Areas of work to deliver the aims of the CTP are spread out across the Council. An updated plan to bring all these areas of work together is considered beneficial so no other options have been considered.

### **How will success be measured?**

- 9 Delivery of the Corporate Travel Plan refresh with Action Plan by December 2023 and subsequent delivery of the actions identified to assist in reducing carbon emissions from Council travel to meet the Council's Net Zero Targets.

### **What is the timetable and who will be responsible for implementation?**

- 10 Adoption of CTP and action plan by December 2023 – Influencing Travel Behaviour Team in Highways and Transportation. A one council approach to implementation is required with actions clearly assigned to specific teams.

### **Appendices**

None

### **Background papers**

- Corporate Travel Plan 2014-2020

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## Public Sector Decarbonation Scheme (PSDS) Update

Date: 25/05/2023

Report of: Chief Officer Climate, Energy and Green Spaces

Report to: Climate Emergency Advisory Committee

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

The Public Sector Decarbonisation Programme (PSDS) has recently successfully completed the delivery of PSDS3a. With air source heat pumps and solar delivered at 10 sites in Leeds. PSDS recently began the delivery of a new scheme (PSDS3b). At present fifteen sites are in scope with estimated carbon savings (see appendix 1) and further sites being explored.

### Recommendations

- a) To note the contents of the report

### What is this report about?

- 1 This report provides an update to the Public Sector Decarbonisation scheme (PSDS). Since the last report to board in November 2021 the team have been working to optimise the 40 sites that were installed as part of PSDS1 and add in meters to monitor the performance of the technology. In addition, the team were successful in bidding for further funding for 3a (10 sites) completed in March 2023 and 3b which is currently underway with 15 sites at pre-design stage and further sites looking to be added to the scheme.
- 2 PSDS3b is approaching the pre-construction phase with detailed designs approved for four of the sites and detailed designs about to be reviewed for the remaining sites. The team have been working closely with school business managers and the LCC planned maintenance team to ensure that essential maintenance works can be carried out in schools over the summer and PSDS works are only taking place where no works are planned or where a school site is large enough to accommodate two sets of contractors.

### What impact will this proposal have?

- 3 This project would support the Council's efforts to tackle the Climate Emergency and reach net zero by 2030. Decarbonisation of sixty sites through the installation of a range of low-carbon and/or energy efficiency technologies would be achievable at a considerable saving, particularly important given the eventual need for the Council to complete these works at its own cost in the future.

### How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing       Inclusive Growth       Zero Carbon

4

### What consultation and engagement has taken place?

Wards affected: All

Have ward members been consulted?       Yes       No

- 5 The Chief Officer of Sustainable Energy & Air Quality has been engaged and driven the grant applications and will be responsible for the delivery of the project.
- 6 Procurement and Commercial Services reviewed the cost reports for 3a and 3b prior to the decision and confirm that the procurement approaches recommended are in line with Council CPRs.
- 7 Children & Families have been engaged and consulted with throughout the grant process. The team have formed part of the site selection process to minimise clashes with the service's Planned Maintenance Programme (PMP) and have also agreed to contribute match funding of £1,200,000 from the 2023/24 budget for works solely relating to the installation of the air source heat pumps to support delivery and ensure adherence to the grant award requirements.
- 8 Asset Management have been consulted directly in the development of the PSDS bid to inform the selection of appropriate buildings to ensure only buildings earmarked for long-term retention are selected.
- 9 Building managers are being consulted as project delivery approaches to facilitate site surveys and works delivery and ensure any local factors and timescales are taken into account. The SEAQ service is and will be project managing delivery to mitigate as much as possible any disruptive impacts of site surveys and works and ensure that services are not unduly impacted by these works.
- 10 Ward members have been consulted with to make them aware of the bids that have been submitted and the rationale for selecting sites in their ward.
- 11 Further consultation with members is required as some site that were part of the original bid are having to be removed from the scheme but the team are hopeful that some of these sites can be considered for PSDS3c that is due to be announced by Salix in the autumn.

### What are the resource implications?

- 12 A team of three are established within LCC to run the PSDS projects. There is also one additional officer working part time to support on PSDS3b as he has experience from PSDS1 and PSDS3a.

## **What are the key risks and how are they being managed?**

### **a) Delivery**

- i. delivering the project by March 2024 in line with the grant requirements and managing cost pressures. To mitigate these risks the following actions are proposed:
  - (1) Direct award for heat pump work through the Procurement for Housing framework to increase the timescales for delivery and enable works to commence prior to the school summer holidays – a key period for completing disruptive works. The contract will be a fixed price of grant value plus LCC's match funding contribution - this gives cost certainty to the Council during this time of budgetary pressure.
  - (2) Beginning early engagement with Northern Power Grid in order to get four priority sites scheduled in for the school holiday period. Out of the 15 sites currently being assessed 8 require substations which will all need planning approval and legal permissions to upgrade the power supply. This will involve digging on public highways and within the school/site grounds.
  - (3) One of the key challenges with this scheme is that prior schemes have allowed the air source heat pumps to operate with gas boilers as part of a hybrid system. Under this round of funding the criteria have not allowed this so the air source heat pumps have to be designed in such a way to ensure they can heat the site up to the required temperature all year round. As a result, secondary heating upgrades and pipework improvements are essential to the success of the scheme.
  - (4) Working with the schools planned maintenance team to ensure a programme could be put together that would not disrupt their works.

### **b) Cost and site change**

- i. At bid stage, the Cenergist Limited provided maximum costs based on preliminary surveys and a risk weighting. In order to meet the necessary contract value with a 12% client contribution on top of the PSDS grant, Cenergist Limited are producing detailed design reducing their costs down to the required contract value. If this is unachievable at specific sites, then alternatives will be considered and as a result the scope of sites & technologies installed at each site may change

## **What are the legal implications?**

13 Legal have been consulted and procurement rules followed for all schemes. See background papers for more details.

## **Options, timescales and measuring success**

### **What other options were considered?**

14 We reviewed the sites with the highest energy consumption and where the heating infrastructure was in need of replacement in line with the grant conditions and requirements. We reviewed site for availability of space (Heat Pump and Solar locations), extent of preconstruction work (i.e., asbestos) and factors such as age and condition of existing equipment.

### **How will success be measured?**

15 The timeline set to deliver PSDS3B is very tight due to the number of stakeholders involved, the pre-construction approvals (Site Consultation, Condition Surveys, Design, Planning, Northern

PowerGrid Assessments and Applications), procurement lead times and multiple construction work fronts. Success will be measured in our ability to deliver the selected site within the 12-month period set by Salix.

### **What is the timetable and who will be responsible for implementation?**

16 PSDS3b will be delivered over the next 12 months and is due to be completed in March 2023. The project team from LCC are working with Cenergist Ltd and Solar for Schools and will begin delivering at four schools during the 6-week holidays. We will have to establish the lead contractor on each site (Cenergist or Solar for Schools) and coordinate any other existing works the site has programmed.

### **Appendices**

- Appendix 1- PSDS site list

### **Background papers**

- [\(30 March 2022\) - Decarbonisation of the Council's estate through Public Sector Decarbonisation Scheme \(PSDS\) funding – 3a Key decision report](#)
- [\(09 December 2022\) - PSDS3b - Decarbonisation funding opportunities for corporate and school buildings](#)

## Forward Plan 2023/2024

Date: 6<sup>th</sup> June 2023

Report of: Chief Officer (Climate, Energy & Green Spaces)

Report to: Climate Emergency Advisory Committee

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

- The Climate Emergency Advisory Committee was introduced following the declaration of the Climate Emergency in March 2019. It is a cross-party advisory committee authorised to consider and make recommendations regarding climate change and sustainability.
- In addition to the formal committee meetings, the Committee is complemented by four related working groups aligned to the key themes of the Climate Emergency – Planning, Buildings and Energy; Biodiversity and Food; Community and Business Engagement; and Finance.
- This report proposes a meeting schedule for the Climate Emergency Advisory Committee for the 2023/24 municipal year.

### Recommendations

- a) To consider the proposed meeting schedule for the municipal year in Appendix 1 and provide feedback.

## What is this report about?

- 1 The first meeting of the new municipal year provides an opportunity to reflect on the structure of meetings and working groups, to ensure that the work of the committee aligns with council priorities, and reflects the current challenges of tackling climate change, both locally and nationally.
- 2 The meeting dates for the 2023/24 municipal year have been set as follows:

Tuesday 6<sup>th</sup> June at 1pm  
Wednesday 5<sup>th</sup> July at 2pm  
Monday 18<sup>th</sup> September at 2pm  
Monday 16<sup>th</sup> October at 2pm  
Monday 27<sup>th</sup> November at 2pm  
Monday 15<sup>th</sup> December at 2pm  
Monday 22<sup>nd</sup> January at 2pm  
Monday 19<sup>th</sup> February at 2pm  
Monday 18<sup>th</sup> March at 2pm

- 3 A proposed schedule for the 2023/2024 meetings is set out at Appendix 1 for Members to consider.
- 4 To ensure that all aspects of the city's climate action are considered over the course of the municipal year, it is proposed that each meeting will progress one (or more) of the key climate change mitigation and adaptation themes, identified as follows:

### Climate change mitigation

- 1) Power
- 2) Buildings
- 3) Transport
- 4) Resources
- 5) Business & Industry
- 6) Nature & Greenhouse gas removal (GGR)

### Climate change adaptation

- 7) Flood resilience
- 8) Heat resilience
- 9) Drought resilience
- 10) Cascading impact resilience

- 5 In addition to the formal committee meetings, four working groups have been established. These working groups meet regularly and report back to formal meeting and, through the annual report of the Committee, to Full Council. The titles and remits of the working groups are unchanged from the 2022/23 municipal year and are as follows:

Infrastructure, Planning & Buildings—Remit includes all aspects of housing and public building retrofit, green planning, energy, and transport infrastructure. This working group will be chaired by Councillor K Dye.

Biodiversity, Food & Waste—Remit includes food production and supply, the circular economy,



tree planting, parks and countryside, and waste services. This working group will be chaired by Councillor B Anderson.

Community & Business Engagement—Remit includes behaviour change initiatives, city-wide communications, local community projects, and business engagement. This working group will be chaired by Councillor M Shahzad.

Economy & Finance—Remit includes business cases for climate action, innovative funding solutions, green jobs and skills, and economic impacts of climate change. This working group will be chaired by Councillor P Carlill.

- 6 In the 2022/23 municipal year most meetings were held remotely with the exception of the first and last meetings and any that required a formal decision to be taken. The Chair recognises the benefits of both physical and remote meetings and intends to balance these over the course of the 2023/24 municipal year. Therefore, the Chair has resolved that the June, November, December, and March meetings will take place physically in the Civic Hall, with all other meetings (including working group meetings) to be held remotely. Virtual or hybrid contributions to physical meetings will be supported on a case-by-case basis at the Chair’s discretion where deemed to be reasonable, practical, and lawful. Where a meeting requires a formal decision to be taken, in line with the Local Government Act 1972, a physical meeting will be held.

**What impact will this proposal have?**

- 7 This proposal will inform the agenda and areas of focus for the Climate Emergency Advisory Committee over the course of the 2023/24 municipal year.
- 8 There are no equality and diversity, or cohesion and integration implications as a result of this report.

**How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 9 The content of the forward plan will support the work that the council needs to undertake to meet its targets following the Climate Emergency declaration and as part of the Best City Ambition. The Committee has an important advisory role, provides constructive ‘check and challenge’, and supports public awareness of Leeds’ climate action.

**What consultation and engagement has taken place?**

Wards affected:
Have ward members been consulted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**What are the resource implications?**

- 10 There are no specific resource implications as a result of this report.

**What are the key risks and how are they being managed?**

- 11 There are no risk implications as a result of this report.

**What are the legal implications?**

12 There are no specific legal implications as a result of this report.

**Options, timescales and measuring success****What other options were considered?**

13 Not applicable.

**How will success be measured?**

14 Not applicable.

**What is the timetable and who will be responsible for implementation?**

15 Not applicable.

**Appendices**

- Appendix 1 – Proposed CEAC Forward Plan 2023:24

**Background papers**

- None

## Appendix 1:

### **Climate Emergency Advisory Committee**

Proposed forward plan of agenda items (2023/2024)

<b>Date, time, and location of meeting</b>	<b>Proposed agenda items (*contents subject to change)</b>
<b>Tuesday 6<sup>th</sup> June, 1pm</b> Leeds Civic Hall	<ul style="list-style-type: none"><li>• Open Forum</li><li>• Update on the LCC Corporate Travel Plan</li><li>• Update on the Public Sector Decarbonisation Programme</li><li>• Forward plan 2023/24</li></ul>
<b>Wednesday 5<sup>th</sup> July, 2pm</b> Remote	<ul style="list-style-type: none"><li>• Open Forum</li><li>• Director's update (Resources)</li><li>• Update on Leeds' flood resilience</li><li>• Update on the Local Plan Update</li></ul>
<b>Monday 18<sup>th</sup> September, 2pm</b> Remote	<ul style="list-style-type: none"><li>• Open Forum</li><li>• Update on the Net Zero Homes Plan</li><li>• Update on tree-planting initiatives</li></ul>
<b>Monday 16<sup>th</sup> October, 2pm</b> Remote	<ul style="list-style-type: none"><li>• Open Forum</li><li>• Director's update (Public Health)</li><li>• Update on business and industrial decarbonisation in Leeds</li><li>• Update on the environmental enforcement of industrial polluters in Leeds</li></ul>

	<ul style="list-style-type: none"> <li>• Update on the climate-related work of Leeds' 'anchor' organisations</li> </ul>
<p><b>Monday 27<sup>th</sup> November, 2pm</b></p> <p>Leeds Civic Hall</p>	<ul style="list-style-type: none"> <li>• Open Forum</li> <li>• Director's update (City Development)</li> <li>• Update on the Leeds Food Strategy (Sustainability and Resilience)</li> <li>• Update on the work of the Yorkshire and Humber Climate Commission and Leeds Climate Commission</li> </ul>
<p><b>15<sup>th</sup> December, 2pm</b></p> <p>Leeds Civic Hall</p>	<ul style="list-style-type: none"> <li>• Considering the draft annual report of the Climate Emergency Advisory Committee</li> </ul>
<p><b>Monday 22<sup>nd</sup> January, 2pm</b></p> <p>Remote</p>	<ul style="list-style-type: none"> <li>• Open Forum</li> <li>• Director's update (Communities, Housing &amp; Environment)</li> <li>• Update on work to increase local renewable energy generation</li> <li>• Update on the development of the WY Mass Transit Network</li> <li>• Update on the Connecting Leeds transport strategy</li> </ul>
<p><b>Monday 19<sup>th</sup> February, 2pm</b></p> <p>Remote</p>	<ul style="list-style-type: none"> <li>• Open Forum</li> <li>• Director's update (Adults)</li> <li>• Update on the Alternative Fuel Strategy</li> <li>• Update on the Waste Strategy &amp; circular economy initiatives</li> <li>• Update on the Carbon Disclosure Project submission feedback</li> </ul>
<p><b>Monday 18<sup>th</sup> March, 2pm</b></p> <p>Leeds Civic Hall</p>	<ul style="list-style-type: none"> <li>• Open Forum</li> <li>• Director's update (Children &amp; Families)</li> </ul>

	<ul style="list-style-type: none"><li>• Update on work to communicate the Climate Action Plan</li><li>• Update on the Leeds Skills Strategy</li><li>• Reducing and offsetting our residual carbon footprint</li></ul>
<b>END OF MUNICIPAL YEAR</b>	

Accenture:

- Solar
- Water sustainability
- Innovation and collaboration

Question on how members can adopt the CTP

Ask Adults about engagement with the CTP

Fleet review w/ Victoria Bradshaw

How to make it practical

Ask CEAC to support CTP, and ask Director's

Pick up with Gillian

Be tight on 5 minutes

Avoid questions