

**REPORT TO:** Executive Board  
**DATE:** 19 July 2007  
**REPORTING OFFICER:** Strategic Director Environment  
**SUBJECT:** Local Authority Carbon Management Programme (LACMP)  
**WARDS:** Borough-wide

**1. PURPOSE OF THE REPORT**

To outline the process for taking forward the Council's involvement in the Carbon Management Programme.

**2. RECOMMENDED That: Executive Board**

- (1) The Carbon Management Project Plan be endorsed;
- (2) Quarterly reports on progress be submitted to the Executive Board Sub and the Corporate Policy & Performance Board.
- (3) On completion of the Action Plan annual reports on progress be issued.

**3. SUPPORTING INFORMATION**

Earlier in the year, the Council applied and was accepted on to the Carbon Trust's Local Authority Carbon Management Programme (LACMP). The programme will guide the Council through

- i. a systematic analysis of its carbon footprint;
- ii. calculate the value at stake and present a case for taking action;
- iii. set opportunities to help manage carbon emissions;
- iv. develop Action Plans for realising carbon and financial savings; and
- v. embed carbon management into the authority's day to day business.

The final step in the process is the development of a Carbon Management Strategy and Implementation Plan by March 2008 to reduce energy bills and carbon emissions over the next five years.

In signing up to the programme, the Council had committed to specific terms and conditions including:

- i. to work with the Carbon Trust to develop a robust strategy to reduce and manage carbon emissions;
- ii. to use reasonable endeavours to carry out Carbon Trust recommendations compatible with operational/business constraints and budget requirements;
- iii. nominate appropriate staff to assist with the development of the Plan;
- iv. give access to premises and data to the Carbon Trust; and
- v. inform the Carbon Trust of the reasons for not implementing the recommended measures.

## **LACMP NEXT STEPS**

Appendix A identifies key steps in the LACMP.

The initial step in the process is for the Council to develop a Project Plan which sets out:

- what the Council wants to get out of the programme
- who needs to be involved
- what the project will cover
- activities in the 11 month programme and when these will be completed by

The Project Plan needs to be signed off by the Executive Board.

A copy of the Project Plan is attached which identifies the scope of the review, opportunities to be explored and the core group established to progress the programme. The Strategic Director Environment and the Executive Board Portfolio Holder Environment, Leisure & Sport and respective Officer & Member Leads for the Project will monitor progress against the planned target.

The Project Plan sets a target of reducing the Council's carbon emissions by 33% by 2012. This is an ambitious target and if it is to be achieved will likely require some financial investment over the five year period. As the programme progresses, the Project Team will identify and quantify opportunities for reducing carbon (see Section 3.3) and these opportunities will be assessed for feasibility and a cost and benefit analysis will be undertaken to assess which offer the best opportunities in terms of payback for the Council. Over the five year period of the Strategy and Implementation Plan the Council will need to encourage closer examination of its policies such as procurement, transport and renewal energy.

4. **POLICY IMPLICATIONS**

The development of a Carbon Management Strategy fits with the Council's commitment to Climate Change through the Nottingham Declaration and NW Charter and its commitments for sustainable development in the Corporate Plan. The programme will enable the Council to take specific actions to deliver on these commitments.

5. **OTHER IMPLICATIONS**

The development of the Action Plan should lead to long term cost savings for the authority.

**KEY STEPS IN THE LACMP**

Thurs 10 May	<b>Programme Launch</b> at the Institute of Directors, London
14 May to 8 June	<b>Initiation Workshops</b> – the Programme Advisors will come to you for a full day to hold a set of meetings and workshops which should really get things moving. This will involve your Project Sponsor, so worthwhile checking now which day is best during this period.
1 week after Initiation Workshop	<b>Project Plan</b> complete and signed off by Project Sponsor
during June	<b>First Programme / Review Board</b> – hold the first regular update meeting of the core CM team chaired by your Project Sponsor
during September	<b>Opportunities Workshop</b> – a ½ day for you to develop engagement across your organisation through a workshop to generate ideas and commitment to carbon reduction. A Programme Advisor will facilitate this session for you.
late September	<b>First Ideas Sharing Conference</b> - a chance for you and your Project Sponsor(s) to meet with fellow participants, hear what they are doing, share experiences and be inspired by new ideas.
October	<b>Case for Action Presentation</b> to your senior management / members. By this point you will be able to talk through your ‘baseline’ of energy usage and carbon emissions and potential financial savings and carbon reductions. Consider which is the best forum in your LA, when they meet and when you must submit papers
14 <sup>th</sup> December	<b>Initial draft of Strategy and Implementation Plan (SIP)</b>
mid January	<b>Second Ideas Sharing Conference</b> - another chance for you and your Project Sponsor(s) to meet with fellow participants.
31 <sup>st</sup> January	<b>Mature draft of Strategy and Implementation Plan (SIP)</b> submitted for review across the programme.
31 <sup>st</sup> March	<b>Final day of Programme.</b> Submit your completed SIP to the Carbon Trust and arrange for it to be endorsed by your senior management.