

# Planning

## Action Progress Report

01 Apr 2015 - 31 Mar 2016

### **Report Filters**

*Hierarchy: Planning*

*Hierarchy Level: Outcome*

*Hierarchy Node: Sustainability action plan (placeholder)*



### 3 Cross-cutting plans

#### 3.1 Sustainability action plan (placeholder)

##### 3.1.1 Zero carbon

Action	Status	Start Date	End Date	Progress
3.1.1.1 Develop feasibility studies for potential district heat network projects: <ul style="list-style-type: none"> <li>• Eastern Road (Oct 2015)</li> <li>• Hove Station (Oct 2015)</li> <li>• Shoreham Harbour (Nov 2015)</li> <li>• Toads Hole Valley (Dec 2016)</li> </ul>	In Progress	01-Apr-2015	31-Dec-2016	60% 

**Responsible Officer** : Francesca Illiffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Shoreham Harbour Heat Network Study: Study completed April 2016. Presentations of findings held in Worthing and Hove to project partners from Dept of Energy & Climate Change, Shoreham Port Authority, West Sussex County Council, Adur & Worthing Councils, BHCC and Edgeley Green Power Ltd. Study identifies a potentially viable if challenging heat network. Further £67,000 secured from Dept of Energy & Climate Change to progress heat network delivery and define public sector partner's role.

Next steps: Publish Shoreham Harbour Heat Network Study May 2016. If Edgeley Green Power Station commences development in May; procure further investigative work and consult partners on degree of involvement.

Toads Hole Valley Heat Network Study: Consultants appointed to deliver a high level viability study. Findings to inform the Toads Hole Valley Supplementary Planning Document currently under development for development area DA7 of the City Plan.

Next steps: Work with consultants to consult developer and produce report. Final reports scheduled September 2016.

Eastern Road heat network: final study July. Heat Network to be considered alongside development of Freshfield Road site DA5 early 2020's.

Hove Station heat network: final study expected June. Scheme would provide social benefits: HRA tenants with regard to fuel poverty; contribute to regeneration of DA6; and carbon savings. Economics indicate a long-term cost saving to the HRA. Next steps: Council/consultant workshop; optimise the economic model; develop a business case in line with Council and Greater Brighton strategy, with a view to applying for grant funding such as Heat Network Investment Programme.

Action	Status	Start Date	End Date	Progress
3.1.1.1 Develop and deliver a staff led behaviour change campaign for BHCC staff re carbon	In Progress	01-Apr-2015	31-Mar-2017	46% 

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.

The delivery plan is expected to be actioned when resources are available.

Action	Status	Start Date	End Date	Progress
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3.1.1.1 To undertake an Invest to Save business case to inform the future of the service. This will include information on future carbon reduction in the city	Completed	01-Apr-2015	31-Dec-2015	100% 
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**Responsible Officer :** Gillian Packham - Team Mgr - Street Lighting & Design

**ACTION PROGRESS COMMENTS:**

Progress so far: Tender for consultancy prepared and ready to submit pending final Procurement approval. Consultant appointed 01/12/15, financial business case is in process with a draft one now supplied and the final document due by the end of March 2016. Note there is a risk that not all required information will be available from the Asset Team on road widths, so proposal may be delayed. In addition the EDH Modernisation Board has asked that we look to include Housing, Parks and other lighting which does not fall within our remit, again there is the risk this will delay the programme.  
03/05/16: As suggested previously this project has been delayed by difficulties in obtaining the information required to pull together the full financial business case. There has also been no response from Housing regarding their interest in being part of the proposal. Asset & Network Management remain hopeful that the full report will go to July P&R but there is a potential for slippage to October.

Next steps: Production of report to P&R Committee for July 2016

Action	Status	Start Date	End Date	Progress
3.1.1.1 Deliver the Environmental Education Programme re carbon reduction in Brighton & Hove schools.	In Progress	01-Apr-2015	31-Mar-2017	58% 

**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far:  
The Programme is on Target. Most KPIs have been met or exceeded. The programme is being delivered in a flexible way that allows adjustment according to school demand. 4 Green Flag Awards have been achieved for year 2 of the contract.

Next steps:

Continue in the same vein. Plans are underway for further Eco Schools & One Planet Living Workshops and assemblies.

Action	Status	Start Date	End Date	Progress
3.1.1.1 Support to city households vulnerable to fuel poverty and the negative health impacts of cold home, including home energy advice visits, emergency grants, financial health checks, training to front-line workers, information and advice, coordinating a 'single point of contact' in the city.	In Progress	01-Apr-2015	31-Dec-2016	52% 

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**

Progress so far:

New Fuel Poverty & Affordable Warmth strategy for the city drafted, consultation event held January 2016, to report, to be finalised and reported to Housing and New Homes Committee June 2016, followed by Health and Wellbeing Board September 2016.

Warmth for Wellbeing (WfW) programme funded via successful bid to British Gas Energy Trust established and delivery being managed by B&H CAB. BHCC & CCG represented on programme steering board

Your Energy Sussex ECO funded heating and insulation scheme for vulnerable residents operating, BHCC residents signposted to this scheme alongside the other support that is available to them

Next steps:

Sign off of strategy by HWB September 2016 and continued delivery of WfW throughout 2016

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Action	Status	Start Date	End Date	Progress
3.1.1.2 Progress to next stages of District Heat Network projects where practical feasibility and viability is demonstrated.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN
<b>Responsible Officer</b> : Francesca Iliffe - Sustainability Officer, Planning Projects				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far: Shoreham Heat Network Study is complete. Opportunities for a viable heat network are identified and a further £67,000 funding has been awarded from DECC for progress investigation to next stage. This is 33% match funded by project board partners with no additional funding required from BHCC. News is expected in May from Edgeley Green Power Ltd confirming their finance to build the new power station at Shoreham Harbour. Without Edgeley Green a heat network anchored at the Harbour if finance is less viable and there will need to be a discussion with DECC about the funding award, and whether this needs to be returned or can be used for any alternative feasibility work.</p> <p>Next steps: Await confirmation Edgeley Green will be built in 2016-17. Define next phase of investigation with project partners and stakeholders. Commission consultants.</p>				

Action	Status	Start Date	End Date	Progress
3.1.1.2 Complete the AMR programme and ongoing management. Monitor and analyse AMR data to identify trends / spikes and patterns of unusual consumption and act on findings in all areas – initially focussing on alterations to Building Management System settings. Roll out web-reporting software to budget holders and building managers and develop and deliver a communications plan encouraging the use of this software as well as delivering workshops.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer</b> : Kelvin Newman - Acting Energy and Water Manager				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far: The AMR Programme is nearing completion; we now have around 780 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.</p> <p>There is an ongoing campaign of using energy management software to observe instances of unusual consumption patterns in the AMR data, and communicate the findings to local premises managers for further investigation. The Energy &amp; Water Team will liaise with the premises team, and representatives from our elected heating controls contractor, to minimise gas wastage during the heating season.</p> <p>Access to Energy &amp; Water Web-Reporting software has been rolled out to local site managers and budget holders and has been accessed by over 270 different users in 2015. The Energy &amp; Water Team have organised workshops demonstrating the features of the Web-reporting software, including, how to use the AMR data to identify potential water leaks/ fuel wastage.</p> <p>Additionally, the council's Eco-school coordinator has produced guidance to encourage teachers to utilise the web-reporting software as a teaching tool and how it can be integrated into the curriculum.</p> <p>Next steps: Oversee installation of final devices remaining on program. Monitor devices for maintenance issues. Continue monitoring of AMR data to highlight wastage. Continue communication program to encourage use of software.</p>				

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Action	Status	Start Date	End Date	Progress
3.1.1.2 Expand and improve Eco Open Houses events to support householders to reduce carbon emissions across the city. Annual event to be delivered and a visitor support programme.	In Progress	01-Apr-2015	31-Mar-2017	55%  GREEN
<b>Responsible Officer</b> : Francesca Iliffe - Sustainability Officer, Planning Projects				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: Eco Open Houses 2015 successfully delivered over 2 weekends in October. Opening in the event were 13 venues including 4 zero carbon buildings, 9 houses of which 4 were retrofits and 5 new builds, and four non-domestic buildings. Additionally two talks were held on PassivHaus. There were 1488 visits, an average of 114 visits per venue. This compares well to previous events where there were 83 visits per venue (2014) and 59 visits (2013). Indicates numbers are rising and there is an appetite for the event despite the Green Deal not delivering accessible finance for retrofit as hoped. Of the houses that opened, 4 householders had been visitors inspired by previous Eco Open Houses events to proceed with building or retrofitting their home and then opening to the public as a householder. This indicates that the event is achieving its function of giving visitors the confidence to take action. Next steps: Full funding of around £10,000 will be sought from Awards For All funding. Recruit houses and volunteers by end of June 2016. Hold event October 2016.				

Action	Status	Start Date	End Date	Progress
3.1.1.2 Raising Awareness and promoting uptake of Green Deal (or similar) and ECO via private landlord groups and letting agents in liaison with strategic housing partnership, plus area-based community campaigns and peer to peer work.	In Progress	01-Apr-2015	31-Mar-2017	46%  AMBER
<b>Responsible Officer</b> : Miles Davidson - Contracts Manager - Housing Sustainability				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: Discussions ongoing with National Landlords Association to explore options to work together on developing a model to support investment in energy efficiency into private rented sector. Presentation made to Strategic Housing Partnership on developing Fuel Poverty & Affordable Warmth strategy. Discussions held with Your Energy Sussex re. developing a model and this is reflected as a priority in the 2016-17 YES business plan whilst highlighting ongoing uncertainty re. national policy that effects this Discussions held with Brighton & Hove Energy Services Coop (BHESCO) re. a model they have developed and exploring the opportunity to work with them through the YES partnership  Next steps: Continue to develop models through Your Energy Sussex, and maintain discussions with NLA and BHESCO aligned to this				

Action	Status	Start Date	End Date	Progress
3.1.1.3 Continue to work with developers on delivery of low and zero carbon development through the Planning system: Review City Renewable and Sustainable Energy Study to inform City Plan Part 2.	In Progress	01-Apr-2015	31-Dec-2016	60%  GREEN
<b>Responsible Officer</b> : Francesca Iliffe - Sustainability Officer, Planning Projects				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: Policy CP8 Sustainable Buildings successfully adopted in City Plan Part One. This sets minimum standards for sustainable building for all development in the city. Annual monitoring of residential housing delivery 2014-15 shows 25 new dwellings (6.5%) were built to zero carbon standard (Code for Sustainable Homes Level 5). Whilst a small % this is a significant achievement. These are the first zero carbon homes to be delivered as a result of pioneering SPD08 policy. Additionally 254 (65%) were built to Code level 4, and 111 built to Level 3. During 2014-15 there was 100% compliance with local policy. Building standards will drop in future auditing periods as a result of national policy changes.				

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Two Planning Advice Notes have been completed: PAN08 Householder guidance on external wall insulation, and PAN09 'Householder guidance on energy efficiency for historic houses in Conservation Areas'. These were approved for adoption at EDC Committee March 2016.

Eco Open Houses: preparing for an October 2016 event, Funding bid to Awards for All being written to fully fund the event.

Next steps: Complete design work on PAN08 and PAN09 and publish on council website May 2016. Submit funding bid for Eco Open Houses 2016. Recruit houses and volunteers by June 2016.

Review Sustainability Checklist to further streamline Planning process. Input into City Plan Pt2, draft policy section May2016, consultation June/July 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.3 Completion of the Sustainability Checklist for all large building projects. To be applied to all projects (via the Architecture & Design Team) over the value of £500,000 and used as an aide-memoire to design decisions.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

### ACTION PROGRESS COMMENTS:

The Sustainability Checklist has been developed by the Architecture & Design team to integrate sustainability considerations into design and construction projects. The checklist can be applied to new build and refurbishment works and should ensure a smoother planning process and an audit trail of decisions made.

The checklist contains references to minimum standards including 'Part L' Building Regulations, 'BREEAM Very Good' and 'CP8' Planning Policy requirements.

Next steps:

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.1.3 Continue to install energy efficient lanterns as part of our replacement programme	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Gillian Packham - Team Mgr - Street Lighting & Design

### ACTION PROGRESS COMMENTS:

Progress so far: All new installations are being fitted with more efficient lanterns for the year 2015-16

Next steps: This will continue as above subject to funding.

Action	Status	Start Date	End Date	Progress
3.1.1.3 As member of the Your Energy Sussex partnership, work with the delivery partner to promote a Green Deal or alternative offer and ECO funded measures in the city.	In Progress	01-Apr-2015	30-Mar-2017	46%  AMBER

**Responsible Officer** : Miles Davidson - Contracts Manager - Housing Sustainability

### ACTION PROGRESS COMMENTS:

Progress so far:

significant uncertainty about future of this model of delivery due to government decision to stop funding of the Green Deal Finance Company. National policy review of energy efficiency throughout 2016 adds uncertainty to planning and development process

Residents are signposted to YES ECO funded schemes as appropriate

Next steps:

Sign of YES partnership agreement, continue to work with YES reviewing national policy changes and opportunities to develop a model for Sussex

Action	Status	Start Date	End Date	Progress
3.1.1.4 As part of Phase 3 Workstyles programme redesign Hove Town Hall to be energy efficient.	In Progress	01-Apr-2015	31-Dec-2016	60%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Investment in energy efficiency and renewables is a major focus for the redevelopment of Hove Town Hall as part of the Workstyles Programme. This project includes a significant overhaul of the Mechanical & Electrical equipment (oil to gas conversion, boilers, ventilation, air conditioning, windows etc) A 22 KW Solar Panel system is due for installation in June/July 2016.

The project also includes the incorporation of a Building Management System which will allow all the new equipment to be controlled efficiently and effectively.

Action	Status	Start Date	End Date	Progress
3.1.1.4 SHINE project: support for council tenants & leaseholders through energy saving advice and installation of small energy efficiency measures.	In Progress	01-Apr-2015	31-Mar-2017	46%  AMBER

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**

Progress so far and next steps:

Bid submitted in May 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.4 Promote city and Sussex wide energy buying club to enable householders to collectively switch to get better prices for electricity and gas and potentially secure energy efficiency and renewable investment.	In Progress	01-Apr-2015	31-Mar-2016	50%  RED

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**

Progress so far:

Your Energy Sussex in process of procuring an energy supply company to establish a 'Sussex Energy Tariff'

Next steps:

Develop and participate in procurement exercise with YES

Action	Status	Start Date	End Date	Progress
3.1.1.5 Continue to deliver Housing Revenue Account (HRA)'s rolling capital works programmes, including projects such as over-cladding flat blocks from low and medium to hi-rise, window replacement and new insulated flat roofs.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Alex Fox - Project Manager (Asset & Sustainability)

**ACTION PROGRESS COMMENTS:**

Progress so far: Specifications for 5\*Clarendon Road high rises agreed and works started on a rolling basis - will include replacement of cavity wall insulation.

Wariwck Mount external wall insulation project snags completed.

Staplefield Drive remaining prefab properties batched and delivered as one - wall insulation, windows and loft/flat roof

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insulation and Solar PV where possible.

Sylvan Estate in specification including EWI.

Tyson Place & St Johns Mount in design/spec and consultation, may include EWI; windows and roof (likely).

Next steps: Major Projects board will progress as necessary.

Action	Status	Start Date	End Date	Progress
3.1.1.5 More efficient use of office space leading to the closure of redundant buildings.	In Progress	01-Apr-2015	31-Dec-2016	57%  GREEN

**Responsible Officer** : Ben Miles - Senior Improvement Consultant

### ACTION PROGRESS COMMENTS:

Previous phases of Workstyles have been completed successfully and contributed to a more efficient use of office space. This has led to the closure (release of capital receipt or end of lease) for 17 out of 27 civic buildings.

The current phase focusses on the redevelopment of HTH and relocation of staff from Kings House so that this building can also be released as a capital receipt. The programme is on track in terms of time, cost and scope. Risks are monitored closely and discussed at programme board level, escalated to CMDDB if required. There are currently no severe risks to the programme.

Next steps:

- Agree a succinct set of KPIs to measure identified programme benefits with the programme board. Establish verified baselines for these measures.
- Produce a Workstyles FAQ, which draws together all feedback from BCT meetings, staff surveys and staff tours.
- Continue to manage risk around HTH building works, and staff, Police, customer and resident communications
- Continue to develop project level timelines and identify any new dependencies that need to feed in to the overall programme timeline, with particular focus on the corporate ICT strategy around flexible working (i.e. Citrix or laptops)
- Implement the relevant risk response depending on outcome of the Housing consultation (end of September)
- Support ongoing review of accessibility at BTH and work with the FED to agree suitable alternatives for full council meetings wherever possible
- Develop and confirm services' contingency plans for moving staff out of HTH
- Attend risk workshop for the Planning service RE their DRM solution, and how to implement this within timescales
- Deliver Workstyles briefing at staff roadshows in October

Action	Status	Start Date	End Date	Progress
3.1.1.6 Deliver carbon reductions via School, Adult Social Care and Civic planned maintenance to include the following projects: oil to gas conversion; boiler replacements; improved insulation; LED lighting	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

### ACTION PROGRESS COMMENTS:

Progress so far:

An oil-to-gas boiler conversion has been carried out at one school over the summer holidays; a second conversion is due to be carried out before the end of 2015.

Inefficient gas boilers have been replaced with new models in numerous school sites, as part of an ongoing maintenance programme.

Cavity wall and loft insulation has now been fitted on various social care buildings and a library. The Energy & Water team will monitor AMR data to gauge potential carbon reduction over the heating season 2015/16.

Scoping work has been carried out on various civic buildings, which included an investigation into the suitability of installing

LED lighting and other energy saving technologies.

Action	Status	Start Date	End Date	Progress
3.1.1.6 Deliver 50 more Solar PV installations to houses and Sheltered Housing schemes and incorporate solar thermal into communal boiler replacements where feasible.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer** : Alex Fox - Project Manager (Asset & Sustainability)

**ACTION PROGRESS COMMENTS:**

Progress so far: FIT was reduced as of 15th January in effect ending the HRA programme early. Nearly 300 new installs were completed.

Next steps: Contract is closed as of 31st March 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.7 Complete an insulation programme for select Corporate Landlord buildings.	In Progress	01-Apr-2015	31-Dec-2016	95%  GREEN

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

The insulation programme is now coming to a close. Cavity wall and loft insulation has now been fitted on various social care buildings and a library. The Energy & Water team will monitor AMR data to gauge potential fuel savings over the heating season 2015/16.

Next steps:

Monitoring of AMR data over heating season to access impact of insulation.

Action	Status	Start Date	End Date	Progress
3.1.1.8 Work with schools to encourage uptake of the Schools Energy Efficiency Loans Scheme.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer** : Bryan Deakin - Contract Officer, Education Capital Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far:

The contract is supporting the schools involved in the Ashden Less CO2 Project and has provided support to senior management in 2 schools. (KPI for the year is three)

Next steps:

Complete the KPI by the end of October. Liaise with the Energy and Water Team to design and deliver training sessions for school managers in the autumn term.

Action	Status	Start Date	End Date	Progress
3.1.1.9 Scope, design and deliver PV systems for Hove Town Hall, Saltdean and St Andrews School Extensions projects.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

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Scoping work has been completed for PV systems on planned extensions at Saltdean Primary School and St Andrews School. Subsequent tender evaluations have been carried out and recommendations on the proposals provided to the schools.

Second Solar PV array is due for installation at Hove Town Hall in June/July 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.10 Complete scoping work for remaining Corporate Landlord Buildings with certain future - with a focus on lighting initially.	In Progress	01-Apr-2015	31-Mar-2016	91%  AMBER
<b>Responsible Officer</b> : Kelvin Newman - Acting Energy and Water Manager				
<b>ACTION PROGRESS COMMENTS:</b> High-level scoping work for around 20 buildings was undertaken in early 2014. This scoping made use of internal surveying and engineering expertise. Following this scoping work we are taking forward a programme of insulation enhancements for a selection of 'Corporate Landlord' buildings, and this has been commissioned via the Projects & Services Team in P&D.  We are also undertaking detailed surveys of lighting in a selection of these 20 buildings with the view of developing a business case for investing in more energy efficient lighting.				

### 3.1.2 Zero waste

Action	Status	Start Date	End Date	Progress
3.1.2.1 Promote re-use charities and partners, e.g. working with Universities.	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN
<b>Responsible Officer</b> : Tracy Phipps - Waste Contracts and Projects Manager				
<b>ACTION PROGRESS COMMENTS:</b> Re-use charities continue to feature heavily on the website and events such as the Garage sale trail have been supported. We are currently working with Brighton University as they look seek reuse charities for their end of term tenants goods.				

Action	Status	Start Date	End Date	Progress
3.1.2.1 Complete the FoodWISE project to test approaches to recycling food waste at outdoor events on council land.	Completed	01-Apr-2015	30-Sep-2015	100%  GREEN
<b>Responsible Officer</b> : Shelaine Siepel - Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> The FoodWISE project has been completed and five case studies for the events included have been produced. The project has been shortlisted for a National Recycling Award.				

Action	Status	Start Date	End Date	Progress
3.1.2.1 Monitor total waste arising, recycling rates and levels of re-use within the council	Completed	01-Apr-2015	30-Nov-2016	100%  GREEN
<b>Responsible Officer</b> : Martin Hedgecock - Facilities and Buildings Services Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: General waste and recycling amounts are measured by weight as detailed within the current contract. The Facilities team hold a detailed list of the amount and type of each bin at each specific site. Site responsible persons have been contacted at each site prior to the start of then new contract to analyse their need for each specific bin type with a view to reducing waste levels				

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Next steps:

Action	Status	Start Date	End Date	Progress
3.1.2.2 Implement internal Sustainable Behaviour Change programme re waste	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.

Next steps:

The delivery plan is expected to be actioned when resources are available.

Action	Status	Start Date	End Date	Progress
3.1.2.2 Open further re-use facility at Brighton Household Waste and Recycling Centre subject to feasibility.	Not Started	01-Apr-2015	31-Dec-2015	0%  RED

**Responsible Officer** : Louise Burden - Waste Data Manager

**ACTION PROGRESS COMMENTS:**

Veolia do not think that there will be sufficient space at the new Brighton HWRS site to open a reuse shop. But they have committed to investigating this when the site is operational to see if space can be found for one. The other option is to retrieve items for reuse from Brighton HWRS and then transport it to Hove or another site to be sold to the public.

Action	Status	Start Date	End Date	Progress
3.1.2.3 Improve quality of recycling service and levels of customer satisfaction to encourage more residents to recycle.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

This is ongoing. A trial for wheelie bin recycling has taken place in Hangleton and Portslade. Results of the trial will be published by end of May. A report will be taken to the Environment, Transport & Sustainability Committee which will inform if the scheme is to be rolled out to the rest of the city.

Garden waste – A new chargeable garden waste trial has been launched in some areas of the city offered to 23,000 properties. This is in early stages with collections beginning in May. There are currently 900 households signed up to this scheme.

Action	Status	Start Date	End Date	Progress
3.1.2.3 Increase visibility of recycling facilities and improve distribution and signage of collection containers in council buildings to increase recycling rates.	In Progress	01-Apr-2015	30-Nov-2016	65%  GREEN

**Responsible Officer** : Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Recycling collection point signage has been improved in all Council Civics to increase the recycling rates and to promote further with building users.

Next steps: To continue to monitor the effectiveness of the signage and replace any worn, lost or inaccurate signs as reported by the premises team

Action	Status	Start Date	End Date	Progress
3.1.2.4 Incentive-based engagement campaign to increase recycling areas across the city, working with the community and voluntary sector where appropriate.	In Progress	01-Apr-2015	31-Mar-2017	33%  RED

**Responsible Officer** : Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

This is still being developed with delay due to other priorities, ie. Development of garden waste and commercial waste, but will be progressed.

Textiles grants scheme was launched in April and is raising money for the grants scheme for supporting local community projects. 40% of income is ring-fenced for community groups.

A successful pilot has been implemented in Hangleton and Portslade trialing new wheelie bins for recycling. Results will inform recommendations for rolling this out in other parts of this city".

Action	Status	Start Date	End Date	Progress
3.1.2.4 Identify how much waste is currently produced in all council buildings and schools with data from newly installed weighing equipment on vehicles	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer** : Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Waste weights are measured at point of collection and data is held by the contractor and is stored on the contractors web based portal that can be accessed by Facilities Team

Next steps: Monitor the waste amount and reduce collections if required.

Action	Status	Start Date	End Date	Progress
3.1.2.5 Improve Brighton Household Waste Recycling Service (HWRS) to encourage greater segregation of waste and increase recycling	In Progress	01-Apr-2015	31-Mar-2016	50%  RED

**Responsible Officer** : Louise Burden - Waste Data Manager

**ACTION PROGRESS COMMENTS:**

East Sussex have built two split level HWRS to replace old single level sites. Newhaven HWRS was built in 2011 and resulted in a 2% recycling rate increase. Hastings HWRS was built in 2012 and resulted in a 4% recycling rate increase.

With regard to the improvements to Brighton HWRS; Veolia are anticipating publishing the tender documents in May with a return deadline of late June. We will know then if it can be delivered within the £430,000 budget for the project.

Action	Status	Start Date	End Date	Progress
3.1.2.5 Embed waste minimisation requirements in the re-tendered Commercial Waste and Recycling Contract	In Progress	01-Apr-2015	31-May-2016	93%  GREEN

**Responsible Officer** : Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Re tendering the new contract is currently on hold whilst the Facilities Team investigate the possibility of working with the current Orbis contractor

Next steps:

Action	Status	Start Date	End Date	Progress
3.1.2.6 Continue the promotion and use of WARPit to increase the amount of waste re-used and monitoring and reporting on Kg of goods diverted.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Use of WARPit is promoted through the wave, team meetings and via the Sustainability Team. We are now pushing this service through the service's to schools contract via Heather Sorrell. We have seen an increase in take up from Schools. Waste weights are recorded and can be viewed on the WARPit portal

Next steps: Continue to promote. Chris Killalea now manages this service and the web portal

Action	Status	Start Date	End Date	Progress
3.1.2.6 Encourage community composting schemes for food and garden waste	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

Community composting continues to grow with two new schemes beginning this year, more schemes are in development and there is a strong community interest.

Garden waste – A new chargeable garden waste trial has been launched in some areas of the city offered to 23,000 properties. This is in early stages with collections beginning in May. There are currently 900 households signed up to this scheme.

Action	Status	Start Date	End Date	Progress
3.1.2.7 Rolling out food waste collection as part of council contract: measuring amount of food waste collected and weighing it and tracking our general waste data to ensure that it is decreasing.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Food waste will be tendered for as a stand alone contract. Weights will be measured and be recorded and trackable to specific sites

This is currently on hold along with the re tendering of the waste contract. We are running a pilot scheme with 10 schools. This will continue until the start of the new waste contract

Next steps:

Action	Status	Start Date	End Date	Progress
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3.1.2.7 Food Partnership and council campaign to promote subsidised home composters and digesters	Completed	01-Apr-2015	31-Dec-2015	100% 
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**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

Community composting continues to grow with two new schemes beginning this year, more schemes are in development and there is a strong community interest. Residents with gardens and space can purchase one of our heavily discounted compost bins, our Green Johanna's have a £75 discount bringing the cost down to just £30. As these bins can accept all food waste they are a great sustainable opportunity for residents to reduce their organic waste. Our cheapest compost bin is just £5.

Action	Status	Start Date	End Date	Progress
3.1.2.8 Best practice standards in waste minimisation during construction will be promoted and employed. Apply Reuse - Deconstruct - Demolish hierarchy for all construction waste.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

All contractors working on Property & Design construction projects are required to follow Site Waste Management plan Regulations. This aims to promote efficiency by promoting reuse, recycling and recovery of waste rather than disposal.

Next steps:  
Ongoing

Action	Status	Start Date	End Date	Progress
3.1.2.8 Launch council commercial refuse collection in 2015 and recycling collection in 2016.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

The commercial waste service was launched in October 2015 in the communal bins area. Businesses can now purchase sacks to be placed in existing communal bins. The business case for bin collections is being developed and this will be launched within the next three months.

The commercial waste service was launched in October 2015 in the communal bins area. Businesses can now purchase sacks to be placed in existing communal bins. The business case for bin collections is being developed and this will be launched within the next three months.

Action	Status	Start Date	End Date	Progress
3.1.2.9 Support the food waste reduction campaign by the Food partnership and BHCC.	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

The Sainsburys bid for food waste minimisation was unsuccessful, however we continue to support the BHFP in their projects, food reduction, including community composting schemes

3.1.3 Sustainable transport

Action	Status	Start Date	End Date	Progress
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3.1.3.1 Continue to work with Planning colleagues and developers to achieve high levels of sustainable transport provision within new development proposals.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
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**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**  
Progress so far:Part of the day-to-day work of the Transport Development & Assessment Team.  
  
Next steps: Ongoing.

Action	Status	Start Date	End Date	Progress
3.1.3.1 Assess progress and success of introduction of clean vehicle technology on taxis and buses.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**  
Progress so far:  
Low Emission Zone monitoring results for nitrogen dioxide show an encouraging trend (2014/15) that need to be improved further (see KPIs)  
  
Next steps: New retrofit projects with local bus companies agreed with legal. Thirty-five buses to retrofitted with SCRT. Aim for commencement May 2016 and completion by March 2017.

Action	Status	Start Date	End Date	Progress
3.1.3.2 Undertake audit and review of amount and quality of access, transport facilities and services, and travel information in local shopping areas in order to identify priorities for investment in transport measures.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**  
Progress so far:Assessment criteria will be developed in order to help develop a framework for the prioritised locations agreed in November 2015 e.g Boundary Road/Station Road.  
  
Next steps:Completion of framework and application to locations.

Action	Status	Start Date	End Date	Progress
3.1.3.3 Advise on, and influence, the development and design of Major Projects within the city, such as The Waterfront, King Alfred and Preston Barracks sites, and New Homes for Neighbourhoods.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**  
Progress so far:Providing ongoing strategic and technical advice to assist in development of safe and sustainable Transport measures to support proposals. Work is ongoing to support Project Managers.  
  
Next steps: Participation in development of concept designs and options, in advance of Planning process e.g PPAs and consideration of planning applications..

Action	Status	Start Date	End Date	Progress
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3.1.3.4 Continue to work with residents and partners on the development of Travel Plans and deliver new initiatives and secure new Plans, where appropriate.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
<b>Responsible Officer</b> : Rob Dickin - Workplace Travel Planner				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: through the LSTF project 2015-16, we held 2,744 travel conversations with employees and students at 71 events with 28 businesses and the two city universities. From that engagement we obtained 22 new or updated travel plans. Next steps: we are awaiting news from DfT on whether we have been successful in obtaining transition funding for 2016-17.				

Action	Status	Start Date	End Date	Progress
3.1.3.5 Work with the i360 company to create an exemplar source of sustainable travel and journey information for a new, major attraction.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
<b>Responsible Officer</b> : Andrew Renault - Head of Transport Policy & Strategy				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: Meetings are continuing to take place with the British Airways i360 Team to discuss and agree information and measures required post-opening of the viewing tower. Next steps: Review and agree appropriate locations for pedestrian and driver signing. A deputation and petition on this issue were presented at Full Council recently. The deputation was responded to by Cllr Morgan, and the petition was noted and referred on to the next Economic Development and Culture Committee on 17 June 2016. A draft final response for Cllr Robins (as Chair) on the petition will be prepared but will be dependent on ongoing discussions with the BAi360 team and others, e.g. Highways England and the DfT, but it is unlikely that a single, advisory route will be signed / recommended.				

Action	Status	Start Date	End Date	Progress
3.1.3.6 Explore the opportunity to extend the ESCC operation of 'Wheels to Work' into the city.	Not Started	01-Apr-2015	31-Mar-2017	0%  RED
<b>Responsible Officer</b> : Andrew Renault - Head of Transport Policy & Strategy				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: In October 2014 (and at some later meetings), reference was made to W2W at a Transport Partnership meeting as part of a workshop to help the development of LTP4, which was approved in March 2015. In November 2014, (the former) Councillor Cox also raised a question about W2W at Committee. More recently, a presentation on W2W by the operator (Max Jowett) has been suggested as a possible Transport Partnership agenda item but this has yet to be fully confirmed. The most recent discussion of this matter concluded that some further research on its progress and performance in East Sussex County Council (ESCC) and a subsequent briefing for Cllr Mitchell was required before its inclusion on a future agenda. Next steps: Awaiting opportunity to introduce scheme to Transport Partnership and outline performance of LSTF-funded project in ESCC.				

Action	Status	Start Date	End Date	Progress
3.1.3.7 Review existing provision and opportunities to upgrade and expand electric vehicle charging points within the city, and encourage and enable greater up-take and use of Ultra Low Emission Vehicles.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
<b>Responsible Officer</b> : Andrew Renault - Head of Transport Policy & Strategy				

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### **ACTION PROGRESS COMMENTS:**

Progress so far: Priorities and way forward agreed by ET&S Committee in July 2015, which includes the upgrade and expansion of infrastructure over the next 3 years. Procurement process underway using 'Gateshead' Framework.

Next steps: Complete procurement process and begin programme of upgrade and new investment in 2016/17.

Action	Status	Start Date	End Date	Progress
3.1.3.8 Develop and secure approval for the Business Case for the BikeShare project and procure an operator.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Abby Hone - Principal Transport Planner - Walking & Cycling

### **ACTION PROGRESS COMMENTS:**

Progress so far:

ETS committee 24.11.15 granted permission to tender concession agreement for a bike share scheme & undertake public consultation to introduce a bike share scheme.

Next steps:

Minor risk to existing procurement timescales for operator/provider given complexity of procurement specification. Project manager seeking to bring timetable back on track by enlisting specialist support to complete procurement spec. and ITT documentation.

Current timetable:

Preparation of Procurement brief: Dec 2015 to Mar 2017

Procurement of Bike Share Provider- ITT: Apr 2016 to Aug 2016

Selection of preferred Bike Share Provider: Jul 2016 - Aug 2016

Detailed planning of docking station locations: Jan 2016 - Mar 2016

Public consultation (docking points): Apr 2016 - Oct 2016

Implementation of docking stations: Sep 2016 - Mar 2017

Soft launch of Bike Share (testing phase): Mar 2017 - Apr 2017

Launch of Bike Share: May 2017 - May 2017

Action	Status	Start Date	End Date	Progress
3.1.3.9 Increase the accessibility of certain corridors in order to overcome barriers to movement and increase safety.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Andrew Renaut - Head of Transport Policy & Strategy

### **ACTION PROGRESS COMMENTS:**

Progress so far: New priorities for strategy development and projects during 2016/17-2018/19 were agreed by ET&S Committee in November 2015, including 'Gateway to the Sea' (Queen's Road/West Street) and Church Road, Hove.

Next steps: Progress priorities in line with agreed approaches and indicative timelines in committee report.

Action	Status	Start Date	End Date	Progress
3.1.3.10 Secure approval of the ITS Business Case and begin installation of measures along key corridors.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer** : Andrew Renaut - Head of Transport Policy & Strategy

### **ACTION PROGRESS COMMENTS:**

Progress so far: Completed

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Next steps: See 2.14.5.1

Action	Status	Start Date	End Date	Progress
3.1.3.11 Develop a Technology & Travel Information Strategy	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Andrew Renaut - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: New priorities for strategy development and projects during 2016/17-2018/19 were agreed by ET&S Committee in November 2015, including the issues associated with a T&TI Strategy should be considered as part of the development of the Citywide Traffic 'Network' Management Strategy [TNMS].

Next steps: Awaiting initial stages of development of the TNMS.

Action	Status	Start Date	End Date	Progress
3.1.3.12 Develop and facilitate smart-ticketing initiatives for public transport with operators.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : David Parker - Head of Transport Planning

**ACTION PROGRESS COMMENTS:**

Progress so far: A meeting to place in April between neighbouring authorities to explore a second phase to the roll out that would be provide better cross boarder ticketing

Next steps: To explore further funding opportunities for a second phase.

### 3.1.4 Sustainable materials

Action	Status	Start Date	End Date	Progress
3.1.4.1 Stationery Contract: all recycled paper products on core list to have minimum 75% content of recycled pulp; 100% of paper products to originate from sustainable sources (not from temperate rainforest or monoculture plantations).	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer** : Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Progress so far:

98.7% of paper purchased is 100% recycled

87.2% of envelopes and packaging contain >=75% of recycled content

Approximately 88% of paper based core list products contain >=75% of recycled content

Next steps:

Action	Status	Start Date	End Date	Progress
3.1.4.1 Establish a permanent reuse centre in the city.	In Progress	01-Apr-2015	31-Jul-2015	40%  RED

**Responsible Officer** : Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

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Progress so far:

Containers are currently entrapped which means that the setup of the reuse centre has stalled and it cannot operate.

Next steps:

Hangelton Bottom has been identified as a potential future site and council officers are working with Cat Fletcher, Sustainable Materials Lead, to enable this to happen.

Application has been made to RBS for Innovation Funding to further develop the project.

Action	Status	Start Date	End Date	Progress
3.1.4.2 Stationery consumption: increase use of 100% recycled paper to 70%; reducing frequency of delivery of stationery orders	Completed	01-Apr-2015	30-Sep-2015	100%  GREEN

**Responsible Officer** : Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Progress so far:

In February 2015 the procurement team implemented a paper switch to restrict the purchasing of paper by BHCC staff. A control measure was put in place via our corporate stationary contract to only allow the purchase of paper that was 100% recycled except in special circumstances. This control has remained in place and the most recent figures indicate 98.7% of paper purchased is 100% recycled.

Next steps:

Action	Status	Start Date	End Date	Progress
3.1.4.2 Piloting WEEE reuse project, enabling reuse and refurbishment of unwanted electronic devices by data clearance, assessment of options for owners. Reuse levels will be tracked.	In Progress	01-Apr-2015	31-Mar-2017	90%  GREEN

**Responsible Officer** : Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Progress so far:

The pilot took place in January. Over 60 people bought WEE items; over 250 items were handled. Data holding devices have been wiped. Items eligible for reuse have been identified. Reuse levels tracked.

Next steps:

Awaiting opening of reuse depot for data holding devices to be made available for reuse. West Sussex charity will repair non-reusable items for reuse by vulnerable people. Training on this pilot to be delivered to other UK councils.

Action	Status	Start Date	End Date	Progress
3.1.4.3 E-procurement: increase use of e-tendering platform across the Council, resulting in reduced paper use and improved efficiency.	In Progress	01-Apr-2015	31-Mar-2017	85%  GREEN

**Responsible Officer** : Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Progress so far:

The procurement team have utilised the eSourcing platform when conducting all tenders with suppliers. Although this is an online system, much of the tender documentation is still downloaded and printed by both staff and suppliers.

Next steps:

There is currently a move to create online, questionnaire based tender exercises to reduce paper use and improve the efficiency and simplicity of the tendering process. These questionnaires are currently being piloted within a small percentage of tenders and, should they prove successful, will be adopted for all tenders moving forward. Templates are being constructed for easy reproduction of the online questionnaires across tenders. Council-wide the volume of paper purchased

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has reduced over the last 12 months by 1.37%.

### Progress:

The procurement team have implemented a fully electronic procurement process, reducing the need for postage and printing paper copies of contracts and tender documents. Although there may still be some procurements that fall outside of the awareness of the procurement team, or indeed some that require paper based tendering, the vast majority comply with the sustainability target. A recent update to the eSourcing procurement system will help to facilitate greater use of online based procurement exercises across the various teams throughout the council. The next steps will be to explore electronic contract signing, however that may fall outside of the remit of this particular task.

Action	Status	Start Date	End Date	Progress
3.1.4.3 Contribute to and support sustainability events throughout Brighton Fashion Week.	Completed	01-Apr-2015	31-Oct-2015	100%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

### ACTION PROGRESS COMMENTS:

Cat Fletcher was on Brighton Fashion Week (BFW) Steering Committee and helped to inform content and delivery. Devised brief and judged competition for new designers Showreel #beautyfromwaste catwalk competition. Sustainable materials, reuse and upcycling highlighted through all aspects of 3 day event. WRAP for example hosted a variety of make, repair and share fashion workshops at the Open Market over 2 days using 1 tonne of discarded clothes. Expert panel debate about sustainable fashion very well attended (200+) at Sallis Benney Theatre. Positive outcomes included: Brighton College and University fashion courses to adopt more sustainable design and materials content into courses. Big fashion players impressed by BFW and selected 5 new designers from the event.

BFW and Cat Fletcher are exploring funding opportunities for supporting a project focusing on sustainable materials, design and fashion with help from International & Sustainability Team.

Action	Status	Start Date	End Date	Progress
3.1.4.4 Minimum Food Standards: promote compliance with Minimum Food Standards in all contracts which contain a catering element.	In Progress	01-Apr-2015	31-Mar-2017	70%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

### ACTION PROGRESS COMMENTS:

#### Progress so far:

The procurement team has limited oversight of catering contracts with a value of below £75k. Of those contract in which procurement team have involvement, and which have a catering element, Minimum Food Standards are always considered. This is often accomplished by including scored quality criteria that reference these standards directly and there exists a Sustainability Quality Question Example Sheet that has a selection of questions that staff can include in order to address Minimum Food Standards.

#### Next steps:

More is needed for sub £75k catering contracts and promotion has been placed on the sustainable procurement webpages to promote this exercise.

#### Progress:

The Corporate Procurement Team advise Council Catering contract managers to adopt the Minimum Food Standards when procuring food, drink and catering services and include Minimum Food Standards as quality criteria in tender documents where applicable and/or include these standards within service specifications to ultimately form part of the contractual agreement. Wherever feasible, Fair Trade is promoted by specifically evaluating and scoring tenders for this aspect as part of any future catering tenders; and the high standards already set regarding Fair Trade are maintained and expanded upon and within the confines of the current terms of these contracts.

The Fairtrade Steering Group promotes Fair Trade to businesses, buyers and consumers and is building a partnership which

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includes members from Brighton University (the flagship employer), local Fair Trade retailers and business owners, the Brighton and Hove Food Partnership, faith groups, schools, councillor representatives and council staff. The Council endorses the help being given to the Steering Group by the Economic Development Team in continuing to promote Fair Trade to local businesses.

A Notice of Motion for Fair Trade was submitted to and agreed at Council in January. The key part of the Notice of Motion was “to request the Policy & Resources Committee to maintain the Council’s commitment to fair trade as part of the Minimum Buying Standards for food and catering contracts, and to look for opportunities to increase its commitment to buying fair trade as much as current budget constraints allow”. The Notice of Motion for Fair Trade was then taken to and approved at the Members Procurement Advisory Board (PAB) in February and P&R in March. A P&R Report for Fair Trade within our Minimum Buying Standards Report has been drafted and is to be discussed at the Policy & Resources Committee Pre-meeting in May and the Policy & Resources Committee in June. The report is seeking the committee’s approval for continued commitment to Fair Trade as part of the Minimum Buying Standards for food and catering contracts, for the support of Fairtrade Fortnight 29th February to 13th March and encourage its suppliers, partners and staff to celebrate the event, which is themed “Sit down for breakfast, stand up for farmers”; and to request that Officers draw attention to the educational benefits of fair trade and raise awareness of Fairtrade Fortnight by highlighting it in the Schools Bulletin and suggesting ways in which schools might participate.

Action	Status	Start Date	End Date	Progress
3.1.4.4 Various citywide community awareness raising events including Lantern Fair, The Level Festival, Café Conversations.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

### ACTION PROGRESS COMMENTS:

Level festival:

Very successful event; projected attendance figures were tripled. The resulting waste management challenge was met through collaboration with colleagues; positive engagement at the event resulted in successful awareness raising amongst visitors. Event highlighted that community event waste management requires high volunteer participation and funding contingency.

Brunswick Festival:

Rubbish Bin Angel waste management implemented. Highest level of recycling ever achieved. High segregation compliance (visitors recycled their waste in the correct bins); minimal litter – almost none. This was achieved by high numbers of volunteers, excellent infrastructure and levels of pre-planning with the organisers.

Carbon conversation on waste successfully run 21 July at Marwoods café.

Waste House open to the public in May, June, August, September and October (50 hours all done voluntarily)

PEA Awards, Brighton, 3 October: Cat Freegle partnered with organisers and judged at the ceremony, raising the profile of sustainable materials and waste prevention on the night with 300 audience.

Lantern Fayre

Event was cancelled as all funding bids refused. Cat Fletcher with Brighton Peace & Environment Centre have now devised a more robust method of dealing with food and food container event waste which they can apply in future.

Action	Status	Start Date	End Date	Progress
3.1.4.5 Fleet: undertake a review of existing and future fleet contracts, to explore potential sustainability improvements.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

### ACTION PROGRESS COMMENTS:

Reviewing fleet contracts, we have been improving our specifications for certain contracts in order to improve our sustainability levels. For example, for the purchase of new vehicles we have been buying through the Procurement Partnership framework. As part of each tender we are scoring more highly for the lowest CO2 emitting vehicles, we require all vehicles to be no less than 90% recyclable, we require fuel to be no less than 7% biodiesel and require eco-tracking in our vehicles. We also sell as many of our older vehicles through auctions. On our fleet, we currently have 3 electric vehicles and 3 hybrid vehicles (one of which is used by the mayor).

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Progress:

We have recently completed the procurement of five new ride-on mowers where a 20% weighting was given to environmental issues. The winning bidder used licensed environmental disposal contractors to deal with any waste arising from their activities such as waste oil, filters and batteries and provided mowers that had low emissions and noise pollution levels. The Fleet department also recently purchased two refurbished refuse collection vehicles that were in very good condition that also had low emission levels that will be used in green waste collections across the city.

Action	Status	Start Date	End Date	Progress
3.1.4.5 Create a tool to monitor & measure reuse in the city.	In Progress	01-Apr-2015	31-Mar-2016	40%  RED

**Responsible Officer** : Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Progress to date:

Project is bid ready; WRAP funding withdrawn.

Next steps:

Tool can be developed as part of Reuse Depot project. Freegle plans to use portion of Microsoft funding to create a new p2p reuse platform which will have a robust reuse and carbon measuring feature. There are proposals to pilot this in Brighton in 2016.

Action	Status	Start Date	End Date	Progress
3.1.4.6 Improve engagement with SMEs including an update and potential training event on incoming changes to EU Procurement Regulations.	In Progress	01-Apr-2015	31-Mar-2017	75%  GREEN

**Responsible Officer** : Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

We have improved the marketing of tender opportunities to advertise more widely in order to reach SMEs. We have implemented means of recording SME engagement within the tendering process and intend to collate this information to measure the success of the actions taken. Updates have been made to the web pages (both internally and externally) to reflect the changes in process and procurement regulations

Next steps:

Assess the need for an SME engagement event and the resource expense to the council. Liaise with other local public bodies, including Greater Brighton members to collaborate in the delivery of this.

Update:

A training event is planned to be delivered to the Federation of small businesses in April 2016. The training event will focus on our new procurement and contract management portal which will be launched in April and is called South East Shared Services. This new system will improve how we procure contracts by:

- Offering a quick quotes section to enable staff to run competitive quotes
- Providing greater transparency by improving the link between live tenders and our published contracts register
- Streamline the tendering process, particularly for small contracts
- Improving engagement with small medium enterprises (SMEs) for contract opportunities
- Offer free notifications to suppliers when contract opportunities arise
- Information and advice for staff and suppliers on how to use the new system will be available on the site.

Action	Status	Start Date	End Date	Progress
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3.1.4.6 Hold a Citywide Garage Sale in September 2015 and track reuse levels.	Completed	01-Apr-2015	31-Mar-2016	100% 
<b>Responsible Officer</b> : Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Garage Sale Trail pilot successfully run on Saturday 26 September. Data analysis results shared with council.				

Action	Status	Start Date	End Date	Progress
3.1.4.7 Overhaul procurement documentation to make tendering process less onerous for smaller suppliers.	In Progress	01-Apr-2015	31-Mar-2017	54% 
<b>Responsible Officer</b> : Debbie Reed - Procurement Advisor				
<b>ACTION PROGRESS COMMENTS:</b> The procurement process is shifting to an entirely electronic process, with greater frequency of online questionnaires being utilised. This helps to simplify and speed up the process of submitting a tender to help encourage a greater number of smaller business to partake in BHCC tenders. Where ever possible, the traditional unscored procurement questions are being asked in simpler way, measuring compliance with our standards rather than requesting detailed, essay style responses. This reduces the labour time needed to complete a tender and allows all bidding organisations the ability to focus primarily on the areas of interest to BHCC.  Progress:  The ITT documents have been updated to make it easier to use.  Moving over to our new e-tendering system on 4 April we will work to make the process as online based as possible. For example:  1) Moving the PQQ questions to electronic questionnaire form (which uses supplier data to pre fill in certain fields to make the process easier and faster, especially for SME's.  2) Looking at introducing e-evaluations and electronic signatures. One example is the new communities and third sector prospectus. Traditionally this has had a long application form. We are working to make the questions on the new prospectus shorter, with smaller word limits, making the process much more streamlined and time reducing.				

### 3.1.5 Local and sustainable food

Action	Status	Start Date	End Date	Progress
3.1.5.1 Deliver Sharing the Harvest project helping vulnerable adults engage in community food growing for health and wellbeing.	In Progress	01-Apr-2015	31-Mar-2017	55% 
<b>Responsible Officer</b> : Francesca Iliffe - Sustainability Officer, Planning Projects				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: Half way through funding cycle, the project has reached over 500 individuals. Monitoring and evaluation plans have been reviewed and improved to better evidence the project's health and wellbeing impact with the second year report due October 2016.  Next steps: A new programme of workshops, events and taster sessions have been organised for the coming growing season with a core group of 13 community garden partners.				

Action	Status	Start Date	End Date	Progress
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3.1.5.2 Hold a food poverty round table and develop a food poverty action plan to reduce the impact of food poverty on the health and wellbeing of local people, and mitigate impact on future health and social care budgets of doing nothing about this issue	Completed	01-Apr-2015	30-Nov-2015	100% 
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**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Food poverty Action Plan was agreed at the Neighbourhoods, Communities and Equalities Committee in November. A case study into producing the plan is at <http://bhfood.org.uk/case-studies>  
Next steps: Continue delivery of actions in the plan plus secure BHFP funding to oversee delivery via application to Esmée Fairbairn Foundation.

Action	Status	Start Date	End Date	Progress
3.1.5.3 Develop and implement B&H Strategy & action plan: A city that can cook 2015-2025, to ensure residents can & do cook.	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: The Food Poverty Action Plan incorporated the important theme of 'A City that can Cook'. Aim 3 within the plan focuses on a city that cooks and eats together with actions to improve cooking skills, equipment and to promote and encourage shared eating. The Food Poverty Action Plan was adopted in 2015 with a vision for a city that can cook and eat together.  
Next steps: Delivery of actions in the action plan is on-going.

Action	Status	Start Date	End Date	Progress
3.1.5.4 Deliver skills sessions to communities in the city to promote and inspire people to choose healthy and sustainable food.	In Progress	01-Apr-2015	31-Mar-2017	52% 

**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Albion in the Community and Food Partnership delivering ongoing programme of workshops in schools (cookery / nutrition / exercise).  
Next steps: Food Partnership taking annual report to Public Health meeting May 2016.

Action	Status	Start Date	End Date	Progress
3.1.5.5 Work with fast food takeaways to encourage healthier cooking techniques.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Healthy Choice (HC) promotional materials developed. HCAward and Sugar Smart info sent to over 2000 food outlets. Catering workshops have been held attended by 35 Chefs, managers, front of house staff and business owners September 2015 - April 2016. 5 Outlets engaged in nutritional sample testing to reduce salt, sugar, and saturated fat and improve nutritional content of dishes. 40 outlets have made HC Commitments or achieved the Award. 32 Further outlets are in progress including those at the universities, healthcare settings, park cafes and tourist attractions. Further contact with around 50 outlets to engage in the scheme. Outlets making Sugar Smart Commitments including reformulating recipes, promoting free tap water and low sugar snacks.  
Next steps: Focus on Sugar Smart actions in HCA outlets. Continue to deliver HCA, including new applications and renewals.

Further HCA workshops planned June/September 2016.

Action	Status	Start Date	End Date	Progress
3.1.5.6 Develop Healthy Choice Award Gold combining sustainability criteria with health	In Progress	01-Jul-2015	31-Mar-2017	52%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far:

12 Early Years and 3 Care Homes now have HCA Gold. Sugar Smart is a joint initiative between BHCC, Brighton & Hove Food Partnership and the Jamie Oliver Food Foundation. City-wide consultation undertaken 2015. Over 80% survey respondents agreed action on sugar should be taken. Over 90% agreed outlets should make healthy options more available and attractive. Action Plan under development to reduce sugar intake across all ages, intended outcomes: support healthy weight and reduce diet-related ill health and dental caries. Awareness raising, increasing skills and change in food environment being delivered in many settings including education, venues, healthcare, retail, leisure, workplaces and independent food outlets. Next steps: Communicate results of consultation back to public (April 2016). Take action plan to Health and Wellbeing Board. Further promotion. Roll out ongoing.

Action	Status	Start Date	End Date	Progress
3.1.5.7 Promote Minimum Buying Standards for council catering contracts under £75,000 per annum.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: School Meals, Kings House and Brighton Centre have achieved MBS but Dome and Community Meals have not met MBS yet. Smaller contracts are not meeting MBS, but work underway to promote the standards in these settings. Next steps: BHFP producing 1 page document for BHCC Procurement Dept and for wider promotion on considerations when tendering for any services that include food provision or spend.

Action	Status	Start Date	End Date	Progress
3.1.5.8 Work to help develop a healthy and sustainable hospital Food & Drink Policy.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Positive relationship established between BHFP & BSUH. BSUH have recently taken their catering in-house but due to outsource again soon. Food & drink policy not a current priority for them. Next steps: Aim to influence what goes into their catering tender. BSUH to potentially become pilot for Sugar Smart campaign. Food Partnership working with BSUH, this is ongoing.

Action	Status	Start Date	End Date	Progress
3.1.5.9 Hold regular city-wide forum to bring together public and private caterers to share good practice and information	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Good Food Procurement Group held in Dec 2015 on food waste, held at Silo – best attendance yet. 18 orgs involved so far – collectively serve over 1.3 million meals a month. Next steps: Next workshop scheduled for June 2016 on Healthier Catering and Sugar Smart.

Action	Status	Start Date	End Date	Progress
3.1.5.10 Deliver Love Food Hate Waste campaign to reduce food waste and increase home & community composting. Hold 'Feeding the 5000' event	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Feeding 5000 event held October 2015. Over 5000 people fed from surplus food; 200 Volunteers utilised; 1318 pledges on the day to reduce food waste; 1.7 tonnes of food rescued; 2000 recipe and tips booklets distributed 5 Love Food Hate Waste workshops delivered to: businesses, volunteers, families, students. 1208 people reached through supermarket roadshows, community stalls and talks. Community composting sites have remained the same (30 sites), although 72 new households have been added to existing sites.

Next steps: Support partnership working between surplus food and food waste reduction projects – Brighton Surplus Food Network. Support Universities to run LFHW weeks.

Action	Status	Start Date	End Date	Progress
3.1.5.11 Publish availability of council owned land suitable for food growing.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Availability of BHCC agricultural land for sale promoted April 2016. Evaluation of bids will include assessment of contribution to social value and environmental benefits. Outcome of marketing process due May 2016. Some potential for a food project to be delivered on this land subject to outcomes of marketing process.

Next steps: Communicate availability of land when opportunity arises.

Action	Status	Start Date	End Date	Progress
3.1.5.12 Progress with project on farmland to inspire and educate people around food production	In Progress	01-Apr-2015	31-Mar-2016	50%  RED

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Land at Park Wall Farm was to become available for leasing 2015. Stakeholder engagement and consultation was undertaken July 2015 in preparation to lease for a market garden enterprise. Engagement demonstrated significant interest, and links were established with stakeholders. A strategic decision to sell rather than lease the land curtailed proposals to lease for a market gardening enterprise. Marketing of the land undertaken April 2016, bids will be evaluated May 2016 for immediate sale. Whilst sale of the land for a food growing project is not precluded, the land is subject to commercial processes which may not result in a food growing outcome on the site and therefore this action may not be achieved as hoped on this site.

Next steps: Explore options on other sites if and when they become available.

Action	Status	Start Date	End Date	Progress
3.1.5.13 Implement Allotment Strategy action plan.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

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Quarterly Forum meetings for the allotment growing public are ongoing and are proving popular. There are Strategy Actions meetings every other month to monitor and further progress the Strategy Action Plan.

### Next steps:

BHCC legal team to sign off on revised rules. Document defining the role and responsibilities of site representatives still being drafted. KPI to be raised to minimum 94% of available plots to be let at all times.

IT project recently completed to make it possible for allotment holders to pay rent by direct debit. IT anticipate waiting list data will be accessible on line later in 2016. Plans for the waterless allotment site at Woodingdean requires further survey work before submission to Planning Department. CityParks will be working with the allotment federation to ensure a financially sustainable future for the service.

Action	Status	Start Date	End Date	Progress
3.1.5.14 Implement with schools the National School Food Plan: in curricular & school activities	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

### ACTION PROGRESS COMMENTS:

Progress so far:

Healthy eating workshops delivered at St Lukes, West Blatchington. Bevendean had support with development of school kitchen to deliver curriculum on cookery.

Supported holiday club at West

Blatchington running pilot Hunger Holiday Hunger club in partnership with CHOMP to maximise the opportunity in west of the city in an venue that was not a church. Public Health in Schools Programme is ongoing, with focus on Sugar Smart campaign (all but 11 schools engaged so far) and Jamie's Kitchen Garden Project (24 /52 primary schools signed up). Ran Breakfast Club event for Sugar Smart – 20 attended.

Next steps:

Public Health programme in Schools Programme ongoing. Midday Supervisor training to go ahead this year possibly during group training delivered for staff to be food ambassadors. Launch Bevendean School kitchen for other schools use and also community use. Plan to work with CHOMP & West Blatchington to deliver the Holiday Hunger club again in summer 2016. School Meals Team resources are now going into consultation with schools on the future school meals contract and will include sustainability standards.

Action	Status	Start Date	End Date	Progress
3.1.5.15 Increase food growing projects in the city: 1. at least 1 new food growing project on council housing land e.g. Bevendean; 2. plant 2 community orchards /year (over 5 trees) 1 new demo garden in central location; 3. progress plans to reinstate food growing at Stanmer Walled Garden; 4. support community food projects to be resilient and sustainable.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Francesca Iliffe - Sustainability Officer, Planning Projects

### ACTION PROGRESS COMMENTS:

Progress so far:

Potential new garden at Ingram Crescent. Interest from residents to initiate new food growing projects at Linkway Hollingdean, Stanmer Heights, Bates Estate – although no funding to support this. Stanmer Walled Garden is currently part of the restoration bid at Stanmer. Brighton Permaculture Trust (BPT) work on orchard planting, some with BHFP includes the following. At Racehill, Whitehawk, the Community Orchard planting was completed. Sixty six fruit trees were planted in winter 2015 taking the total trees to 210. At Carden Primary School an 8-tree orchard, comprising 7 Sussex apples and a plum, was planted with the pupils in January. At Hollingdean a cherry was planted at Hertford Junior School and plum in

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Hollingdean Park. At Craven Vale Estate t 2 pear trees were planted this winter with Craven Vale Community Association; over the last 7 years over 60 fruit trees have been planted on the estate. At Stanmer Park, 2 rare Sussex apple trees were planted for the National Collection of Sussex apples. In Peacehaven work with Peacehaven Community Orchard and the Big Park Project will plant an orchard of 100 apple trees began with 46 apple trees.

Next steps: Support is on-going from Food Partnership to community garden projects, currently funded to support projects working with vulnerable people. Brighton Permaculture Trust orchard planting work is on-going.

Action	Status	Start Date	End Date	Progress
3.1.5.16 Work with Open Market CIC to ensure a thriving and sustainable market	In Progress	01-Apr-2015	31-Mar-2017	48%  AMBER

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress: Market now managed by stallholders after managing agents pulled out. CIC have received loan from BHCC with deferred payments to ensure survival. Condition of loan for all CIC Board vacancies to be filled is being achieved. No longer an independent director reporting to Food Partnership. Currently 4-5 empty stalls.

Next steps: Need to ensure more local and sustainable food availability at the market. This is being raised with chair by BHCC.

Action	Status	Start Date	End Date	Progress
3.1.5.17 Create suppliers database in partnership with ESCC and share with caterers.	Completed	01-Apr-2015	31-Jul-2015	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Completed July 2015. Launched and shared at Large City Caterers forum summer 2015.

Next steps

Action	Status	Start Date	End Date	Progress
3.1.5.18 Develop local food promotional campaign aimed at tourists & conference visitors as 'Eco Tourism' offer linked to Biosphere: scope with stakeholders	In Progress	01-Apr-2015	31-Mar-2017	45%  AMBER

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Biosphere has adopted Local Food as one of its priorities and marketing aims. promotion will be ongoing. This project has been taken up by the Sustainable Development Working Group which reports to the Biosphere Board.

Next steps: Seek funding through Biosphere work to promote and deliver on Local Food. On-going

Action	Status	Start Date	End Date	Progress
3.1.5.19 Provide business support to food sector SMEs through Ride the Wave.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress to date: Ride the Wave Plan developed, with a series of 6 workshops. One to include information on catering contracts.

Next Steps: Events scheduled June 2016: Meet the buyer: Workshop on public procurement.

Launch Ride the Wave May 2016, and promote widely across the city to business & community sectors.

### 3.1.6 Sustainable water

Action	Status	Start Date	End Date	Progress
3.1.6.1 Flooding and green infrastructure pilot project in Portslade: 2 SuDS 'rain gardens' schemes to be created as practical pilot projects, based on Natural England funded scoping project 2014-15.	Completed	01-Apr-2015	31-Mar-2016	100% 
<b>Responsible Officer</b> : Rich Howorth - Biosphere Reserve Officer				
<b>ACTION PROGRESS COMMENTS:</b> EA funding secured in 15/16 and 2 rain gardens created in Portslade. Work delivered by Biosphere Project Manager and BHCC flood risk management team. <a href="http://biospherehere.org.uk/rise-of-the-rain-gardens/">http://biospherehere.org.uk/rise-of-the-rain-gardens/</a>				

Action	Status	Start Date	End Date	Progress
3.1.6.1 2 pilot projects will aim to make local urban landscapes more resilient to flooding by developing and testing integrated, multidisciplinary water management measures that take landscape characteristics into account (drainage, movement, biodiversity, food resources, recreation, support local businesses)	In Progress	01-Jan-2016	31-Dec-2016	25% 
<b>Responsible Officer</b> : Paula Goncalves - Senior Planning Officer				
<b>ACTION PROGRESS COMMENTS:</b> Two SUDS pilots have been successfully implemented in Portslade using green infrastructure: the installation of rain gardens to manage flood risk.  There are three funding bids to support this work including: 1) Horizon 2020 - 'Living Water' – to fund development of a plan for the Urban Design Framework. Progress: Phase 1 approved May 2016. Phase 2 to being worked on for submission. Outcome will be known in September. 2) SCAPE – Interreg VA 2 Seas programme to fund pilot projects around flooding. Phase 2 Application submitted 9 May 2016. Outcome known in December. 3) INCITE - Interreg VB North West programme to fund pilot projects. Phase 1 to be submitted 27 May 2016. Outcome known in Autumn.  All bids are on course.				

Action	Status	Start Date	End Date	Progress
3.1.6.1 Work with Brighton Marina to ensure up to date climate change information is incorporated into developments beyond 2030	Ongoing	01-Apr-2015	31-Mar-2017	- 
<b>Responsible Officer</b> : Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: All future development within the marina (including minor developments and change of use) require a Flood Risk Assessment as the site lies within Flood Zone 3. The government provides current climate change projection (UKCP09) information which should be used to inform FRAs. The Outer Harbour is a current major development underway which was subject to a Flood Risk Assessment.				

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Next steps:

This action is ongoing as the marina development evolves.

Action	Status	Start Date	End Date	Progress
3.1.6.1 Deliver the Environmental Education Programme in schools re water conservation.	In Progress	01-Apr-2015	31-Mar-2017	58% 

**Responsible Officer** : Bryan Deakin - Contract Officer, Education Capital Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far

Resource Futures have been working with the authority to support and implement Southern Water's water saving programme. This is now at the point where approaches can be made to schools and RF will lead this work.

Next steps

Approach the schools that have been identified as most appropriate for first wave of installations and explain the benefits

Action	Status	Start Date	End Date	Progress
3.1.6.2 Complete the AMR programme and ongoing management.	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

The AMR Programme is nearing completion; we now have around 750 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.

There is an ongoing campaign of using energy management software to observe instances of unusual consumption patterns in the AMR data.

The Energy & Water Team work closely with metering providers to make sure that any potential AMR maintenance issues are remedied as quickly as possible. This is to ensure that we receive uninterrupted usage profiles prior to further analysis.

Next steps

Oversee installation of final devices remaining on program.

Monitor devices for maintenance issues.

Continue monitoring of AMR data to highlight wastage.

Continue communication program to encourage use of software.

Action	Status	Start Date	End Date	Progress
3.1.6.2 Work with businesses and other stakeholders to prevent pollution. Ensure sewerage connections are effective.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer** : Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

This work is ongoing and is proceeding as planned.

Action	Status	Start Date	End Date	Progress
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3.1.6.2 Local water cycle awareness education programme, using animation and Minecraft to schools in Biosphere area.	In Progress	01-Apr-2015	31-Mar-2017	50% 
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**Responsible Officer :** Rich Howorth - Biosphere Reserve Officer

**ACTION PROGRESS COMMENTS:**

10 schools (11 classes) in Brighton & Hove have received part or full- day sessions of classroom, computer and/or outdoor learning activities.

Action	Status	Start Date	End Date	Progress
3.1.6.3 Monitor and analyse AMR data to identify trends / spikes and patterns of unusual consumption and act on findings in all areas – initially focussing on alterations to Building Management System settings.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

The AMR Programme is nearing completion; we now have around 780 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.

There is an ongoing campaign of using energy management software to observe instances of unusual consumption, and communicate the findings to local premises managers for further investigation. The Energy & Water Team will liaise with the premises team, and representatives from our elected heating controls contractor, to minimise gas wastage during the heating season.

Next steps  
Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.3 Work with planning authorities and developers to include Sustainable Urban Drainage schemes, innovative design, innovative materials and create more green roofs, to reduce run off in the light of climate change affecting weather patterns. Work with businesses and other stakeholders to prevent pollution.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Ongoing in response to individual planning applications for which the Environment Agency are a statutory consultee.

As of April 2015, BHCC are the statutory consultee for all major planning application, with regard to surface water. In the last year 15 applications have been approved with a condition to implement sustainable drainage and an associated maintenance plan.

Action	Status	Start Date	End Date	Progress
3.1.6.4 Roll out web-reporting software to budget holders and building managers and develop and deliver a communications plan encouraging the use of this software as well as delivering workshops.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

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Access to Energy & Water Web-Reporting software has been rolled out to local site managers and budget holders and has been accessed by over 200 different users in 2015. Bespoke guidance documents have been created which outline the most important feature of the software; this is communicated to all school business managers, site managers and key contacts across all areas of the portfolio.

The Energy & Water Team have organised workshops demonstrating the features of the Web-reporting software, including, how to use the AMR data to identify potential water leaks/ fuel wastage.

Next steps

Continue communication program to encourage use of software. Workshop planned for beginning of heating season 2016/17 to help site managers use Web Reports system to identify potential energy & water waste.

Action	Status	Start Date	End Date	Progress
3.1.6.4 Work closely with Southern Water to ensure pollution events are kept to a minimum. Carry out visits to give pollution prevention guidance and advice to business.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer</b> : Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Going for Blue Flag status is a decision for BHCC. Bathing Water sampling is ongoing and results can be viewed here <a href="http://environment.data.gov.uk/bwq/profiles/">http://environment.data.gov.uk/bwq/profiles/</a>				

Action	Status	Start Date	End Date	Progress
3.1.6.5 Develop and deliver a staff-led behaviour change campaign re water	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer</b> : Kelvin Newman - Acting Energy and Water Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.  Next steps: The delivery plan is expected to be actioned when resources are available.				

Action	Status	Start Date	End Date	Progress
3.1.6.5 Continue to sample bathing water and advise on best practice for improving bathing waters with the view to achieving blue flag status.	In Progress	01-Apr-2015	31-Mar-2017	96%  GREEN
<b>Responsible Officer</b> : Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> The city's beaches have been classified as 'excellent' by the Environment Agency, with two of them winning Blue Flags from Keep Britain Tidy.  All four beaches tested by the Environment Agency – Hove, Brighton Central, Brighton Kemptown and Saltdean – passed with flying colours. The results are based on the past four years (2012-2015) water quality test results.  Blue flags were awarded for the city's two main resort beaches of Hove and Brighton central. They are used to highlight				

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coastal destinations that have achieved the highest quality in water, facilities, safety, environmental education and management.

Action	Status	Start Date	End Date	Progress
3.1.6.6 Architecture & Design Team will apply Sustainability Checklist to all projects over the value of £500,000 and used as an aide-memoire for design decisions.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

The Sustainability Checklist is used as an aide-memoire by the Architecture & Design team for all planning applications for both new build and refurbishment projects.

Next steps

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.6 Maintain appropriate sea defences. Use the coastal habitat project maps to target appropriate management of habitats in line with sustaining sea defences	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Maintenance of sea defences by BHCC is ongoing.

The coastal habitat maps are available for use from EA or IFCA.

Action	Status	Start Date	End Date	Progress
3.1.6.7 Via Smiths Gore, monitor inputs on arable land to ensure compliance with the City Downland Estate Policy.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

Smiths Gore are currently monitoring all inputs on all able land to ensure compliance with the City Downland Estate Policy. This is part of the ongoing management of the agricultural portfolio.

Next steps

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.7 Develop and deliver a water efficiency programme of projects that deliver water reductions measures and an education package in schools and social housing across the city.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Progress so far

Programme board established and undertaken kick off meeting to discuss and agree scope, confer on relevant stakeholders

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and agree next steps

Next steps

Key officers responsible to meet to discuss and progress with individual projects, identify and consult other relevant parties for moving forward with project delivery.

BHCC to advise SW on marketing of projects to relevant target groups.

Action	Status	Start Date	End Date	Progress
3.1.6.8 Monitor tenancy agreements to ensure mitigation in place for surface water run-off.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

Smiths Gore currently monitor all council tenancy agreements to ensure mitigation is in place for surface water run-off. This is part of the ongoing management of the agricultural portfolio.

Next steps

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.8 Develop and deliver a water efficiency programme of projects that delivers water reduction measures in SMEs across the city. By the end of March 2019, Southern Water aims to undertake 50 SMEs audits.	In Progress	01-Apr-2015	31-Mar-2017	46%  AMBER

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Progress so far:

Southern Water are progressing with this with support from relevant business partners in the city to identify SMEs to participate in the project.

Next Steps:

Individual project leads to begin process of planning and delivering programme of work.

Action	Status	Start Date	End Date	Progress
3.1.6.9 Develop and deliver a water efficiency programme of projects that delivers water reduction measures in housing across the city. By the end of March 2019, Southern Water aims to undertake 6,700 home audits.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Southern Water has carried out 572 water saving home visits as part of the water efficiency programme.

Next Steps:

They will roll out the visits to schools and SMEs in the City.

### 3.1.7 Land use and wildlife

Action	Status	Start Date	End Date	Progress
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3.1.7.1 Deliver the Environmental Education Programme in Brighton & Hove schools.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN
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**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy

**ACTION PROGRESS COMMENTS:**  
 Progress so far  
 Year 2 KPIs have been met or exceeded. Schools have been supported through Forest School and Wild Beach projects. Other schools provided with advice about school grounds projects.  
  
 Next steps  
 Continue to adapt and deliver the programme according to the demand coming from schools.

Action	Status	Start Date	End Date	Progress
3.1.7.1 Development of Stanmer Estate Master Plan and an application for funding to HLF being produced.	In Progress	01-Apr-2015	28-Feb-2017	68%  GREEN

**Responsible Officer :** Paul Campbell - Contract & Project Manager

**ACTION PROGRESS COMMENTS:**  
 Stage 1 application successful.  
 Stage 2 submission on target for August 2016.  
 Consultancy team on board and key project themes being progressed (particularly parking, transport, Conservation Plan, Activity Plan, business case etc.  
 Application submission date August  
 Construction end date June 2019  
  
 Next steps – Submission of application in August.

Action	Status	Start Date	End Date	Progress
3.1.7.2 Implementation of the Local Biodiversity Action Plan.	In Progress	01-Apr-2015	31-Mar-2017	23%  RED

**Responsible Officer :** David Larkin - Countryside Ranger

**ACTION PROGRESS COMMENTS:**  
 Most of the actions described are additional to existing work. It is highly likely that additional resources will be needed for their successful delivery. Since the Local Biodiversity Action Plan (LBAP) was written available resources have been reduced with the loss of several posts including the Ecologist who led on the LBAP. Without a lead at this level there is no-one to lead on this work. Also, due to a refocusing of the ranger service, the decision has been taken to direct resources to new priorities, e.g. supporting volunteers.

Action	Status	Start Date	End Date	Progress
3.1.7.3 Restoration of species-rich, semi-natural grassland. Improved maintenance for target features (ancient monument) & successional areas and scrub. New orchard and potential to reopen some of the old Allotments	In Progress	01-Apr-2015	31-Mar-2017	95%  GREEN

**Responsible Officer :** David Cooper - Allotments Officer

**ACTION PROGRESS COMMENTS:**  
 The Higher Level Stewardship agreement with Natural England has been successfully updated. The remaining areas have now been brought into active management as part of the phased programme although some fencing work is still outstanding.

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Action	Status	Start Date	End Date	Progress
3.1.7.4 Improve the cities chalk grassland and increase the biodiversity value of other green spaces, within and around the urban area, principally through grazing and management of scrub control	In Progress	01-Apr-2015	31-Mar-2017	95% 

**Responsible Officer :** David Larkin - Countryside Ranger

**ACTION PROGRESS COMMENTS:**

The Higher Level Stewardship agreement with Natural England has been successfully updated. The remaining areas have now been brought into active management as part of the phased programme although some fencing work is still outstanding

Action	Status	Start Date	End Date	Progress
3.1.7.5 Replace water-intensive planting with wildflowers and herbaceous shrubs, to encourage wildlife and become more resistant to drought in parks and green spaces in the city	In Progress	01-Apr-2015	31-Mar-2017	65% 

**Responsible Officer :** Robert Walker - Head of City Parks

**ACTION PROGRESS COMMENTS:**

Progress so far

Work is ongoing.

Planting of herbaceous species has continued across the city including Green Flag Parks reducing reliance on annual planting.

Action	Status	Start Date	End Date	Progress
3.1.7.6 Work with Kew to collect seed from our best chalk grassland sites to feed into the millennium seed bank as well as provide seed and plug plants to establish new wildflower sites within the city centre	Completed	01-Apr-2015	31-Mar-2017	100% 

**Responsible Officer :** David Larkin - Countryside Ranger

**ACTION PROGRESS COMMENTS:**

This was part of the South downs way ahead NIA project that has now been successfully completed. Plug plant production from stock raised from earlier seed collection (and occasional new seed collection) is still happening and new bee banks established when the opportunity arises

Action	Status	Start Date	End Date	Progress
3.1.7.7 Develop an Open Spaces Strategy for launch in 2017. This will inform future management and maintenance of the city's parks and open spaces with a focus on enhancing biodiversity.	In Progress	01-Apr-2015	28-Feb-2017	50% 

**Responsible Officer :** Paul Campbell - Contract & Project Manager

**ACTION PROGRESS COMMENTS:**

Draft scope identified

Approval from Environment, Transport & Sustainability Committee to progress with strategy

Baseline studies identified

Assessment of Play close to completion and Playing Pitches underway part funded by Sport England.

Scope in process of being finalised supported by business case for consultancy support being prepared for Corporate Modernisation Board.

Next steps: -

- Finalise business plan

- Develop draft strategy options

- Public consultation

- Adoption 2017 following public consultation.

3.1.8 Culture and community

Action	Status	Start Date	End Date	Progress
3.1.8.1 A review of council engagement to provide a coordinated approach and style to fit with new ways of working.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Desktop review completed. Models from other Local Authority areas reviewed. Internal officer workshop held to discuss and design new model of engagement based on neighbourhood approach.

Due to individual service redesigns it has not be possible to progress this work with services only able to 'align' rather than consider integration. Discussion at programme board will be required in terms of strategic approach however possibility for different models being explored with front line engagement staff in the phase 1 neighbourhood hub areas.

Action	Status	Start Date	End Date	Progress
3.1.8.1 Deliver a programme of exhibitions on environmental issues, measuring impact and levels of awareness-raising in visitors.	Completed	01-Apr-2015	31-May-2016	100% 

**Responsible Officer :** Janita Bagshawe - Head of Royal Pavilion & Museums

**ACTION PROGRESS COMMENTS:**

Progress so far:

- Wildlife Photographer of the Year 2014 exhibition closed on 6 September at BMAG. Alongside 100 astonishing and challenging images capturing fascinating animal behaviour and wild landscapes, intriguing items from designated natural history collections were displayed. Gallery Explainers introduced visitors to these collections and their stories and answered questions and encouraged discussion.
- Ocean Blues continues for rest of 2015. The display looks at some of the threats to life in the oceans as well as initiatives designed to reduce or reverse the impact modern society has had on this environment.
- Regular public events are held at the Booth Museum such as "Jaws & Claws" days when the public are introduced to living reptiles, and Discovery Days themed on Skeletons, Marine life, Fossils etc. Workshops on Taxidermy and Creative Writing have been held and public quiz evenings are planned. Environmental issues have been raised as part of Brighton Museums' Bite-Size Talks programme of public talks on the subjects of Amber, Flint, Marine Life and Endangered species.

Next steps:

- A Biodiversity survey is planned for the Royal Pavilion Gardens. This will support new interpretation planned as part of the plans for the Estate which has a theme "A Buzz in the Garden" which will explore the garden's wildlife as well as its heritage.
- The Booth Museum is hosting a Drawing Circus event in October 2015 when items from the collections will be available for artists' study.

Action	Status	Start Date	End Date	Progress
3.1.8.1 Develop the city's Sustainable Events Programme and maintain certification to the ISO 20121 events standard as well as maintaining the ISO 14001 Environmental Management Systems certification.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

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The external ISO 14001 and 20121 audit was completed in October 2015. Sustainable Event Commitments being completed and collected by Outdoor Events Team and being increasingly promoted by Brighton Centre team. Improvements to recycling and waste minimisation at the Brighton Centre underway to increase access to recycling and improve signage.

Action	Status	Start Date	End Date	Progress
3.1.8.2 Through a commissioning process, modernise in-house community development, capacity building and community engagement work.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Desk top review of engagement/participation posts in the council complete. Internal officer workshop held to redesign new approach to engagement that embed community development approach.

Due to individual service redesigns it has not be possible to progress this work with services only able to 'align' rather than consider integration. Discussion at programme board will be required.

Action	Status	Start Date	End Date	Progress
3.1.8.2 Ensure that council owned venues run by third parties have Sustainability Action Plans or Environmental Management Systems in place. Include this as a requirement of management contracts of these venues as they come up for renewal or retender.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

A request for a contract commitment was included in the contract for Saltdean Lido via Bob Bruce. Brighton Dome and Festival have a Sustainability Action Plan in place and when tenders are highlighted to the International and Sustainability Team, a request will be made to insert contract clauses on sustainability.

Action	Status	Start Date	End Date	Progress
3.1.8.3 Encourage event organisers to sign up to the Sustainable Event Commitment for outdoor events and conferences.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Ongoing promotion to raise the profile of the programme is taking place, including applying for National Recycling Award and seeking opportunities to publicise the programme and celebrate good practice amongst event organisers. Evaluation work to assess completed commitments has shown that over 360 events have completed the commitment to date.

Action	Status	Start Date	End Date	Progress
3.1.8.3 A staff development programme to ensure staff have the right skills to work with communities.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Staff development re skills to collaborate with communities is being incorporated in the competencies and behaviours framework. Sam Warren lead officer for community collaboration work programme is a member of the working group for the Framework. Timescales being driven by the People and Culture Change Board.

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Action	Status	Start Date	End Date	Progress
3.1.8.4 Implementation of a communities and council communication and information campaign to support community empowerment.	In Progress	01-Apr-2015	31-Mar-2017	10%  RED

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Discussions planned with relevant services to identify avoidable/unnecessary demand in their service area which through 'nudge' communications could be removed.

Next steps:

Progress on this has been deprioritised within the community collaboration programme with the focus on new engagement and volunteering model for the council being explored. This action has been superseded by a more action orientated and developmental approach the community collaboration work programme.

Action	Status	Start Date	End Date	Progress
3.1.8.4 Support the Dome Estate and Amex Community Stadium in achieving more sustainable event practices by working towards ISO 20121	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Meetings have been held with both the Brighton Dome and Festival and the Community Stadium and support provided on the sustainability programmes. Ongoing support is being provided to the Dome & Festival on the refurbishment programme to ensure high standards of sustainability in the design and construction of the new areas.

Action	Status	Start Date	End Date	Progress
3.1.8.5 Review the Community Engagement Framework.	In Progress	01-Apr-2015	31-Mar-2016	83%  AMBER

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Document reviewed and edited by EQuIP steering group.

Wide stakeholder event held on 7th October. EQuIP action planning session 15th October. Feedback from both that the document requires significant overhaul and as a collaborative framework requires the appropriate development process be taken. This is being retimetabled and designed by the subgroup and will coincide with the development of the new corporate plan. work under way. City wide consultation May-September. Scheduled for reporting to NCE committee November 2016.

Action	Status	Start Date	End Date	Progress
3.1.8.6 Develop a programme of volunteering to empower communities and enable public services to collaborate effectively to deliver city targets.	In Progress	01-Apr-2015	31-Mar-2017	75%  GREEN

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Volunteering policy and toolkit has been developed. Due for approval by NCE committee 11th July 2016. ICT platform for recruitment and management of volunteers being explored as part of CFDA programme and training and development for staff seeking to offer volunteering opportunities is being drafted. Budget for training confirmed at CMDDB late April 2016.

3.1.9 Equity and local economy

Action	Status	Start Date	End Date	Progress
3.1.9.1 Working with the Brighton & Hove Chamber of Commerce to further promote the Living Wage with particular focus in 2015-16 on encouraging employers in the Care sector.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN
<b>Responsible Officer :</b> Cheryl Finella - Economic Development Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: The Chamber of Commerce achieved its target for 2016/17 by signing 50 new businesses up to the Living Wage Next steps: Funding has been allocated in the sum of 5k from BHCC along with funding from Unison and other partners so that the campaign can continue. A review of the Living Wage achievements so far along with responses to a questionnaire completed by the Living Wage employers that have registered can be found on the Brighton Living Wage website  Measure of Success: target for 2015/16 achieved 50 new businesses signed up 2,276 workers saw their wages increase as a consequence More businesses sign up to the Living wage				

Action	Status	Start Date	End Date	Progress
3.1.9.1 Implement a community banking framework to provide accessible small scale (and into the future medium scale) finance to communities, third sector organisations and small businesses.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
<b>Responsible Officer :</b> Emma McDermott - Central Policy Development Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: The banking forum convened under the council's financial inclusion strategy has discussed the possibilities of small scale finance. It is also being discussed as a service to be facilitated by East Sussex Credit Union as part of the sub-ordinated loan from the council.  Sub-ordinated loan for ESCU agreed at P&R January 2016.  Work with the banking forum on hold due to no capacity in the corporate policy team and limited capacity in CETS team. Possible to be picked up following the review of policy as part of senior management restructure.				

Action	Status	Start Date	End Date	Progress
3.1.9.2 To work with partners in The Coast to Capital LEP area to develop a bid to help fund business support activities, including barriers to growth for successful growing new businesses.	In Progress	01-Apr-2015	31-Dec-2015	56%  RED
<b>Responsible Officer :</b> Cheryl Finella - Economic Development Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress to date: The ESIF business support bid has been submitted to the Managing authority by Prevista.  Next steps: The outcome of the submission will not be known for some months. The programme has already been subject to delays which has left a significant gap in business support provision across the C2C LEP area. Local Authority areas are working with partners to help address the gap e.g. BHCC has launched the 2016/17 Ride the Wave business support programme.				

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Measure of success:  
Business support programme reflects local business needs

Action	Status	Start Date	End Date	Progress
3.1.9.3 Support for better quality and higher paid jobs will be the focus of the emerging City Employment and Skills Plan 2015-20.	In Progress	01-Apr-2015	31-Mar-2017	70%  GREEN

**Responsible Officer** : Cheryl Finella - Economic Development Manager

### **ACTION PROGRESS COMMENTS:**

Progress so far: 2 major consultation events held along with over 20 individual interviews presentations to the Economic Development & Culture Committee, the Children Young People & Skills Committee, the Economic Partnership, the Fairness Commission and the BHCC Senior Managers Forum

The data pack (known as the Brighton Story) is being finalised  
The report and action plan is being drafted  
The scoping document for the brokerage service is being developed

#### Next steps:

Further consultation on the draft will take place during may and early June

Reports for sign off will go to committees between June and July 2016

Governance arrangements will be put in place to oversee the action plan

Working groups will be established to take forward the action plan

#### Measure of Success:

Citywide sign up to a new set of targets within the City Employment & Skills Plan 2016 - 2020

### 3.1.10 Health and happiness

Action	Status	Start Date	End Date	Progress
3.1.10.1 Continue to monitor staff wellbeing through the annual staff survey. Make improvements to staff survey process from lessons learned through feedback from across the organisation i.e. cultural change programme.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Alison Moore - Wellbeing Manager

### **ACTION PROGRESS COMMENTS:**

#### Progress so far:

(April - Sept 15) A high timeline of activity has been created for this years staff survey, 2-20 Nov. A project team & a wider stakeholder group has been created. The staff survey project group has reviewed what team reports are required this year & the viability of whether this is possible, for all areas across the organisation.

(Oct 15 - March 16) Staff roadshows took place the week of 19-23 October and hard copies of the survey were made available at relevant roadshows. A summary of recommendations/approval was agreed from ELT.

Following the feedback received from lessons learned on last year's survey, a recommendation paper went to ELT at the end of July and the following decisions were made. Key points to note:

#### 1. Communications and engagement:

Rachael Harding - compiled a communications and engagement plan and schedule, with comms started in September.

2. The purpose of the staff survey remains valid for 2015 and enables the Council to compare like for like from last year: 'To understand our progress in embedding our cultural change programme and gain insights into the level of engagement & wellbeing of our employees.'

#### 3. Question set:

The survey questions are to remain largely the same as last year for benchmarking purposes, with the exception of the 2

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bullet points below, but will be amended to change the word 'council' with 'organisation' and explain that the survey is about the organisation as an employer and not the political aspect to avoid any confusion.

- The question 'How much mental, physical and emotional energy do you feel you have on an average day at work?' is to be taken out as it showed high levels of resilience in the workforce, did not add significant insight as well as some people not being sure how to answer it.

- The bullying & harassment questions are to remain, but to be amended with advice from Kate Gilchrist to enhance the data we receive from these questions to help us gain further insight.

#### 4. Freetext question:

We are revising the text to explain how the free text question will be used, and putting it on a separate page before the free text box, based on advice from Anna at Ixia. She has used this with another client and the quality of the feedback compared to other organisations and their previous comments was much improved in terms of being better structured, respectful and constructive. She believes that in making people stop and read the supporting text, and having to press the next button, gave them a short amount of time to reflect on the comment and think about what they wanted to write before being presented with the opportunity to type their comment.

#### 5. Monitoring questions:

- Equalities monitoring questions are to remain in, as in 2014, with comms to be developed explaining the importance of not choosing 'prefer not to say' in understanding our equalities data better and assurance of anonymity. We are also considering a separate question (freetext) after the equalities questions asking if they did choose 'prefer not to say' for any of the questions if they could tell us why. It was agreed that currently the equalities responses (i.e. high levels of people responding prefer not to say) does not give us meaningful data and therefore we will be considering a better way to understand our equalities priorities in more detail for next year.

- Demographic questions to remain the same – full-time/part-time, grade and whether you supervise staff.

#### 6. Staff Survey results:

Each directorate is looking at their service areas and teams to see if results could be broken down further to lower team levels. Some teams are already at a size where we would not want to break the results down any further, but some reports from last year were based on groupings of staff in the hundreds, which could be broken down further. Breaking down larger teams enables us to understand the issues for specific teams much more clearly rather than them being disguised as part of a larger grouping. It will be important for us to ensure staff understand that their team data will not be used in conjunction with the equalities questions and no data will be shared for any grouping with less than 10 responses that share the same characteristics.

#### Next steps:

(April - Sept 15) Hard copies of the survey will be available at relevant roadshows. Directorate & team engagement encouraging completion. Staff survey live in Nov, post staff survey communications in Dec.

Action	Status	Start Date	End Date	Progress
3.1.10.1 Aim to reduce the number of dwellings in areas that exceed nitrogen dioxide limits.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Samuel Rouse - Senior Technical Officer

#### ACTION PROGRESS COMMENTS:

##### Progress:

Reduction of NO2 emissions in the city has generally improved. Total number of dwellings exceeded 7,000 between 2011 and 2013. Through improved monitoring and intervention measures we have successfully reduced this by approximately a half in 2015. We will only know through continued research and monitoring over the coming years whether this reduction is also due to other environmental factors, e.g. weather.

##### Next steps:

Work on this will continue to progress towards the end of 2016 with an aim to bring this number down to a few hundred in 2017.

Action	Status	Start Date	End Date	Progress
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3.1.10.1 Deliver a programme to increase active living (including activities such as Active for Life, Healthwalks, Take Part)	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
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**Responsible Officer :** Ryan Edwards - Sports Development Manager / Sports Development

**ACTION PROGRESS COMMENTS:**

The Sport & Physical Activity Team have delivered the following activities to support local resident’s increase active living in the city:

Participation Programmes:

- Total of 13977 attendances on Active for Life Project & Healthwalk programmes activities. These programmes deliver 50 weekly activities targeting inactive residents of all ages and abilities and holiday activity programmes.
- Summer holiday programmes: Active living advice given to 250 families at Play Day events in targeted communities, and directly supported 40 inactive young people (referred from their schools) 3 activity courses. The project also supported holiday activities in partnership with the Hangleton & Knoll Project, Brighton & Hove Youth Collective, and Whitehawk and Hollingdean Children Centres
- 11,016 people took part in the City’s Ping programme across the summer, delivered in partnership with Brighton Table Tennis Club and the English Table Tennis Association
- Between 1st April 2015 and 1st February 2016 there were a total of 26395 free swims undertaken by children and young people via the Free Swimming Scheme, a 5% increase compared to the previous year.
- A Functional Fitness MOT trial programme and Active Forever Moves pilot has been completed successfully. This initiative aims to raise awareness of CMO physical activity guidelines and allow for a brief intervention on physical activity behaviour change and goal setting amongst adults aged 60+.
- School Games Activities organised by the team have provided opportunities for 3762 young people. 582 young volunteers have supported these activities as Sports Leaders
- TAKEPART Festival 2015: Saw 174 events and activities took place across the city, (62%) of these activities were free at the point of access and were delivered by 93 different organisations provided activities estimated at equivalent value of £48,025 of in-kind support. The Festival also saw a successful new Active After Work programme provide accessible after work events and activities for local employees, alongside targeted events for priority groups.
- Significant planning has also been undertaken for TAKEPART 2016 (18th June - 3rd July 2016), this has seen a new commercial partnership established to support the event, including a partnership with Brighton & Hove Buses

Training & Capacity Building:

- The service has started delivering “Physical Activity Awareness Training” to improve stakeholders awareness of the CMO physical activity guidelines, and provide advice and signposting to local support opportunities to increase regular physical activity. An initial workshop has been delivered through the Neighbourhood Care Scheme, YCMA Hostels, and Taxi Drivers Forum with further training planned
- Change for Life Club training has been provided to staff in 17 schools, with 11 schools due to initiate new Change for Life club targeting inactive pupils.
- Celebration event held for 38 schools who have achieved School Games Club Mark accreditation and training delivered to upskill teachers and young people.
- The service has worked in partnership with Sky TV to implement a pilot programme called Sky Kit Rewards to provide free kit and sports equipment to local schools and sports clubs in return for recycling Sky TV and broadband boxes
- The service has supported a series of events and activities, (in partnership with the RFU, local Rugby clubs and schools) to deliver a local legacy plan linked to the Rugby World Cup 2015.

Publicity & Campaigns:

- Biannual distribution of Getting Active Guide, containing listings of low cost activities supported by the service across the city, targeting healthcare and community settings in areas of higher health and social inequality.
- A new Activity finder (using the Council’s Events diary software) is now currently live on the Council Website, supporting local sport and activity providers to promote their events and activities.
- Provided supporting activities for variety of Public Health campaigns, including Sugar Smart, Sun Safety, and Falls Prevention.
- The service has supported neighbourhood and major events to build networks and promote active living.

Evidence and Insight:

- Updated JSNA Sections:
- A Sport & PE Survey has been undertaken with 28 schools (58% response rate) which will inform future support offered to local schools around Sport and PE Provision.

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- A public consultation seeking the views of local residents, tennis clubs and coaches has been conducted in partnership with the LTA and Community Works, which will be used to inform the future management of these sites and playing opportunities.

### Next steps:

- Delivery TAKEPART 2016 (18th June - 3rd July)
- Distribute new Spring/Summer Getting Active Guide and provide promotional talks on being active.
- Develop the Active forever Moves and Functional Fitness MOT programmes following successful delivery
- Delivery of innovative Go Skate Programme for young adults with mental health problems
- Deliver Physical Activity for Health Living awareness training to key stakeholders.
- Deliver activities to promote key campaigns and messages including the Brighton & Hove Sugar Smart debate and One You.
- To further integrate the Sport and Physical Team with Health Trainers and Community nurses – Healthy Lifestyles Team

Action	Status	Start Date	End Date	Progress
3.1.10.2 Promote an organisation wide approach to promoting the emotional health and wellbeing of all employees.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer** : Alison Moore - Wellbeing Manager

### ACTION PROGRESS COMMENTS:

Progress so far:

(April - Sept 15) A 'Time to change' action plan (a mental health anti- discrimination campaign) has been developed in partnership with Occupational Health, Public Health & Internal communications. This is working towards the council signing up to the 'Time to change' pledge.

(Oct 15 - March 16) - The Council has signed an employer pledge on the 28 Jan supporting 'Time to Change', England's biggest campaign to end stigma and discrimination faced by people with mental health problems. The action plan for the Council has now been approved by 'Time to Change', demonstrating action will be taken to tackle stigma and discrimination.

(April - Sept 15) A Health & Wellbeing Group has been formed with representation from HR, unions, public health & management. The initial meeting took place last week, where the 'time to change' work was discussed.

(Oct 15 - March 16) Recommendations have begun to be agreed by the group for changes to be made to the Attendance Management Procedure. An EIA of the Attendance Management Procedure has been completed and been discussed with the DWCN.

(April - Sept 15) A team resilience checklist approach for services & schools to use to create resilience in teams has been approved at last Corporate H&S committee in Sept.

(Oct 15 - March 16) The team resilience checklist and redesigned individual stress risk assessment have been uploaded to the wave to help managers and staff identify and address work related stressors. A supporting guide has been developed to be used alongside the checklist and risk assessment process.

Next steps:

(April - Sept 15) The 'Time to change' action plan is to be submitted for the 1st Nov deadline.

(Oct 15 - March 16) Work on the actions in the 'Time to Change' action plan to commence.

(April - Sept 15) The 'stress' category within the Our People data (management information sickness statistics) is under review to separate mental illness from stress (not a medical condition) to ensure data is meaningful & appropriate interventions can be implemented. This change would be implemented in the new data reporting year April 2016.

To start focussing on providing both qualitative & quantitative data, rather than just one set of data (quantitative). This will provide a clearer picture of what's actually happening in a service, & enable HR & management to identify themes, patterns within the data.

Internal communications have begun a communications strategy to communicate the team resilience checklist approach & promote emotional wellbeing across the organisation over the coming months.

(Oct 15 - March 16) The major category of stress has been renamed to stress/mental health, this is now live, historical records have been updated. The absence pie charts on the OPD reports will now always include stress/mental health regardless of whether this category is one of the top 5 reasons for absence.

Action	Status	Start Date	End Date	Progress
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3.1.10.2 Undertaking Environmental Impact Assessments and commenting on pre-application planning decisions, prioritising impacts on the Air Quality Impact Areas.	In Progress	01-Apr-2015	31-Mar-2017	50% 
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**Responsible Officer** : Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**

Progress so far:

For larger urban fringe developments carry out an air quality assessment to determine the impact on the AQMA and justify mitigation with health benefits and cost savings.

Next steps:

Recommend refusal of planning applications and transport schemes where necessary (in accordance with 2015 consultation on the Air Quality Action Plan)

Action	Status	Start Date	End Date	Progress
3.1.10.2 Promote the Workplace Wellbeing Charter to businesses, with advice and support to achieve charter status.	In Progress	01-Apr-2015	31-Mar-2017	70% 

**Responsible Officer** : Lydie Dalton - Public Health Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

A new Workplace Health programme has now been designed and is available to educational settings as well as wider settings, including:

National Workplace Wellbeing Charter; Staff Wellbeing survey; Health and Wellbeing Checks; Smoking Cessation; Small grants.

Next steps:

Continue to promote the Workplace Health programme to a range of settings.

Monitor uptake and implementation.

(Health Improvement Specialist, Workplace Wellbeing, on-going).

Action	Status	Start Date	End Date	Progress
3.1.10.3 Working with internal communications & public health, Identify appropriate signposting and support for the wellbeing of staff through a review of council, occupational health & counselling provider information.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer** : Alison Moore - Wellbeing Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

(April - Sept 15) A review of the wave pages for occupational health, counselling and appropriate links to support from public health have begun. Internal communications are advising on the most appropriate approach for clarity & quantity of information.

(Oct 15 - March 16) Staff support communications on the wave have been created to provide accessible information, signposting to internal support within the Council and a selection of appropriate external support. The support provides a selection of tools to help prevent and manage work related stressors, focusing on good communication, positive work relationships, dignity and respect between colleagues and appropriate performance management. The support also offers practical resources to help build resilience with emotional and physical health at work, particularly when dealing with the impact of change as the result of team restructures or being recommissioned. Many of the resources are self-help, some can be used in partnership with managers, colleagues and peers, including careers advice, cv writing and interview skills, learning resources and workshops.

Next steps:

Internal communications to put together comms pieces to publicise the changes to the wave pages.

Action	Status	Start Date	End Date	Progress
3.1.10.3 Work with Planning to mitigate the impacts of roadside residential location.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer** : Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**

Progress so far: Many examples where dose and exposure to gas and particulate pollution at new urban developments is reduced. Increase distance between road traffic emission and living quarters. Seek passive or mechanical ventilation strategies that draw fresher air from the top and rear of new roadside residential developments. Avoid combustion plants with emission to air from space heating. Encourage electrical systems / photo-voltaics for space heating, hot water and building energy requirements.

Next steps:

Actions continue.

Action	Status	Start Date	End Date	Progress
3.1.10.3 Deliver mental wellbeing pilot initiative with South Downs National Park	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Barbara Hardcastle - Public Health Specialist

**ACTION PROGRESS COMMENTS:**

Progress to date

A meeting of partners took place with Sussex Community Development Association in December 2015. The project reported it has started to recruit participants through the Early Intervention in Psychosis service (Sussex Partnership NHS Trust) and meets in different locations every other week. It also now includes residents from outside Whitehawk. It is also seeking funding to continue in 2016, including engaging young families.

The Project was unsuccessful in getting further funding from Public Health for 2016.

Next steps

1. Public health funding has now come to an end.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Attendance management action plan: provide support and guidance to management in terms of clarifying process. Improve/develop skills required to positively improve and manage attendance; create & communicate toolkits to support the process.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Alison Moore - Wellbeing Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

(April - Sept 15) The year 2 attendance management action plan & project plan have been developed, recommendations are starting to be implemented. A sickness project group has been created within HR to ensure actions from the project plan are completed. A Health & Wellbeing Group has been formed to ensure the unions & management are consulted with.

(Oct 15- March 16)

- Directorates are now provided with a monthly sickness report at CMT level, which shows absences that have started or ended in the preceding month, and can be used to monitor progress and performance in relation to absence management. These reports have been improved and now include information highlighting when an employee has reached an absence concern level, as well as when a referral to Occupational Health should be considered. All Heads of Service have met with the sickness lead for their directorate in order to ensure they understand how to use these monthly absence reports that are produced, and are able to set performance objectives in relation to sickness absence management.

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- Guidance was issued to managers to inform objective setting regarding sickness as part of mid year reviews, and the business plan guidance has been issued to include a requirement to set objectives around sickness as necessary.
- The lead HR advisers for sickness have worked with managers to improve the management of sickness by providing the following support;
- Guidance to senior managers to ensure that monthly sickness data can be used effectively to monitor action on sickness.
- Directorates / divisions have been supported to agree strategies for managing performance in relation to sickness including setting objectives in relation to the management of sickness absence.
- Areas where sickness absence training needs to be provided have been identified;
- Coaching for managers has been provided, where training has been completed but performance in relation to management of attendance still needs to improve;
- The top 10 sickness cases in each directorate are reviewed monthly and managers are supported to ensure that action plans are in place;

Data insight work has commenced.

Next steps:

(April - Sept 15) Sickness project group meeting to be held this week to review actions are on track as per project plan timetable.

(Oct 15 - March 16) Data insight work to continue - people performance measures will be published to allow managers to understand key indicators e.g. attendance management procedures- RTW, review meetings etc, PDP completions. A prototype will go to ELT for discussion & approval to produce data for managers at level 1-4 across the organisation.

A year 3 attendance management action plan to be agreed - this will make reference to data insights work & competency framework.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Clean Vehicle Transport Fund for taxis: working towards retrofitting exhausts on mini-bus taxis/wheelchair accessible vehicles. Project scope includes track emission testing to test the efficiency of the project.	In Progress	01-Apr-2015	31-Mar-2016	91%  AMBER

**Responsible Officer** : Samuel Rouse - Senior Technical Officer

### ACTION PROGRESS COMMENTS:

Progress so far: Good preliminary trials on exhaust line temperature on a number of minibus taxis and oxide of nitrogen emission improvement on a VW minibus. Challenges related to third party co-operation between taxi firm and retrofit company.

Next steps:

Find a resolution to differencing aims of taxi operator and retrofit company in terms of vehicle availability. Aim for completion of project March 2017.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Support several Mental Health Innovation Fund initiatives which target the use of outdoor space to promote mental health	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer** : Clare Mitchison - Public Health Specialist

### ACTION PROGRESS COMMENTS:

Thirteen initiatives were supported by the Mental Health Innovation Fund which target the use of outdoor space to promote mental health:

1. Blatchington Mill School developed an allotment and sensory garden for vulnerable students. The space also provide an opportunity for an outdoor classroom and Mindfulness sessions. Students are involved in planning, growing and cooking, as well as establishing a small enterprise project.
2. Brighton & Hove Food Partnership created a one-stop-shop information hub for people interested in joining projects such as community gardens; this should be particularly helpful for GP surgeries making referrals for mental wellbeing.

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3. City Academy Whitehawk's Flourishing Families Programme included work on the school garden, establishing a Growing and Outdoor games club for families without a garden, and outdoor activities for dads and children in the school holidays.
4. BMEYPP ran a programme of activities which include walk and talk sessions, and a range of outdoor pursuits such as climbing and sailing.
5. Friends, Families and Travellers and Moulsecoomb Forest Garden provided workshops for young traveller men on bushcraft, carpentry and other skills in an outdoor setting.
6. Lunch Positive took people living with HIV on country walks and outdoor activities, and encouraged participants to keep a visual diary.
7. Moulsecoomb Forest Garden is providing a weekly programme of outdoors activities for adults with a learning disability.
8. Roots to Growth operates a community garden in Washington and transported groups of single homeless people from Brighton & Hove to participate in growing, harvesting and cooking.
9. The Link-up Project provided a programme of activities for children with Special Education Needs, including Bushcraft sessions at Broke Farm.
10. The Magic Garden is a community allotment for families with disabled children; parent/carer volunteers helped to improve accessibility and security on the site.
11. Vardean School created an outdoor classroom. Pupils worked with volunteers from Age UK to learn about gardening. In return the pupils will educate the volunteers about social networking and other digital media.
12. In a further project, Vardean School provided an 'alternative curriculum' for vulnerable students including outdoor adventure and forest school activities.
13. YMCA Downslink Group developed an allotment at Portslade, working with 55 homeless young people.

Action	Status	Start Date	End Date	Progress
3.1.10.5 Attendance management action plan: benchmarking against other local authorities.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer** : Alison Moore - Wellbeing Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

(April - Sept 15) CIPFA benchmarking

(Oct 15 - March 16) EIA completed

Next steps:

(April - Sept 15) Decision to be made by ELT & HRLT regarding any changes to be implemented for the council.

(Oct 15 - March 16) Changes to the Attendance Management Procedure to be agreed through the Health & Wellbeing Group. Recommendations will be submitted to HRLT & ELT.

Results for CIPFA are being collated this week to be submitted to CIPFA for benchmarking purposes.

Action	Status	Start Date	End Date	Progress
3.1.10.5 Continue annual Brighton & Hove Warm Homes Healthy People Programme during winter months.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer** : Sarah Podmore - Health Promotion Practitioner

**ACTION PROGRESS COMMENTS:**

PROGRESS TO DATE

\* 2015-16 Warm Homes Healthy People Programme (Public Health funded) was designed to complement the Warmth For Wellbeing Programme. Leaflets and room thermometer cards detailing the Moneyworks helpline were distributed across the city and a focussed piece of work to add value to the WFW Programme has been commissioned from The Fed.

NEXT STEPS

\* Develop and commission Brighton & Hove Warm Homes Healthy People Programme 2016-17, in conjunction with the Warmth For Wellbeing Programme.

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Action	Status	Start Date	End Date	Progress
3.1.10.6 Year 2 of culture change strategy: focus on performance management with consequence and increasing the organisational development capability across the organisation.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer</b> : Alison Moore - Wellbeing Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: focus established and running 25-29 April to develop a new behaviour framework for the organisation; people and performance management toolkit uploaded to the Wave for use by managers; data insight - people performance measures being published to allow managers to better understand key indicators e.g. attendance management procedures- RTW, review meetings etc, PDP completions,  Next steps: Publish behaviour framework for consultation with staff; update PDP process to reflect new behaviour framework; align learning and development programme to reflect new behaviour framework align recruitment processes to reflect new behaviour framework commission 360 feedback tool to enhance assessments of people's performance assess need to capture people's performance ratings using PIER				

Action	Status	Start Date	End Date	Progress
3.1.10.6 Deliver Warmth for Wellbeing project, providing holistic advice and support sessions to at risk patients at two GP Practices.	Completed	01-Apr-2015	30-Nov-2015	100%  GREEN
<b>Responsible Officer</b> : Sarah Podmore - Health Promotion Practitioner				
<b>ACTION PROGRESS COMMENTS:</b> PROGRESS TO DATE * Warmth for Wellbeing pilot scheme delivery completed 30 September 2015.  * WFW pilot scheme evaluation report completed in collaboration with Citizen's Advice and circulated to key partners.  * Large scale partnership WFW programme, funded by a successful bid to the British Gas Energy Trust, currently being delivered to reduce the health impact of cold housing on vulnerable residents. Citizen's Advice Brighton & Hove are the lead organisation, with a Project Board established to report to the Health and Wellbeing Board. WFW Project Board includes BHCC Public Health and Housing representatives. WFW to be delivered Jan - Dec 2016.  NEXT STEPS * Support the delivery of WFW throughout 2016, as a member of the Project Board.  * Explore opportunities for funding to continue WFW beyond December 2016.				

