



## **Environment and Climate Change Scrutiny Committee**

Date: Thursday, 23 June 2022

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

**There will be a private meeting for Committee Members only at 9:30am in Room 2006, 2nd Floor, Town Hall Extension**

### **Access to the Antechamber**

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

**There is no public access from any other entrance.**

### **Filming and broadcast of the meeting**

Meetings of the Environment and Climate Change Scrutiny Committee are 'webcast'. These meetings are filmed and broadcast live on the Internet. If you attend this meeting you should be aware that you might be filmed and included in that transmission.

## **Membership of the Environment and Climate Change Scrutiny Committee**

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**Councillors** - Chohan, Doswell, Holt, Hughes, Ilyas, Jeavons, Lyons, Nunney, Razaq, Sheikh, Shilton Godwin (Chair) and Wright

## Agenda

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**1. Urgent Business**

To consider any items which the Chair has agreed to have submitted as urgent.

**2. Appeals**

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

**3. Interests**

To allow Members an opportunity to declare any personal, prejudicial or disclosable pecuniary interest they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears. Members with a personal interest should declare that interest at the start of the item under consideration. If members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

**4. Minutes**

To approve as a correct record the minutes of the meeting held on 26 May 2022.

Pages  
5 - 6

**5. Climate Change Action Plan Work Programme 2022-23**

Report of the Deputy Chief Executive and City Treasurer

Pages  
7 - 16

This report provides an update on the work programme for the third year of the Climate Change Action Plan.

**6. Carbon Reduction Procurement Progress Report**

Report of the Strategic Lead Integrated Commissioning and Head of Integrated Commissioning and Procurement

Pages  
17 - 34

This report updates on the steps that have been taken within the council's procurements to support carbon reduction and highlights planned next steps. In particular the report refers to a recent Internal Audit briefing note on the introduction of the 10% evaluation weighting in procurements relating to climate change and the environment.

**7. Overview Report**

Report of the Governance and Scrutiny Support Unit

Pages  
35 - 46

This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.

## Information about the Committee

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Scrutiny Committees represent the interests of local people about important issues that affect them. They look at how the decisions, policies and services of the Council and other key public agencies impact on the city and its residents. Scrutiny Committees do not take decisions but can make recommendations to decision-makers about how they are delivering the Manchester Strategy, an agreed vision for a better Manchester that is shared by public agencies across the city.

The Environment and Climate Change Scrutiny Committee areas of interest include The Climate Change Strategy, Waste, Carbon Emissions, Neighbourhood Working, Flood Management, Planning policy and related enforcement and Parks and Green Spaces.

The Council wants to consult people as fully as possible before making decisions that affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. If you have a special interest in an item on the agenda and want to speak, tell the Committee Officer, who will pass on your request to the Chair. Groups of people will usually be asked to nominate a spokesperson. The Council wants its meetings to be as open as possible but occasionally there will be some confidential business. Brief reasons for confidentiality will be shown on the agenda sheet.

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Agenda, reports and minutes of all Council Committees can be found on the Council's website [www.manchester.gov.uk](http://www.manchester.gov.uk).

Smoking is not allowed in Council buildings.

Joanne Roney OBE  
Chief Executive  
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## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

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This agenda was issued on **Wednesday 15 June 2022** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester M60 2LA

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## **Environment and Climate Change Scrutiny Committee**

### **Minutes of the meeting held on 26 May 2022**

#### **Present:**

Councillor Shilton Godwin – in the Chair

Councillors Chohan, Hughes, Ilyas, Jeavons, Lyons, Nunney, Razaq and Sheikh

**Apologies:** Councillors Doswell, Holt, Wright

#### **Also present:**

Councillor Rawlins, Executive Member for Environment and Transport

Councillor Foley, Deputy Executive Member for Environment and Transport

Councillor Igbon, Executive Member for Vibrant Neighbourhoods

### **ECCSC/22/15      Minutes**

#### **Decision**

To approve the minutes of the meeting held on 10 March 2022 as a correct record.

### **ECCSC/22/16      Overview Report**

The report of the Governance and Scrutiny Support Unit which contained key decisions within the Committee's remit and responses to previous recommendations was submitted for comment. Members were also invited to agree the Committee's future work programme.

A Member commented that information on climate change and the actions being taken by the Council needed to be prominent on the Council's home webpage. The Executive Member for Environment and Transport stated that she had responded to this question previously at a meeting of full Council and advised that the information referred to was accessible and available on the Council's website. In response to a comment regarding the previous recommendation asking for consideration to be given to the establishment of a Climate Clock in the city, similar to that in Glasgow (see 14 October 2021), the Executive Member for Environment and Transport stated that consideration would be given as to the most appropriate method of messaging on the issue of climate change.

The Committee noted that it would be discussing the work programme for the forthcoming municipal year in further detail in a private session following the meeting, and that an updated work programme reflecting this discussion would be circulated as normal in the papers for the next meeting.

#### **Decision**

The Committee note the report and agree the work programme, noting the above comments.

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## Manchester City Council Report for Information

**Report to:** Environment & Climate Change Scrutiny Committee – 23 June 2022

**Subject:** Climate Change Action Plan Work Programme 2022-23

**Report of:** The Deputy Chief Executive and City Treasurer

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### Summary

The Council declared a Climate Emergency in July 2019 and developed a Climate Change Action Plan (CCAP) 2020-25, which was approved by Executive in March 2020. This report provides an update on the work programme for the third year of the Action Plan (CCAP Work Programme 2022-23).

### Recommendations

The Environment and Climate Change Scrutiny Committee is recommended to endorse the contents of the report and the work programme for the third year of the Action Plan (CCAP Work Programme 2022-23).

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### Wards Affected: All

<p><b>Environmental Impact Assessment</b> - the impact of the issues addressed in this report on achieving the zero-carbon target for the city</p>
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<p>The Council's Climate Change Action Plan 2020-25 sets out the actions that will be delivered to ensure that the Council plays its full part in delivering the city's Climate Change Framework 2020-25 which aims to half the city's CO<sub>2</sub> emissions over the next 5 years.</p>
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<p><b>Equality, Diversity and Inclusion</b> - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments</p>
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<p>Actions set out in the Climate Change Action Plan 2020-25 recognise the need for just and equal delivery of the climate action across the city, focusing on the areas such as community engagement, accessible transport, access to green spaces and tackling fuel poverty.</p>
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Manchester Strategy outcomes	Summary of how this report aligns to the OMS/Contribution to the Strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The transition to a zero carbon city will help the city's economy become more sustainable and will generate jobs within the low carbon energy and goods sector. This will support the implementation of the Our Manchester Industrial Strategy and Manchester Economic Recovery and Investment Plan.
A highly skilled city: world class and home grown talent sustaining the city's economic success	Manchester is one of a small number of UK cities that have agreed a science-based target and is leading the way in transitioning to a zero carbon city. It is envisaged that this will give the city opportunities in the green technology and services sector.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Transitioning to a zero-carbon city can help to tackle fuel poverty by reducing energy bills. Health outcomes will also be improved through the promotion of more sustainable modes of transport, improved air quality and easy access to green spaces.
A liveable and low carbon city: a destination of choice to live, visit, work	Becoming a zero carbon city will help to make the city a more attractive place for people to live, work, visit and study.
A connected city: world class infrastructure and connectivity to drive growth	A zero carbon transport system would create a world class business environment to drive sustainable economic growth.

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

### Financial Consequences – Revenue

It is not expected that there will be any financial consequences to the Revenue budget that should arise from the content of this report. Any funds required to deliver the 2022-23 work programme have already been approved as additional funding requirements or as part of directorate budgets.

### Financial Consequences – Capital

It is not expected that there will be any financial consequences to the Capital budget that should arise from the content of this report. Any funds required to deliver the 2022-23 work programme have already been approved as additional funding requirements or as part of directorate budgets.



**Contact Officers:**

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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

*Manchester City Council Climate Change Action Plan 2020-25*  
*Manchester City Council Climate Emergency Declaration July 2019*  
*Manchester Climate Change Framework 2020-25*

## **1.0 Introduction**

- 1.1 This is a high-level summary of the work programme to be delivered within the third year of the Action Plan, April 2022 - March 2023.
- 1.2 The Work Programme for 2022-23 has been reviewed by the Zero Carbon Coordination Group to ensure their accuracy and transparency. This document will also be published in an accessible format on the Council's website.

## **2.0 Background**

- 2.1 A five-year Climate Change Action Plan covering 2020-25 went live following approval at Executive in March 2020.
- 2.2 This plan was considered by Strategic Management Team and Neighbourhoods & Environment Scrutiny Committee throughout the CCAP's first year, with a detailed progress report going to Neighbourhoods & Environment Scrutiny Committee on the 10<sup>th</sup> February 2021. [Here](#) is a link to the meeting papers.
- 2.3 Following the establishment of the new Environment and Climate Change Scrutiny Committee, regular updates on delivery of the CCAP have been provided via the Quarterly Progress Reports, which have been scheduled into the Committee's work programme. The Quarter 1 (April – June) report for 2022-23 will be presented to the Committee on 21st July. Previous quarterly progress reports are also available on the Council's website and can be found [here](#).
- 2.4 The Climate Change Action Plan covering 2020-2025 is currently being refreshed and this will be shared with Scrutiny in the Autumn. This refreshed Action Plan will tie in with the refreshed Manchester Climate Change Framework, and whilst we will continue working in earnest at reducing our own carbon emissions, we will have a strong focus on our City wide leadership role and work across GM.
- 2.5 This refreshed CCAP which will be brought to Scrutiny in the Autumn will cover the wider work underway, including the green and blue infrastructure strategy, green skills, energy plans and city centre travel.
- 2.6 The Work Programme for 2022-23 focuses on specific actions or critical milestones to be delivered during this period, as part of the wider complex CCAP which spans multiple years.
- 2.7 The work programme includes actions that are ongoing as part of longer term projects as well as milestones for new projects, such as continuing to deliver the Estates Carbon Reduction Programme, developing a housing retrofit programme for Council housing stock and e-Cargo bikes deployment.
- 2.8 For this year 2022-23, our carbon budget is 23,538 tonnes CO<sub>2</sub>, 13% lower than for 2021-22. These are listed under the five themes (Buildings & Energy,

Transport & Travel, Reducing consumption based emissions, Climate adaptation, and Catalysing change).

### **3.0 Recommendations**

- 3.1 The Environment and Climate Change Scrutiny Committee is recommended to endorse the contents of the report and the work programme for the third year of the Action Plan (CCAP Work Programme 2022-23).

### **4.0 Appendices**

- 4.1 Appendix 1 – CCAP Work Programme 2022-23.

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## **Manchester City Council - Climate Change Action Plan - Work Plan 2022-23**

### **Introduction**

This document describes the actions to be progressed in Year 3 of the Climate Change Action Plan (CCAP) 2020-25. The achievements and highlights of Year 2 are detailed in the Annual Report 2021-22 which is available on the Council's website.

The work plan is accurate at the time of publication but may be subject to change during delivery - actions may be brought forward or delayed due to external factors such as funding opportunities. Also, a refresh of the Climate Change Action Plan 2020-25 is underway, which will be completed in Autumn 2022 and will align the CCAP to wider strategies, such as the Local Plan. The Council is committed to maintaining transparency and will continue to publish quarterly progress reports on its website.

### **Workstream 1: Buildings & Energy**

- Continue to deliver the Estates Carbon Reduction Programme funded by MCC's own resources and UK Government's Public Sector Decarbonisation Scheme (PSDS)
- Progress the Large-Scale Renewable Energy Generation project
- Develop a housing retrofit programme for Council housing stock
- Work with Manchester Housing Providers Partnership (MHPP) and their Zero Carbon Working Group to develop a programme of work to retrofit social housing properties
- Continue to explore funding opportunities for further energy efficiency, retrofitting and green energy programmes
- Review and respond to the recommendations in the Local Area Energy Plan (LAEP) and coordinate LAEP work with Greater Manchester partners

### **Workstream 2: Travel & Transport**

- Produce guidance for the use of sustainable materials within Highways
- Continue the replacement of the Council's operational fleet with electric vehicles or alternatives e.g., eCargo bikes
- Monitor the use of the eCargo bikes deployed across the Council services
- Implement the new Staff Travel Policy
- Develop and implement incentives and support to encourage sustainable commuting for Council staff
- Continue to deliver the City Centre Transport Strategy in collaboration with TfGM and Salford City Council
- Explore investment and opportunities to increase accessibility to electric vehicle charging infrastructure across Manchester
- Continue to improve the network of walking and cycling infrastructure across the city

### **Workstream 3: Consumption Based Emissions and Supply Chain**

- Develop and implement a monitoring framework to measure the impact of the 10% weighting for the environment, which takes the total social value weighting to 30% as standard across procurement contracts
- Develop and deliver a plan for the reduction of Single Use Plastics (SUPs) across council operations and supply chain, including:
  - Estates and markets
  - Packaging from goods procured by the Council
  - Events on Council-owned land (including events delivered or funded by the Council and third-party organised events)
  - Influencing others through licencing (e.g., contracts across Markets and Parks)
- Develop and implement the plan for sustainable events (including a reduction in SUPs) across the City, through the use of the Sustainable Events Guides
- Research and explore other viable opportunities to reduce carbon emissions from events held on Council-owned land
- Share MCC's Supplier Toolkit and the learning with GMCA and city partners to develop a city region approach, which supports suppliers to reduce carbon emissions
- Work with the secretariat of the Manchester Food Board (MFB) to identify climate actions for the Council to implement, influence and support (e.g., through Council policies and procurement) supporting the MFB's climate priorities
- Explore further opportunities within Waste Services to reduce waste and carbon emissions across the Council's operational estates and the city

### **Workstream 4: Climate Adaptation and Carbon Sequestration**

- Deliver the Green and Blue Infrastructure Strategy and Implementation Plan
- Continue to implement the Manchester Tree Action Plan and use the results from the Managing Manchester Trees report to inform planting sites, species and improving the maintenance
- Collect planting data from partners for November 2022 to March 2023 planting season and report on progress
- Use the learning from the Horizon 2020 GrowGreen project to inform green and blue infrastructure across the city
  - Continue to monitor the effectiveness of the nature-based solutions implemented in the West Gorton Community Park, in partnership with the University of Manchester
- Improve biodiversity through the implementation of a four-week mowing schedule as standard across all green spaces with more frequent maintenance as required across recreational areas

- Identify funding opportunities to support future tree planting programmes from November 2022 to March 2025 and resource to manage the programme
- Explore methods to implement a consistent approach for Sustainable Urban Drainage Systems (SUDS) within highways schemes

### **Workstream 5: Catalysing Change and Behaviour Change**

- Deliver Carbon Literacy training to 35% of staff and all members, to work towards achieving Gold Carbon Literacy Accreditation by March 2025 (which is 50% of the workforce, circa 3,500 staff)
- Explore service requirements across the Council, to develop and deliver a work programme of advanced bespoke Carbon Literacy training to further embed carbon literacy into business-as-usual ways of working
- Develop and implement a monitoring and evaluation framework for the Carbon Literacy training
- Explore, develop and embed carbon accounting tools to support financial decision-making processes
- Establish a working group to explore financial models to enable the identification of funding and investment sources to advance key areas of the action plan
- Embed zero carbon as a Council priority within new and updated policies and strategies
- Ensure the Voluntary, Community and Social Enterprise (VCSE) and Culture grant programmes for the period 2023-2026 positively address climate change
- Engage with young people, residents and communities across Manchester on climate change, supported by the Climate Change Neighbourhood Officers, by:
  - Developing, coordinating and delivering a diverse and impactful programme of local climate change events across the neighbourhoods
  - Support the delivery of the climate actions within the 32 Ward Plans
  - Develop and implement a monitoring framework to measure the impact of the climate actions within the 32 Ward Plans
  - Support the delivery of the Manchester Climate Change Agency's (MCCA) #InOurNature community engagement programme
- Tell the Council's story of positive climate action through website content, social media and the press
- Align the Zero Carbon Communications Strategy with wider communications across the council e.g., Waste and Recycling, green and blue infrastructure, active travel, and neighbourhoods
- Support the MCCA by continuing to fund existing posts

- Continue to support the Manchester Climate Change Partnership and the Oxford Road Corridor Board through Council representation, to engage and influence Manchester stakeholders to achieve zero carbon by 2038
- Work with schools and education settings across the city to support them to develop and deliver actions to reduce their carbon emissions e.g., the Bee Green Conference
- Continue to work with the GMCA and stakeholders to deliver the greatest impact for the City's climate change action plan
- Participate in international networks and projects to identify and develop best practice around climate change
- Deliver and implement the updated Work & Skills Strategy and Green Skills action plan to create a skills system that supports the city's zero carbon ambition. Work with schools to support labour market intelligence.



## Manchester City Council Report for Information

**Report to:** Environment and Climate Change Scrutiny Committee – 23 June 2022

**Subject:** Carbon Reduction Procurement Progress Report

**Report of:** Strategic Lead Integrated Commissioning and  
Head of Integrated Commissioning and Procurement

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### Summary

This report updates on the steps that have been taken within the council's procurements to support carbon reduction and highlights planned next steps. In particular the report refers to a recent Internal Audit briefing note on the introduction of the 10% evaluation weighting in procurements relating to climate change and the environment. That briefing note is attached in the appendix.

### Recommendations

The Committee is recommended to consider and comment on the information in the report. As the Internal Audit briefing note highlights, there is a need to continue momentum and drive further change. There are some practical challenges as well as opportunities that we are looking to address and take forward over the next year.

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### Wards Affected: All

<p><b>Environmental Impact Assessment</b> - the impact of the issues addressed in this report on achieving the zero-carbon target for the city</p>
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<p>The subjects discussed in this report have a direct impact in relation to the council's consumption emissions i.e. the emissions embodied in the goods, services and works that the council procures.</p>
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<p><b>Equality, Diversity and Inclusion</b> - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments</p>
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<p>The measures being taken on climate change in procurements are part of the council's wider approach to driving social value, which is set out further in the council's Social Value policy and its Ethical Procurement Policy. The Social Value Policy specifically identifies particular priority groups for focusing social value, including Black, Asian and Minority Ethnic people and disabled people.</p>
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Manchester Strategy outcomes	Summary of how this report aligns to the OMS/Contribution to the Strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	<p>Through its procurement, the council seeks suppliers that can help create wider social value for the city. Our social value framework, which is a shared framework across Greater Manchester, identifies six overarching areas of focus, which closely align with the Manchester Strategy outcomes. These are:</p> <ul style="list-style-type: none"> <li>• Create the employment and skills opportunities that we need to build back better</li> <li>• Provide the best employment that you can</li> <li>• Be part of a strong local community</li> <li>• Develop a locally based and resilient supply chain</li> <li>• Keep the air clean</li> <li>• Make your organisation greener</li> </ul>
A highly skilled city: world class and home grown talent sustaining the city's economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

### Financial Consequences – Revenue

There are no direct financial consequences.

### Financial Consequences – Capital

Not applicable.

### Contact Officers:

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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

The council's Social Value Policy, which is available on the council's website, sets out the council's framework for what it wants to achieve on social value, including in relation to climate change and the environment.

## **1.0 Introduction**

- 1.1 As part of the Climate Change Action Plan, the council is working to reduce the emissions associated with the goods, services and works contracts that the council procures. There are different elements to this work but one of the main innovations over the 6-12 months has been the rolling out of a 10% weighting in the evaluation of tenders specifically in relation to climate change and the environment. Internal Audit recently conducted a high level review the roll-out of this, and their report is attached in the appendix. Their recommendations chime with Procurement's own experiences and learning.
- 1.2 The 10% weighting is just one aspect of a larger ambition to tackle emissions through the council's supply chain – estimating current consumption emissions, creating lower carbon specifications, working with like-minded organisations and tracking carbon savings. This paper summarises some of the next steps that the council will be taking forward in relation to its procurements as part of the Climate Change Action Plan.

## **2.0 Background**

- 2.1 When the council invites bids for contracts, the council asks bidders questions on what social value they can create and questions on how they can support the city's zero carbon ambition, in addition to questions on pricing, quality and any other relevant factors.
- 2.2 The council has been at the forefront of this promotion of social value in its procurements, applying a minimum 20% of the score specifically in relation to social value.
- 2.3 In March 2021, the council then went further and added a new 10% evaluation weighting specifically in relation to climate change and the environment. Social value and the environment therefore now make up nearly a third of the score for a bid. This is the highest in the country that we are aware of.
- 2.4 Introducing the 10% weighting required lead-in times for both commissioners and the market to become familiar with it. There is still further work to go in this but the 10% is now being applied to new procurements by default, sending a strong signal to bidders about the importance the council places on this.
- 2.5 The specific questions bidders are asked vary depending on the nature of the contract. For some contracts, the council will be expecting bidders to set out how it will reduce contract-specific emissions over the contract lifetime; for others, contract-specific questions will make less sense and the council's interest is more in how the bidder is taking steps across its organisation to measure and reduce its emissions.
- 2.6 In general, invitation to tender questions will usually ask bidders, as a minimum, how a bidder measures their emissions and what actions and targets they have in place to reduce their carbon emissions, including relevant evidence of reductions achieved to date. The depth of information expected

will generally increase with contract value. For example, with higher value contract, the question on measurement will usually seek additional detail on how emissions measurements are broken down by scope (i.e. scope 1, 2 and 3, which are internationally agreed categorisations of emissions), details on baseline measures, details on how measures are validated etc. Central government ask very similar questions for their higher value contracts. Similarly more depth would be expected on the actions a bidder is taking to reduce its carbon, such as what actions it is taking with its own staff to raise carbon literacy, what it is doing with its supply chain, among other things, to maximise impact. Finally, there are more scheme-specific questions, such as low-carbon design considerations and carbon measurement (e.g. fleet emissions associated with the contract).

- 2.7 The This City Rodney Street design and build contract is an example of a large-value contract which had questions covering the different elements described above. The council asked bidders a number of questions on sustainability covering both (i) scheme-specific low-carbon design considerations including evidence of low-carbon design innovations from bidders' previous projects, and (ii) organisation-wide measures bidders are taking to measure and reduce their carbon emissions, including what targets they have in place and how they will evidence progress being made over the lifetime of the contract. With a large and high profile contract like this, the winning contractor accordingly committed in its bid to a range of actions and KPIs for the contract, covering different elements from site-specific energy measures, to establishment of new low carbon training initiatives, to reductions in emissions in materials used on site (e.g. emissions from concrete) among other things.
- 2.8 At the other end of the scale, there are relatively small-value contracts like the e-cargo bikes contract, which will directly support carbon reduction. The 10% weighting has enabled us to understand what the e-bike provider is doing themselves (i.e. as an organisation) to reduce their carbon footprint.
- 2.9 Internal Audit recently conducted a high level review of the roll-out of the 10% environmental weighting, the results and actions being taken in response are summarised below. The Internal Audit Briefing Note is attached in the appendix for reference.

### **3.0 Main issues**

- 3.1 Internal Audit's Briefing Note notes the progress being made in applying the 10% weighting and the significant progress the council has made in developing its framework and priorities to address climate change.
- 3.2 The report also provides a helpful summary of some of the main practical challenges and issues that we are having to address. Broadly, the issues discussed in the report and the accompanying recommendations fall into three categories:

- To expand the training and guidance for staff, including sharing expertise across the council. For example, we need to continue to build both commissioners' and providers' knowledge as to what good looks like, what we are looking for (e.g. in terms of measure and what good carbon reduction actions look like) and how to manage supplier environmental commitments in contracts. This is in addition to the mandatory Carbon Literacy training that all staff are expected to undertake.
- To regularly analyse the reach and impact of the 10% weighting. Through the roll-out of the 10%, the council is increasing the amount of data from bidders on things like carbon measurement and carbon reduction plans. We're looking to build our capacity to (among other things) analyse this data and help improve how we collect data, for example in a way that is more amenable to analysis as opposed data provided in suppliers' written responses in word or pdf format.
- To support businesses, particularly smaller organisations. This is key priority for Commissioning and Procurement this year, both promoting on external support that is already available to businesses (e.g. The Growth Company has a programme specifically tailored to small businesses) but also building the range of in-house tools and guidance. On the latter the council has good examples of tools, co-developed with the organisation Julie's Bicycle, for Events providers and also Culture organisations, that we can build on.

3.3 There are a number of detailed recommendations too that are set out in the Briefing Paper. As alluded to above we agree with Internal Audit in the areas they have highlighted and Commissioning and Procurement are taking forward actions in response to each individual recommendation.

3.4 In terms of the key actions though, our focus for this financial year is particularly on the following:

- Understanding our consumption emissions better and building requirements into our specifications, including working with the universities and city partners. This is critical, ensuring our specifications (i.e. what we want from goods / services / works) have properly considered lower carbon options. There is already much being done – electric refuse vehicles being just one example – but we will be looking to work further with supply chains to identify how we can reduce the embodied carbon in what we procure. We recognise different sectors are in different stages of maturity on this.
- Building knowledge and confidence among staff. In addition to the mandatory carbon literacy training that all council staff must complete, there is a need for more training and development in relation to carbon reduction and contracts. We are currently in discussion with the Growth Company about piloting training for contract staff. Commissioning and Procurement are also working on some further guidance for commissioners, for example, guidance on what a high scoring bid looks like compared with an average-scoring one.

- Building awareness among suppliers, particularly SMEs. As picked up by Internal Audit, we will be looking to create guidance that resonates with SMEs. We are also planning to work with Work and Skills Team and their SME forum, working together to help drive change. And there will be a sectoral dimension that will be needed too. For example, many adult social care providers are SMEs and Commissioning and Procurement are working with MLCO to develop a practical social value (including environment) programme.
- Capturing and using data more effectively. As referred to above, at present a lot of data is captured in bids (i.e. word / pdf), as opposed to a more readily analysable format. We will be looking at how we can use existing tools, such as the council's online portal, the quarterly social survey delivered by CLES as well as new tools (e.g. new contract management system) to better capture and analyse data.
- Building capacity internally. Commissioning and Procurement are currently recruiting two new positions whose roles will be to support carbon reduction in procurements, working with services and markets to deliver on the above priorities.

#### **4.0 Recommendations**

- 4.1 The Committee is recommended to consider and comment on the information in the report. As the Internal Audit briefing note highlights, there is a need to continue momentum and drive further change. There are some practical challenges as well as opportunities that we are looking to address and take forward over the next year.

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## Appendix: Internal Audit Briefing Note

**Note to:** Peter Schofield, Head of Integrated Commissioning and Procurement (Responsible Officer)

**Copied to:** Carol Culley, Deputy Chief Executive and City Treasurer (Accountable Officer)

Tom Wilkinson, Deputy City Treasurer  
Mark Leaver, Strategic Lead – Integrated Commissioning

Paul Murphy, Group Manager Procurement  
Karen Lock, Procurement Manager Level II

**Date:** 21 March 2022

**Subject:** Internal Audit Briefing Note: Carbon Reduction in Procurement

**From:** Tom Powell, Head of Audit and Risk Management

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### Summary and Purpose of Note

To present a high level overview of the current arrangements in place to support carbon reduction through sustainable procurement.

### Action Requested

To consider the suggestions for further improvement underlined in this note.

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## 1. Background

- 1.1. The purpose of this review was to consider the developing governance framework to support carbon reduction through procurement. Through a desktop review of key documentation and structured discussions with relevant officers, we assessed current proposals to further develop this agenda and we have provided a short assessment of the current position.
- 1.2. This has focused specifically on roles, responsibilities and expectations and the corporate procedures and guidance to support the delivery of carbon reduction through procurement.

## 2. Current Position

- 2.1. The importance placed on the drive towards zero carbon across the City was evident as demonstrated through the inclusion of Zero Carbon Manchester as one of nine key priorities within the Corporate Plan. This reflects the key target

for Manchester to be a Zero Carbon City by 2038, earlier than the national 2050 target.

- 2.2. Work is underway to embed this objective in all services across the Council and there is recognition of the significant role Council contracts can play in supporting our carbon ambitions. The Local Government Association in their recent peer challenge review commented on great examples of success; joint working with partners to address the climate emergency and the Zero Carbon Coordination Group where tangible outcomes were being directed and achieved. This however recognised the need for further embedding across the City with clear accountabilities for delivery.

### **3. Social Value Policy**

- 3.1. The Social Value Policy was refreshed during 2021 and approved by Resources and Governance Scrutiny Committee and Executive in March 2021. This review involved looking at the existing social value wording and additions to the priority cohort groups to reflect the impact of Covid. As part of this review the environmental elements were separated from the previous 20% social value weighting and an additional 10% introduced to focus solely on environmental factors. Our discussions with key officers confirmed that the decision to move to the introduction of an additional 10% was made following the successful trial of this within Highways tenders.
- 3.2. We confirmed the Social Value Policy includes six overarching areas of focus including keeping the air clean and making your organisation greener. The policy states that the introduction of the evaluation of environmental commitments in tenders should help to improve the impact the procurement of services can have on social good. There was clear alignment with the Council's commitment to the achievement of zero carbon by 2038.
- 3.3. Management acknowledged during our discussions that there would be a lead time in the widespread application of the 10% weighting, as some tenders take months to complete, however the Head of Integrated Commissioning and Procurement anticipated the application of this should be more prevalent from December 2021 although some exceptions remain where we use external frameworks and where there are restrictions on what weightings can be applied. Our discussions indicated that there remains some flexibility around the use of the additional 10% if it is not considered appropriate for the goods or services being tendered, depending on the individual circumstances. Similarly, the Social Value Policy states that in limited circumstances, where this is not considered practicable, this score may be revised for an individual tender.
- 3.4. We consider that the decision making criteria and associated approval level needed to exempt a tender from the 10% weighting was ambiguous. The Head of Integrated Commissioning agreed that this exception could be more explicit and that exceptions made need to be recorded. We therefore

recommend further exploration of this and how this could be implemented and communicated.

#### **4. Climate Change Action Plan 2020-2025**

- 4.1. The Climate Change Action Plan (CCAP) is a key document reflecting the Council's commitment to tackling climate change and the Zero Carbon team within City Policy is responsible for plan co-ordination, monitoring, reporting and delivery. The CCAP was approved in 2020 and is a five-year plan running until 2025.
- 4.2. A review of the CCAP confirmed its purpose is to outline the Council's commitments to tackling climate change over the next 5 years and supports delivery of the citywide Manchester Climate Change Framework 2020-2025; produced alongside a number of other strategic partners in the city. It summarises the specific actions which are required to ensure the Council reduces its direct emissions by at least 50% by 2025, whilst supporting and influencing partners to do the same. It also sets out how the Council's ambition to be zero carbon by 2038 will be achieved.
- 4.3. The action plan will evolve over time and therefore will have the flexibility to respond to factors such as changing policy and funding. We support this approach as new areas of focus will be needed as previous actions are completed. We understand the CCAP is being refreshed to reflect the current position and work is underway with workstream leads to drive this. Proposals are for change requests to be approved by the Zero Carbon Coordination Group by March 2022, any rewrites will then follow ready for final publication by September 2022 following action leads sign off.
- 4.4. There is recognition within the policy and from discussions with key officers that the Council cannot provide all the solutions to combat climate change and the role we play in influencing others (including suppliers) is key to ensure we achieve the necessary scale of change across communities, businesses, individuals and stakeholders. Similarly, the products and services we purchase directly or that our supply chain procure have a major impact on the environment and the action plan therefore also commits us to reducing the impact of carbon emissions from our indirect activity.
- 4.5. In terms of the governance surrounding delivery of the plan, there are five workstreams, each with their own lead and these focus on the themes within the action plan. We understand colleagues from the City Policy team worked with the leads for each area to drive this work forward and ensure the political motion regarding climate change was reflected and addressed in the action plan. The strategy of each of the five sections is both inward and outward looking. An example provided was travel; we look at our own fleet but also look city wide at how we can influence change wider than our own organisation.
- 4.6. To help drive the delivery of the five main workstreams within the CCAP a new PMO position has been created for a Procurement Programme whose remit

will include Manager, partly funded via CCAP which demonstrates the focus being given to this area.

- 4.7. The Head of Integrated Commissioning and Procurement (ICP) leads on workstream three Reducing Consumption – Emissions & Influencing Suppliers. This workstream facilitates the monitoring of carbon emissions and the reduction of these through our contracts, but also to help influence our suppliers.
- 4.8. We reviewed the associated action plan and confirmed the inclusion of actions relating to the introduction of the 10% social value weighting for environment implementation and the establishment of a Citywide supplier toolkit for tackling climate change. Given that both of these actions have been achieved it is worth revisiting the actions to reflect the next areas of focus for this workstream. For example, an action could be added around the monitoring of supplier commitments and measuring the impact of this to ensure the increased score given to this area is resulting in a quantifiable benefit to the Council.

## **5. Oversight, Monitoring and Reporting**

- 5.1. High level implementation of the CCAP is overseen by the Environment and Climate Change Scrutiny Committee and the Zero Carbon Coordination Group. The Committee meets each month and considers environmental issues concerning the city outlined in the Climate Change Strategy; waste recycling; carbon emissions, flood management; planning policy and related enforcement and parks and green spaces. Quarterly progress reports on CCAP deliver are scrutinised, organised through a formal work programme.
- 5.2. We reviewed previous minutes and scrutiny by Members was evident; key points raised at the January 2022 meeting and associated actions to be taken forward by relevant officers included:
  - the request that any questions and issues raised through the scrutiny process were tracked and reported.
  - the need to use the procurement process to address the use of plastics.
  - Assurance that the delivery of social value was being monitored.
  - Further work to be done to ensure all staff and members undertake the carbon literacy training.
- 5.3. The Zero Carbon Coordination Group is a senior officer group chaired by the DCE&CT and the Executive Member for the Environment also attends along with the Zero Carbon team and each of the workstream leads. The group has established four workstreams - decision making, policies and standards; investment and delivery; catalyst for change; and external influence. Procurement is an important part of the decision making and external influence workstreams. The group meets monthly, the first two meetings in the quarter usually consists of a deep dive into a particular action/area to allow for a more focused discussion with the final meeting of the quarter to review the CCAP quarterly progress update.

- 5.4. More detailed scrutiny of specific actions are monitored through the programme of workstream meetings and these are held twice a quarter. The workstream lead chairs the meeting and all action owners attend these. We understand the workstream meetings are not minuted, these are more of a discussion but the updated position reported in the quarterly report should flow from these. Consideration should be given to documenting any key actions from this group discussion to minimise the risk of slippage or areas being missed.
- 5.5. Governance and oversight of social value is through the Social Value Governance Board, this is chaired by the DCE&CT. Given the consistency in the Chair position for both the Social Value Governance Board and the Zero Carbon Coordination Group this should ensure a coordinated approach to the progression of carbon reduction specific actions.
- 5.6. A review of the latest minutes from December 2021 confirmed that whilst the focus is social value this also considers the environmental element that has been added to the scoring of tenders. Minutes are produced to reflect the items discussed at each meeting and they assign actions where relevant for these to be taken forward.
- 5.7. Our review of minutes also confirmed the existence of a SV Governance Board subgroup with a “task and finish” remit to look at options for the development of social value monitoring reports which is critical to enable the impact the contribution of suppliers is making to this agenda to be determined and quantified. Given the number of groups involved in monitoring our climate change activity we consider there is a need to ensure that there is clarity over the respective roles, remit, decision making, oversight and accountability functions of each. This should help to reduce the risk of duplication whilst also ensuring no areas are missed.
- 5.8. There is a social value commissioning and contracts leads group, an operational group whose aim is to share and embed good practice across directorates in terms of social value. This should help to increase and enhance the benefits achieved through the introduction of carbon reduction requirements in Council contracts.

## **6. CCAP Quarterly Progress Update Report**

- 6.1. We reviewed the latest progress update available at the time of our review (Quarter 3). This reflected the current position of the workstream in terms of each key action and provided confirmation that the additional 10% weighting is now standard for all new procurement contracts. This also provided assurance that the wider ICP team have been briefed in how to provide guidance on assessing tenders.
- 6.2. The update highlights that further work is needed to develop a streamlined process for capturing and analysing this data on an annual basis throughout the contract period and steps are needed to better understand existing emissions in the Council’s supply chain and create a baseline of data. The

progress update accurately reflected the position in terms of guidance for suppliers which is now published on the website and guidance for commissioners in terms of the evaluation of tenders was being developed. The update report did not include an expected timescale for completion of this however, we recommend that this is completed as soon as possible given that the additional 10% should now be being applied. Without the availability of guidance for commissioners there is a risk that officers are not equipped to effectively evaluate tenders which could lead to challenges over how to score tenders effectively.

- 6.3. Whilst data regarding the number of tenders where the 10% has been used/not used is not routinely captured the ICP were able to produce this when asked. This however did not include capital programmes tenders. We consider it would be beneficial to capture this data routinely to provide assurance that application is uniform across directorates and to assess the impact at a later date. Data will highlight areas where the inclusion of the full 10% is more challenging and areas which may benefit from greater support in order to be able to achieve this.
- 6.4. A spreadsheet tracker is used by the Zero Carbon team to manage the coordination and collation of progress for the quarterly reports. We reviewed the tracker for workstream three and confirmed that this included each of the current key actions within the workstream along with an assigned action owner.
- 6.5. We noted this extends beyond the subject of procurement given the breadth of the workstream. For each quarter the tracker allows for detail to be provided on any risks and issues, quantified results/KPIs, any press coverage or photos and a narrative of the current position and what has changed since the previous quarter. We confirmed the information collected here is then used in the production of the CCAP quarterly progress update. Whilst the cumulative position at each quarter is included in the tracker this does not include an overall timescale/target date for the completion of each individual action which would be helpful to determine whether actions are on track or may help to identify any slippages.

## **7. Guidance and Support for Suppliers**

- 7.1. One way in which prospective and existing suppliers are informed of the Council's stance on environmental matters is through the Ethical Procurement Policy displayed on the Council's website. This sets out the core objectives the Council has agreed to deliver through its commissioning and procurement activities and highlights the importance of suppliers' commitment to employing the highest ethical standards and ensuring maximum benefits are gained for improving economic, social, and environmental wellbeing. The policy contains a section on environment where suppliers are informed that they will be asked in any tenders with the Council to set out the measures they will take to reduce their own carbon emissions and how these will be monitored.

- 7.2. A key procurement related action within workstream three relates to the development and launch of a supplier toolkit. We confirmed that work on this has progressed and it is now available for suppliers to view on the Council's website, through the business and investment pages. The guidance entitled Social Value and Environment Guidance for Suppliers and Bidders for Council Contract Opportunities is currently marked as being a working document with any feedback welcomed on how it could be improved. The ICP's general email address is provided for this purpose. The guidance will be developed and updated over time to reflect developments in the climate change agenda but the document should be identified as a definitive document rather than a work in progress.
- 7.3. This demonstrates the Council's commitment to the provision of support to suppliers in their approach to carbon reduction and a willingness to adapt guidance where feedback is received, this should help to maximise the social, environmental and economic benefit to Manchester residents and communities from our contracts. We understand that suppliers will have different levels of experience and understanding in relation to environmental sustainability and therefore the accessibility of comprehensive guidance and support is important.
- 7.4. The guidance is split into two parts with the first focusing on Social Value and the second on the Environment. This provides an explanation to suppliers that the Council is calling on individuals and organisations to act and are looking for suppliers that are committed to reducing their emissions and supporting the city's net zero ambition.
- 7.5. The guide aims to set out further what the Council is looking for through the 10% evaluation weighting and how suppliers can make a difference by reducing their carbon footprint. This then goes on to cover the following topics to assist suppliers in their bids:
- What do we mean by carbon emissions?
  - What are we looking for from suppliers?
  - Example questions we may ask in Invitations to Tender ☐ What makes a good response?
  - Contract Monitoring
  - Where to find further guidance and support.
- 7.6. The guidance makes clear that the wording of questions may vary depending in the nature and scale of contract although acknowledges that typically two questions will be included as a minimum one on measurement and one on actions to reduce emissions.
- 7.7. Supplementary questions may be used to gain further detail dependent on the nature of the contract. Example supplementary questions are provided which may be asked particularly in the case of higher value contracts. This was in alignment with our discussions with key officers in that in some Invitation to Tenders (ITTs) we will ask more questions or in smaller value contracts we may just ask one question.

- 7.8. In advising on what makes a 'good response' this sets out that there is a clear basis for measuring emissions, evidence of a clear, detailed action plan for reducing emissions and proposed targets and the establishment of baseline emissions. The document also includes expectations in terms of contract monitoring and that specific commitments made in the bid will be captured in the contract and monitored throughout the life of the contract.
- 7.9. Suppliers are also signposted to further guidance and support should they require it including carbon tools, how to reduce their carbon footprint, example carbon reduction plan, case studies and resources for helping organisations reduce emissions. Other work being explored is the provision of supplier training to improve their understanding of this area which should lead to us getting the best out of our contracts, this approach is likely to consist of engagement events and directing organisations to training offers for Greater Manchester businesses as has been done previously in the supplier guidance. Further to this, whilst procurement officers have undertaken carbon literacy training more specific training on working with suppliers has been identified by management as being required.
- 7.10. Discussions with a sample of officers who have used the weighting within tenders highlighted the challenges experienced by smaller organisations in developing their environmental responses and this can be seen as quite overwhelming for them. As such, further work may be required to support smaller organisations to reduce the impact this has on them in the award of Council contracts.

## **8. Guidance and Support for Commissioners**

- 8.1. The CCAP quarterly tracker identifies the next step in terms of guidance is the provision of a toolkit for commissioners to assist them in their evaluation of bids from suppliers. We support the timely progression and completion of this to prevent challenges in the effective scoring and evaluation of environmental factors within bids.
- 8.2. Our sample testing highlighted some observations from officers where the 10% weighting had been applied which should be considered in the production of any guidance. This included the provision of optional tender evaluation training to those officers who may lack experience or confidence in doing this and would benefit from some additional support. There could be options for others across the organisation who are more experienced in this to contribute or support this. Another consideration could be for training to be made mandatory to facilitate a consistent approach across Directorates. Feedback also consisted of the inclusion of examples in guidance to show for example what a score of '1, 3, 5' etc would look like from the response provided. This is something that currently features in corporate social value commissioner guidance and we consider something similar for environmental responses would be beneficial.
- 8.3. We considered the provision and availability of other support to commissioners given the commissioner toolkit has yet to be finalised. This included a review



of the intranet and key procurement templates and guidance. We noted from a review of the current published guidance available to officers on tender evaluations (Procurement Guidance No.10 Evaluation Criteria – Weighting and Scoring) whilst the correct weighting was included for Environment this still states this was ‘waiting for approval to be used in tenders’. Given there is an expectation for this to be applied in tenders this should be updated to ensure consistent messaging in corporate guidance in our approach.

- 8.4. Other ways in which the Council aims to increase knowledge and awareness of our climate ambitions and to improve the carbon literacy of our workforce is through updates and information in corporate broadcasts and the provision of organisation wide training. Whilst there has been no formal training provided on the evaluation and scoring of this element of tenders, we understand ICP have been involved in providing advice and individuals are learning as they go.
- 8.5. The scoring of carbon reduction measures in tenders has been in use within the highways service for a longer timeframe given their involvement in the trial. Discussions with the Strategic Programme Manager confirmed her role as a moderator and the provision of critical challenge to other evaluators given her experience in scoring social value. This is an area that could be explored to allow commissioners to reach out for support to others who have had more experience of evaluating and scoring tenders.
- 8.6. The CCAP refers to carbon literacy training and that over 1,000 have already received training and large-scale training sessions were underway for the top 300 managers in the organisation, alongside targeted sessions focusing on specific services. The training aims to increase individuals’ awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions on an individual, community and organisational basis. Engagement and awareness throughout the organisation also included sessions at the Council’s Leadership Summit which 400 senior officers attended and coverage within the rolling programme of Listening in Action events for staff.

## **9. Monitoring Post Contract Award**

- 9.1. Through our discussions it was evident that there is an emphasis on seeking SMART commitments from bidders to facilitate the tracking of these through contract monitoring arrangements during the contract period. The expectation is that the monitoring of environmental commitments made in tenders should form an integral part of contract monitoring activity undertaken by the assigned contract manager of the contract.
- 9.2. To facilitate a consistent corporate approach to capturing this data, consideration is currently being given to benefits realisation and how we can best capture and measure the impact gained through our contracts. We understand the Head of ICP is currently working with the university to get a workable tool for measuring and quantifying this. We support work to progress with plans to facilitate the capture and measurement of this data. We were

also made aware of the intention to create a supplier profile that will require updating at least annually that can better capture emissions data.

- 9.3. As stated earlier there was recognition within the latest CCAP quarterly report of the work needed to capture and analyse emissions data. We agree this is a considerable challenge and support the ongoing work to streamline this to allow the impact to be monitored and captured in a consistent way. Similarly, the importance of capturing baseline data to support further development of KPIs and carbon reduction targets is critical. We understand a staggered approach will be taken to collecting baseline data across priority areas and discussions with ICT have commenced to better understand their contracts some of which include carbon reduction targets.

## **10. Conclusion**

- 10.1. The Council has made significant progress in developing its framework and priorities to drive climate change. We were satisfied that work has commenced to use our influence and encourage change amongst our supply chains which is evident through the adoption of a 10% weighting for environmental factors in tender evaluations and the provision of support through published guidance for prospective suppliers to help them in maximising their bids.
- 10.2. To ensure we keep pace with our climate ambitions and targets it is vital to continue this momentum and to progress with proposals for capturing and analysing meaningful baseline data and the subsequent environmental benefits achieved from Council contracts. The role of the contract manager will be key here to ensure any commitments made as part of the tender are monitored, validated, and reported and acted on accordingly.
- 10.3. We acknowledge the significant challenges in capturing this information consistently across Directorates but are assured through our discussions with management that they recognise the benefits this will bring in measuring the impact. Guidance and support for commissioners should be finalised in a timely manner to support colleagues in fulfilling a robust tender evaluation process which will maximise the benefit obtained from our contracts and therefore maximise the positive impact on our communities.

**Manchester City Council  
Report for Information**

**Report to:** Environment and Climate Change Scrutiny Committee – 23 June 2022

**Subject:** Overview Report

**Report of:** Governance and Scrutiny Support Unit

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**Summary**

This report provides the following information:

- Recommendations Monitor
- A summary of key decisions relating to the Committee's remit
- Items for Information
- Work Programme

**Recommendation**

The Committee is invited to discuss the information provided and agree any changes to the work programme that are necessary.

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**Wards Affected:** All

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**Contact Officers:**

Name: Lee Walker  
Position: Governance and Scrutiny Support Officer  
Telephone: 0161 234 3376  
Email: lee.walker@manchester.gov.uk

**Background documents (available for public inspection):** None

## 1. Monitoring Previous Recommendations

This section of the report lists recommendations made by the Environment and Climate Change Scrutiny Committee. Where applicable, responses to each will indicate whether the recommendation will be implemented, and if it will be, how this will be done.

Date	Item	Recommendation	Response	Contact Officer
13 January 2021	NESC/21/06 Monitoring and Compliance – Construction Sites	Recommend that Officers, in consultation with the Executive Member for Environment, Planning and Transport arrange a briefing session for Members of the Committee that provides an overview of a range of activities that included, but not restricted to planning and related enforcement; roles and responsibilities and Traffic Regulation Orders.	A response to this recommendation has been requested and will be reported back once received.	Julie Roscoe Director of Planning, Building Control and Licensing
22 July 2021	ECCSC/21/11 Climate Change Action Plan Quarterly Progress Report: Q1 April - June 2021	That every school on a main arterial route with high volumes of traffic have a tree planting plan included as part of the tree strategy to promote clean air.	A response to this recommendation has been requested and will be reported back once received.	Julie Roscoe Director of Planning, Building Control and Licensing
14 October 2021	ECCSC/21/21 Climate Change Action Plan Quarterly Progress Report, Q2 July - September 2021	<p>1. The Executive Member for Environment give consideration to establishing a Climate Clock in the city, similar to that in Glasgow;</p> <p>2. The Executive Member for Environment and Officers arrange a briefing session for Members on the</p>	<p>A verbal response to this recommendation was provided at the May 2022 meeting.</p> <p>A response to these recommendations has been requested and will be</p>	Cllr Rawlins Executive Member for Environment

		modelling that was used to agree and set the suite of targets reported in the Action Plan.	reported back once received.	
9 December 2021	ECCSC/21/33 Aviation and Carbon Emissions	That the Executive Member for the Environment convene a meeting with Members of the Committee to discuss further the issues raised at the meeting.	The Executive Member for Environment is progressing this recommendation.	Cllr Rawlins Executive Member for Environment
9 December 2021	ECCSC/21/34 Grounds Maintenance Update: The Use of Pesticides	<p>1. That a briefing note be prepared by Officers that describes the approach taken by other Local Authorities to stop using Glyphosate and the alternate methods of weed control adopted.</p> <p>2. That a briefing note be prepared by Officers that describes the approach taken by local Registered Housing Providers to reduce their use of Glyphosate and the alternate methods considered to control weeds.</p>	The Executive Member for Environment has advised that both of these recommendations have been noted and work has begun to provide a response to these.	Heather Coates in consultation with Cllr Rawlins, Executive Member for Environment

## 2. Key Decisions

The Council is required to publish details of key decisions that will be taken at least 28 days before the decision is due to be taken. Details of key decisions that are due to be taken are published on a monthly basis in the Register of Key Decisions.

A key decision, as defined in the Council's Constitution is an executive decision, which is likely:

- To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the city.

The Council Constitution defines 'significant' as being expenditure or savings (including the loss of income or capital receipts) in excess of £500k, providing that is not more than 10% of the gross operating expenditure for any budget heading in the in the Council's Revenue Budget Book, and subject to other defined exceptions.

An extract of the most recent Register of Key Decisions, published on **13 June 2022**, containing details of the decisions under the Committee's remit is included overleaf. This is to keep members informed of what decisions are being taken and to agree, whether to include in the work programme of the Committee.

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background Documents	Contact Officer
<b>GM Clean Air Plan review (2022/05/31A)</b>  Note an update on the Greater Manchester Clean Air Plan review prior to submission of a preliminary response to Government on the review.	Executive	29 Jun 2022		Report on the GM Clean Air Plan review	Michael Marriott, Head of Local Planning & Infrastructure Michael.Marriott@manchester.gov.uk

**Environment and Climate Change Scrutiny Committee  
Work Programme – June 2022**

**Thursday 23 June 2022, 10 am (Report deadline Tuesday 14 June 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Climate Change Action Plan Annual Work Programme	To receive the Manchester City Council Climate Change Action Plan Annual Work Programme for 2022/23.	Cllr Rawlins	Mark Duncan / Sarah Henshall / Gina Twigg	
Carbon Reduction Procurement Progress Report	To receive and comment upon the MCC Procurement carbon reduction activities.	Cllr Rawlins	Peter Schofield / Mark Leaver	
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 21 July 2022, 10 am (Report deadline Tuesday 12 July 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
MCC Climate Change Action Plan – Quarter 1 Update report	To receive and comment upon the MCC Climate Change Action Plan quarterly update report. The Committee have requested specific information in relation to the communications strategy with residents,	Cllr Rawlins	Mark Duncan / Sarah Henshall /	

	businesses and other key stakeholders.		Gina Twigg	
Manchester Climate Change Agency / Partnership Framework 2.0	To receive and comment upon the draft content of the Manchester Climate Change Framework 2.0. The Committee have requested specific information in relation to the communications strategy with residents, businesses and other key stakeholders.	Cllr Rawlins	Samantha Nicholson	
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 8 September 2022, 10 am (Report deadline Monday 27 August 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
MCC Climate Change Action Plan 2021/22 Annual Report	To receive and comment upon the MCC Climate Change Action Plan 2021/22 Annual Report.	Cllr Rawlins	Mark Duncan / Sarah Henshall / Gina Twigg	
MCC Climate Change Action Plan Refresh	To receive the refreshed MCC Climate Change Action Plan at the mid-point of the period 2020-25.	Cllr Rawlins	Sarah Henshall / Gina Twigg	
Manchester Climate Change Framework 2.0	To receive and comment upon the final version of the Manchester Climate Change Framework 2.0.	Cllr Rawlins	Sam Nicholson	
Housing Retrofit	To receive information on the progress being made	Cllr	Becca	This item is to be



	<p>towards retrofitting the housing properties owned by the Council (including Northwards)</p> <p>This item will also provide information on the plans to retrofit homes in the private rented sector and owner occupiers, both at a local level and a Greater Manchester level.</p>	Rawlins Cllr White Cllr Hacking	Heron / Martin Oldfield / David Ashmore	confirmed for this Sept meeting date.
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 13 October 2022, 10 am (Report deadline Tuesday 4 October 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
MCC Climate Change Action Plan – Quarter 2 Update report	To receive and comment upon the MCC Climate Change Action Plan quarterly update report.	Cllr Rawlins	Mark Duncan / Sarah Henshall / Gina Twigg	
Manchester Climate Change Agency/ Partnership 2021/22 Annual Report	To receive and comment upon the Manchester Climate Change Agency 2021/22 Annual report.	Cllr Rawlins	Samantha Nicholson	
Waste, Recycling and Street Cleansing Update	This report provides an update on progress in delivering waste, recycling, and street cleansing services. Describing how the activity contributes to the climate change agenda and key priorities for future.	Cllr Igbon	Heather Coates	

Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	
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**Thursday 10 November 2022, 10 am (Report deadline Tuesday 1 November 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Working with Schools	To receive a report on the Council's work to support schools in relation to the climate emergency.	Cllr Rawlins	Amanda Corcoran	Invitation to be sent to Cllr Reid, Chair of the Children and Young People Scrutiny Committee
Embedding Carbon Literacy within the Council	To receive information on the progress being made towards embedding a zero carbon culture within the Council (as part of the Carbon Literacy journey).	Cllr Rawlins	Suzanne Grimshaw	
Neighbourhood Teams and Community Engagement	To receive a report that describes how the Neighbourhood Teams are working with local communities to address climate change.	Cllr Igbon	Shefali Kapoor	
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 8 December 2022, 10 am (Report deadline Tuesday 29 November 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Single Use Plastic Free 2024 Progress Report	To receive a report on the progress being made towards our pledge to be Single Use Plastics Free by 2024.	Cllr Rawlins	Mark Duncan / Helen Harland	
Local Area Energy Plan	To receive an update on the progress of the Local Area Energy Plan.	Cllr Rawlins	Becca Heron / Pat Bartoli	
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 12 January 2023, 10 am (Report deadline Monday 31 December 2022)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
MCC Climate Change Action Plan – Quarter 3 Update report	To receive and comment upon the MCC Climate Change Action Plan quarterly update report.	Cllr Rawlins	Mark Duncan / Sarah Henshall / Gina Twigg	
Budget Proposals 2023/24		Cllr Rawlins Councillor	Carol Culley Paul Hindle	

		Igbon		
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 9 February 2023, 10 am (Report deadline Tuesday 31 January 2023)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

**Thursday 10 March 2023, 10 am (Report deadline Tuesday 28 February 2023)**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Zero Carbon Culture Guides	To receive information on the work being delivered in relation to engaging Culture organisations with their zero carbon journeys	Cllr Rawlins / Cllr Rahman	Sarah Elderkin / Louise Lanigan	
Manchester Green and Blue Strategy and Implementation Plan,	To receive the annual update on the delivery of the Green and Blue Implementation Plan together with information on the delivery of the Tree Action Plan.	Cllr Rawlins	Julie Roscoe	

including annual update and a report on the Tree Action Plan	The Committee have requested that this item includes discussion on flood risk management with reference to the Victoria North Development; the role of partners such as the Environment Agency and their response to incident of spillages and pollution in rivers and information on the Our Rivers, Our City Strategy.			
Overview Report	This is a monthly report, which includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Scrutiny Support Officer	

### Items to be scheduled

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Electric Vehicle Charging	To receive a report that describes the provision and delivery of electrical charging points for motor vehicles.	Cllr Rawlins	Rebecca Heron	
Staff Active Travel Scheme	To receive a report that provides information on the Manchester City Council Staff Active Travel Scheme.	Cllr Rawlins		
Manchester Airport and Aviation Emissions	To receive a report that discusses the steps taken to reduce emissions that result from the aviation industry.	Cllr Rawlins	David Houliston	
Parks and Open Spaces	To receive a report that provides information on the approach to open spaces to promote biodiversity and reduce carbon emissions. Members have requested that this includes consideration on the use of pesticides, including its use in allotments, woodland	Cllr Igbon	Kylie Ward Matthew Bennett	

	space and the interface between grounds maintenance and street cleansing services.			
Planning Policy and Climate Change	To receive a report that considers how planning policy contributes to addressing climate change.	Cllr White	Julie Roscoe	
Clean Air Plan Policy Review	To receive the Clean Air Plan Policy Review and note progress made. Members have requested this report includes a discussion on the actions taken to address idling in vehicles.	Cllr Rawlins	Michael Marriott	