



Environment, Climate Change and Neighbourhoods Scrutiny Committee

Date: Thursday, 22 June 2023

Time: 2.00 pm

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 from 1:30pm on Thursday, 22 June 2023 in Room 2006, Level 2, Town Hall Extension

Access to the Council 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. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

Filming and broadcast of the meeting

Meetings of the 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, Climate Change and Neighbourhoods Scrutiny Committee

Councillors - Shilton Godwin (Chair), Chohan, Collins, Doswell, Holt, Ilyas, McCaul, Razaq, Wiest and Wright

Agenda

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

5 – 10

To approve as a correct record the minutes of the meeting held on 25 May 2023.

5. Climate Change Action Plan Work Programme 2023-24

11 – 20

Report of the Deputy Chief Executive and City Treasurer

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 2023-24).

6. Staff Business Travel and Active Travel Policy

21 – 28

Report of the Director of Human Resources, Organisational Development and Transformation

This report provides information on the progress being made towards embedding a culture of sustainable staff travel within the council as part of the Staff Travel policy.

7. Overview Report

39 – 49

Report of the Governance and Scrutiny Support Unit

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

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, Climate Change and Neighbourhoods Scrutiny Committee areas of interest include The Climate Change Strategy, Waste, Carbon Emissions, Neighbourhood Working, Flood Management, Planning policy and related enforcement, Compliance 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. To help facilitate this, the Council encourages anyone who wishes to speak at the meeting to contact the Committee Officer in advance of the meeting by telephone or email, who will then pass on your request to the Chair for consideration. 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.

The Council welcomes the filming, recording, public broadcast and use of social media to report on the Committee's meetings by members of the public. Agenda, reports and minutes of all Council Committees can be found on the Council's website www.manchester.gov.uk.

Smoking is not allowed in Council buildings.

Joanne Roney OBE
Chief Executive
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Further Information

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

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This agenda was issued on **14 June 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

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Environment, Climate Change and Neighbourhoods Scrutiny Committee

Minutes of the meeting held on 25 May 2023

Present:

Councillor Shilton Godwin – in the Chair
Councillors Chohan, Collins, Doswell, Holt, Ilyas, McCaul and Wiest

Apologies: Councillors Razaq and 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
Samantha Nicholson, Director of Manchester Climate Change Agency
Michael Wilton, Chair of Manchester Climate Change Partnership

ECCNSC/23/29 Minutes

Decision

To approve the minutes of the Environment and Climate Change Scrutiny Committee meeting held on 9 March 2023 as a correct record.

To note the minutes of the meeting of the Climate Change Ward Action Plans Task and Finish Group held 23 March 2023.

ECCNSC/23/30 Manchester Climate Change Framework (2022 Update) – Progress Report

The Committee considered the report of Director, Manchester Climate Change Agency (MCCA) and the Chair, Manchester Climate Change Partnership (MCCP) that provided an overview of progress being made to deliver the recommended actions in the 2022 Update to Manchester's Climate Change Framework (2020-25) which was published in October 2022.

Key points and themes in the report included:

- Describing some of the positive actions that had been launched or delivered across the city since October 2022;
- Describing the progress being made to map activity against the recommended actions put forward by the 2022 Update; and
- Discussion of the challenges with capturing and collating robust and meaningful data on climate change activity and emissions reductions.

Some of the key points that arose from the Committee's discussions were: -

- Welcoming the information that described that the MCCA and MCCP had secured an A List rating for Manchester from CDP. Noting that this positioned the city as

one of only 122 global cities that met the highest standard of leadership and transparency on environmental action and data disclosure. Only 12% of cities that were scored received this rating;

- Asking how optimistic the Partnership was since the update to the Framework six months ago;
- What would the impact of the Public Sector Decarbonisation Scheme be;
- Welcoming the information regarding the Manchester Climate Pack and the 'story pack' adding that this should be shared with NHS partners across the city so as to avoid any crisis in the event of a period of extreme weather;
- Further information was sought as to the anticipated impact of the Greater Manchester Trailblazer Devolution Deal, published March 2023;
- Commenting that this Trailblazer Devolution Deal should be used to maximise all opportunities, including green skills; and
- The Electric Vehicle (EV) Charging Strategy needed to be inclusive across the city.

The Chair of Manchester Climate Change Partnership provided the Members with a description of the Partnership, commenting that there was a positive range of activity across the partners to address climate change. He advised that membership of the Partnership was expanding, and the work had accelerated which was a very positive development. He commented that the A List rating was very positive for the city, however he commented that currently the city was not on target to remain within its carbon budget, and the message remained that more needed to be done. He stated that more support was required from government on this agenda, in particular to the issue of domestic retrofitting.

In response to comments raised regarding the Airport, the Chair of Manchester Climate Change Partnership stated that Manchester Airport Group (MAG) were members of the Partnership, and a specific subgroup had been established to consider this area of activity. He described that as an operator MAG had a good operating model in terms of carbon emissions and had led nationally on the discussions regarding the issue of alternative, sustainable aviation fuel. He further acknowledged that social change and climate justice was linked to climate change and made reference to the conversation that was ongoing regarding the use of aviation in these terms.

The Director of Manchester Climate Change Agency commented that the Public Sector Decarbonisation Scheme was welcomed, however it was not at the scale required. She commented that information was shared with NHS partners across the city and the wider Greater Manchester Integrated Care system. With regard to the Trailblazer Devolution Deal she advised that following finalisation of these arrangements a programme of detailed planning and actions would be undertaken, adding that this would include consideration of the issue of skills. The Deputy Chief Executive and City Treasurer informed the Members that the Greater Manchester Trailblazer Devolution Deal would not prevent Manchester from applying for future funding streams as and when they became available, and that work would be undertaken with Greater Manchester Combined Authority to maximise the outcomes of the Trailblazer Devolution Deal.

The Director of Manchester Climate Change Agency responded to the number of actions listed in the Updated Framework and advised that the actions were owned by the various stakeholders. The Chair of Manchester Climate Change Partnership added that stakeholders were committed to driving and delivering the actions and further added that the challenge was to understand, quantify and report the impact of these actions.

The Executive Member for Environment and Transport stated that a report on the Electric Vehicle Charging Strategy had been considered by the Committee and Executive at their December 2022 meetings. She recommended Members referred to this report and advised that this was one element of the wider approach and consideration being taken in regard to the issue of active travel and carbon emissions.

The Chair noted the comment from the Chair of Manchester Climate Change Partnership regarding the ask of government. She advised that following the March meeting an email had been sent to the Secretary of State for Energy Security and Net Zero inviting him to attend a meeting with the Committee, however this invitation had been declined.

The Chair thanked the guests for presenting the report and responding to Members questions. In noting the report, she recommended that when the Manchester Climate Change Agency/ Partnership 2022/23 Annual Report was submitted for consideration at the Committee's October meeting this report should include information in relation to next steps, clearly defined actions and discussion of the challenges.

Decision

The Committee recommend that when the Manchester Climate Change Agency/ Partnership 2022/23 Annual Report is submitted for consideration at the Committee's October meeting this should include information in relation to next steps, clearly defined actions, and challenges.

ECCNSC/23/31 Steps being taken on the Council's procurement and wider actions to support reduction in consumption-based emissions (Scope 3)

The Committee considered the report of Strategic Lead Commissioning, Integrated Commissioning and Procurement that provided an update on the steps being taken in relation to the Council's procurement and more widely to reduce carbon emissions, specifically emissions associated with the goods, services and works that the council 'consumes'.

Key points and themes in the report included:

- Providing an introduction and background, with a definition of the different emission categories;
- Discussion of the main issues across a range of different activities;
- Providing examples; and

- Discussion of the current challenges, with particular reference to the measurement of Scope 3 emissions.

Some of the key points that arose from the Committee's discussions were: -

- What monitoring of contracts was undertaken to ensure they were compliant with the 10% environmental weighting in evaluations;
- Was 10% environmental an appropriate weighting;
- Welcoming the information provided that small organisations, including VCSE organisations were putting forward good scoring bids and demonstrating carbon reduction plans;
- An update was requested on the training given to commissioners and procurement staff;
- A view was sought as to the government developing a new procurement portal system in preparation for the Procurement Bill coming into force; and
- Noting that contractors that included vehicle use should be encouraged to adopt appropriate driving practices to reduce environmental impacts.

The Strategic Lead Commissioning responded to the Members comments by stating that all contracts were monitored in accordance with the usual contract management protocols. He advised that dialogue and engagement with providers was important adding that Construction and Highways had a bespoke tool to measure and monitor projects. He stated that the 10% weighting was an appropriate level, commenting that any more could risk quality. He added that no other Authority required more than 10%. He advised that Manchester had led on this approach and positive outcomes were being realised. He acknowledged the comments raised regarding VCSE organisations, stating that a number of engagement events had been delivered and good practice shared. He stated that this approach complimented the VCSE Grant Funding programme so that a consistent message regarding climate change was delivered.

The Strategic Lead Commissioning stated that specific training had been delivered to Commissioners, Contract Managers and Procurement Staff in relation to the 10% environmental weighting. He reported that this built upon the Carbon Literacy Training that had been undertaken by all staff. He stated that the feedback from staff had been very positive, and the intention was to establish an e-learning package for staff, in addition to the informal support that was provided to staff.

The Strategic Lead Commissioning responded to the concern expressed by the Chair in regard to the new government procurement portal. He stated that the exact details were currently unknown, however representation had been made regarding the need to acknowledge local prioritise.

In reply to the discussion regarding specific driving practices he stated that he would look into this following the meeting, however commented that in the example referred to, monitoring data would be built into the contract and specialist software would be used to identify the most efficient routes to realise emissions savings.

Decision

To note the report.

ECCNSC/23/32 Final Report and Recommendations of the Climate Change Ward Action Plans Task and Finish Group

The Committee considered the report of Climate Change Ward Action Plans Task and Finish Group that presented the findings of the detailed investigation undertaken by the Group.

The Committee were invited to note the report and endorse the recommendations.

Decision

To note the report and endorse the recommendations as listed at section 8 of the report.

ECCNSC/23/33 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.

The Chair invited Members to nominate areas of interest that they would like included on the Committee's Work Programme. These suggestions were collected by the Scrutiny Support Officer and the Chair, in consultation with Executive Members, other Scrutiny Chairs and Officers would schedule items that fell within the remit of the Committee.

Decision

The Committee notes the report and agrees the work programme, subject to the above comments.

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Manchester City Council Report for Information

Report to: Environment, Climate Change and Neighbourhoods Scrutiny Committee – 22 June 2023

Subject: Climate Change Action Plan Work Programme 2023-24

Report of: The Deputy Chief Executive and City Treasurer

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 2023-24).

Recommendations

The Committee is recommended to note the contents of the report and the work programme for the fourth year of the Action Plan (CCAP Work Programme 2023-24).

Wards Affected: All

<p>Environmental Impact Assessment - 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</p>
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<p>Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments</p>

<p>Actions set out in the Climate Change Action Plan 2020-25 recognise the need for just and equal delivery of 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	Manchester's reputation as a leader in delivering on climate change will help to attract investment and businesses to the city. This will contribute towards helping the transition to a zero carbon city, which in turn will help the city's economy become more sustainable and will generate jobs within the low carbon energy and goods sector.
A highly skilled city: world class and home grown talent sustaining the city's economic success	Work underway in the Council supporting schools and the wider education sector will help develop a future well equipped workforce, whilst work underway under the Green Skills Action Plan is helping support industry be prepared for the demand that is being created within the zero carbon sector.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	There is a targeted focus on retrofitting homes across the city to help tackle fuel poverty and the cost-of-living crisis by reducing energy bills and this is a key part of the transition to a zero-carbon city. Health outcomes will also be improved through healthier homes as well as other areas, such as the promotion of more sustainable and active 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	Work underway on Neighbourhood Ward Plans and Green and Blue Infrastructure, Open Spaces and Parks (helping to adapt and increase resilience) are key areas of Manchester becoming a zero carbon city will help the city to be a more attractive place for people to live, work, visit and study.
A connected city: world class infrastructure and connectivity to drive growth	Our investment in active and sustainable travel is helping Manchester to have a fully zero carbon transport system, which will 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

As part of the 2022/23 budget £0.8m investment was approved to support delivery of both the council and the zero carbon action plan, this funding is ongoing and has now

been included as part of each service areas budgets. It is not expected that there will be any further revenue budget requirements arising from the content of this report.

<https://democracy.manchester.gov.uk/documents/s38151/Zero Carbon Budget Report.pdf>

As part of the 2024/25 budget planning, work is ongoing to ensure all revenue savings arising from the work undertaken as part of the action plan are captured and included as part of the budget process.

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 2023/24 work programme have already been approved as additional funding requirements or as part of directorate budgets.

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Name: Sarah Henshall
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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 Updated 2022*
- *Manchester City Council Climate Emergency Declaration July 2019*
- *Manchester Climate Change Framework 2020-25 Updated 2022*
- *Neighbourhoods Directorate 2023/24 Budget – Environment and Climate Change Scrutiny Committee*

1.0 Introduction

- 1.1 This is a high-level summary of the work programme that is to be delivered within the fourth year of Manchester City Council's Climate Change Action Plan (CCAP), April 2023 - March 2024.
- 1.2 The CCAP Work Programme for 2023-24 has been reviewed by the Zero Carbon Coordination Group to ensure its 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 Manchester City Council Climate Change Action Plan (CCAP) 2020-25 went live following approval at Executive Committee in March 2020.
- 2.2 The Council's Climate Change Action Plan (CCAP) has a science-based target calculated by the Tyndall Centre for Climate Research to reduce the Council's direct emissions of CO₂ by 41% over the five-year period of 2020-25. In addition, the Council has committed to be zero carbon by 2038 at the latest, also based on the science-based targets developed by the Tyndall Centre.
- 2.3 The CCAP also recognises the Council's unique leadership role in supporting and influencing the city to reduce its emissions and in ensuring that the city's residents are protected from the impacts of climate change.
- 2.4 The actions are structured across five workstreams as follows:
 - 1. Buildings and Energy
 - 2. Transport and Travel
 - 3. Reducing Consumption Based Emissions and Influencing Suppliers
 - 4. Climate Adaptation, Carbon Storage and Carbon Sequestration
 - 5. Influencing Behaviour and Being a Catalyst for Change.
- 2.5 Following the establishment of the previously named Environment and Climate Change Scrutiny Committee, regular updates on delivery of the CCAP have been provided via the Quarterly Progress Reports and Annual Reports, which have also been scheduled into the Committee's future work programme. Previous quarterly and annual progress reports are available on [the Council's website](#).
- 2.6 A refreshed Manchester City Council CCAP 2020-25 was endorsed by the Environment & Climate Change Scrutiny Committee and approved by the Council's Executive Committee in September 2022. The refreshed CCAP sets out the Council's commitment to continue working to reduce MCC's own direct CO₂ emissions alongside a strong focus on our city-wide leadership role and work across Greater Manchester in support of wider climate change objectives.

- 2.7 The refreshed Climate Change Action Plan sets out new actions, building on existing ambitions, for example, looking at ways to accelerate reaching zero carbon sooner than 2038, identifying opportunities to be bolder and avoiding any risk of complacency.
- 2.8 The MCC Climate Change Action Plan Work Programme for 2023-24 focuses on specific actions or critical milestones to be delivered during this period, as part of the wider CCAP which spans the period 2020 – 25.
- 2.9 The 2023-24 CCAP 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, delivering a housing retrofit and investment plan for Council housing stock and continue to deliver a programme of work to achieve Gold Carbon Literacy Accreditation by March 2025.
- 2.10 For this year 2023-24, our carbon budget is 21,562 tCO₂ (which also includes our direct emissions from our housing stock – formerly Northwards). This carbon budget is what we measure our direct emissions against – which are made up of our buildings, streetlights, refuse collection vehicles, operational fleet and staff business travel.

3.0 Recommendations

- 3.1 The Environment, Climate Change & Neighbourhoods Scrutiny Committee is recommended to note and comment on the contents of the report and the CCAP Work Programme for 2023-24.

4.0 Appendices

- 4.1 Appendix 1 – MCC CCAP Work Programme 2023-24

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Manchester City Council - Climate Change Action Plan - Work Programme 2023-24

Introduction

This document describes the actions to be progressed in Year 4 of the Climate Change Action Plan (CCAP) 2020-25. The achievements and highlights of Year 3 will be detailed in the Annual Report 2022-23 which will be presented to the Council's Executive Committee in September 2023 and made available on the Council's website after this date.

The 2023-24 CCAP Work Programme is accurate at the time of publication but may be subject to change during the year as actions may be brought forward or delayed due to external factors such as funding opportunities. The Council is committed to maintaining transparency and will continue to publish quarterly progress reports on its website ([Quarterly Progress Reports](#) | [Zero Carbon Manchester](#) | [Manchester City Council](#)).

Workstream 1: Buildings & Energy

Council Actions

- Progress the Large-Scale Renewable Energy Generation project through the procurement of a Power Purchase Agreement (PPA)
- Continue to deliver the Estates Carbon Reduction Programme using funding secured from MCC's own resources, UK Government and European funding (Public Sector Decarbonisation Scheme and ERDF Unlocking Clean Energy)
- Develop and deliver a housing retrofit and investment plan for the Council's social housing stock, incorporating the development of skills
- Continue progressing work to connect the Town Hall to the Manchester Energy Network

City Actions

- Continue to develop the Local Plan for Manchester, with a period of consultation to be held towards the end of 2023
- Deliver an approach to housing retrofit with Manchester Housing Providers Partnership
- Develop and deliver a plan in response to the recommendations in the Local Area Energy Plan (LAEP), coordinating with wider Greater Manchester authorities and partners

Workstream 2: Travel & Transport

Council Actions

- Develop a business plan for the remaining 50% of the refuse collection vehicles to continue to decarbonise the Council's fleet

- Produce a sustainable materials list that identifies carbon and whole life costs for Highways
- Continue to embed the Staff Travel Policy across the Council via communication and promotion of schemes, active travel workshops, engagement with services and monitor progress

City Actions

- Refresh the Manchester Local Implementation Plan, to set out Manchester's priorities for delivering the Greater Manchester Transport Strategy 2040, working with GMCA, TfGM, other Local Authorities and Government on projects (including preparations for High Speed 2 (HS2) and Northern Powerhouse Rail, Metrolink expansion and tram-train options, bus reform, the Clean Air Zone and Active Travel) and revised mode shift targets
- Deliver the Electric Vehicle Charging Infrastructure Strategy and assess investment requirements, link with the Local Area Energy Plan and Local Plan
- Deliver the Manchester Active Travel Strategy and Investment Plan (MATSIP) by working on funding bids and scheme development to ensure MATSIP aims and objectives are realised
- Deliver the Council's Air Quality Action Plan, ensuring alignment to the GM Clean Air Plan

Workstream 3: Consumption Based Emissions and Supply Chain

Council Actions

- Continue to implement the 10% environmental weighting within the social value element of the tender process to influence suppliers and develop a monitoring framework to measure and track the emissions from goods and services procured
- Deliver actions to eradicate avoidable single use plastics across the Council
- Ongoing delivery of the Sustainable Events plan, with a focus this year on engagement and data collection across key impact areas: Energy, Travel, Waste, Food & Drink and Water
- Reviewing waste and recycling collections across MCC operational estates, Markets and Events to identify opportunities for emissions reductions

City Actions

- Embed and enforce trader operating requirements across Parks and Markets to eradicate avoidable single use plastics
- Work with the Secretariat of the Manchester Food Board to develop and adopt a Sustainable Food Policy that aligns with the climate change priorities of the Manchester Food Board, including producing a supplementary Food Standards Policy for Manchester's schools

Workstream 4: Climate Adaptation and Carbon Sequestration

Council Actions

- Refresh and deliver the Tree Action Plan based on the findings of Managing Manchester's Trees report and identify funding opportunities to support delivery
- Explore increasing nature-based solutions (NBS) across the city. Implementing where feasible the MCC Highways Sustainable Drainage Systems (SuDS) Developer Design Guidance and associated Standard Details. Documenting lessons learnt and continuing to assess what works well in the Manchester environment in terms of SuDS design and trialling new green technologies, products and materials associated with SuDS
- Deliver the MCC Parks department's Climate Change Action Plan
- Delivery of the Green & Blue Infrastructure Strategy and revised Implementation Plan and the Biodiversity Strategy

City Actions

- Increasing the quantity of appropriate trees and hedgerows across the city, using the Tree Opportunity Mapping assessment to identify planting locations

Workstream 5: Catalysing Change and Behaviour Change

Council Actions

- Continue to deliver a programme of work to achieve Gold Carbon Literacy Accreditation by March 2025 and additional training to fully embed the Council's Zero Carbon ambition across Council services
- Continue to embed zero carbon ambitions into Council decision-making
- Continue delivery of the Finance and Investment work programme, to identify and develop financial models for investing in decarbonisation and climate change projects across the city

City Actions

- MCC to continue to lead by example in its commitment to taking action on climate change across all areas of the Council and showing leadership across the city with residents and external partners
- Continue to actively engage residents (including young people) and communities to tackle climate change, including implementing ward action plans and continuing to work with Manchester Climate Change Agency and other partners to deliver the 'In Our Nature' programme
- Continue to tell the Council's story of positive climate action through website content, social media and the press, and align the Zero Carbon Communications work with wider communications across the council e.g., waste and recycling, green and blue infrastructure, active travel, and neighbourhoods

- With Manchester Climate Change Agency jointly develop and deliver a citywide communications campaign during autumn 2023
- Work with the Manchester Climate Change Partnership and Manchester Climate Change Agency to deliver the [Manchester Climate Change Framework 2022 Update](#) and specifically those actions the Council can support delivery of via the use of all available levers to accelerate decarbonisation across the city
- Deliver MCC Education service's Climate Change Strategic Action Plan 2022-2024, to support and engage education providers to embed climate change into their operations and education settings
- MCC to continue to engage with partners across Greater Manchester, nationally and internationally to share best practice, influence climate action and lobby UK Government for support and policy changes
- Deliver the Green Skills Plan developed from the refreshed Work & Skills Strategy with a focus on retrofit skills, promotion of opportunities and engaging with young people via education providers

Manchester City Council Report for Information

Report to: Environment, Climate Change and Neighbourhoods Scrutiny Committee – 22 June 2023

Subject: Staff Business Travel and Active Travel Policy

Report of: Director of Human Resources, Organisational Development and Transformation (HROD&T)

Summary

This report provides information on the progress being made towards embedding a culture of sustainable staff travel within the council as part of the Staff Travel policy.

Recommendations

To consider and comment on the information in the report and endorse the approach we are taking.

Wards Affected: All

<p>Environmental Impact Assessment - 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 report outlines work being undertaken to embed the Staff Travel policy which aims to radically reduce the carbon footprint and adverse environmental impact of staff travel whilst in work by encouraging and advocating for sustainable travel.</p>

<p>Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments</p>

<p>This report considers that the staff travel policy is inclusive and accessible by taking into account wider considerations about why people make certain decisions about travel</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 measures set out in this report will contribute to the development of a green economy in terms of developing more sustainable transport
A highly skilled city: world class and home grown talent sustaining the city's economic success	The measures set out in this report will encourage recruitment and retention of the Council's workforce
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	The measures set out in this report will contribute to developing community engagement and initiatives for sustainable travel.
A liveable and low carbon city: a destination of choice to live, visit, work	This report is activity directly related to the successful delivery of a liveable and low carbon city through ensuring the City Council workforces are actively engaged with and are embedding sustainable staff travel into service policy and delivery.
A connected city: world class infrastructure and connectivity to drive growth	The measures set out in this report contribute to improvements in transportation for Council staff and how they move around the city

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Name: Luke Pinder
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 E-mail: Luke.Pinder@manchester.gov.uk

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.

Our Manchester Strategy – Forward to 2025

Manchester City Council Climate Change Action Plan 2020-2025

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

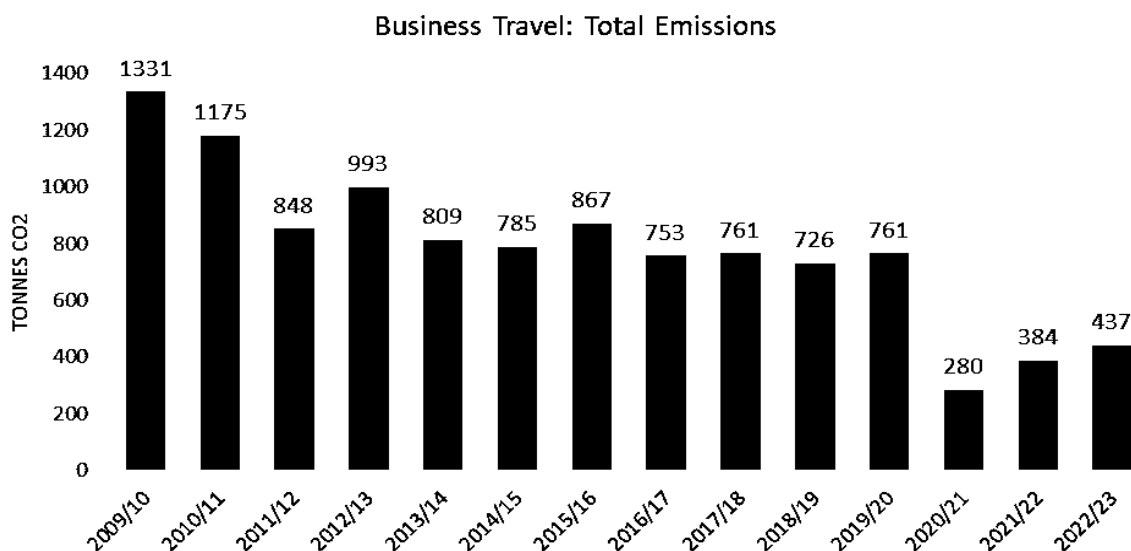
Manchester City Council Staff Travel Policy, December 2021

1.0 Introduction

- 1.1 The 'Manchester City Council - Climate Change Action Plan - Work Plan 2023-24' sets out activity to be progressed to support the delivery of the 'Climate Change Action Plan (CCAP) 2020-25'.
- 1.2 Implementing and embedding the staff travel policy across the Council forms part of **Workstream 2: Travel and Transport** of which the following activity relates directly to the purpose of this report.
- Delivering Staff Sustainable Travel engagement workshops and toolkits
 - Producing resources and support guides to embed behaviour change
 - Implementing a monitoring and reporting system to track policy impact
- 1.3 The report focuses primarily on staff business travel as per the current workstream remit. It should be noted that travel to work emissions are not currently in this scope of work however light touch updates are provided.

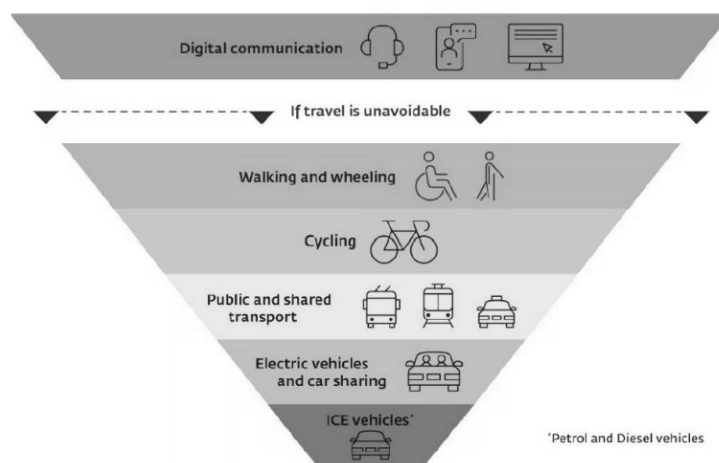
2.0 Background

- 2.1 The Staff Travel Policy was presented to the Personnel Committee in December 2021 with a subsequent launch of the policy in 2022. This was following a recommendation in the Manchester City Council Climate Change Action Plan for the Council to reduce its emissions through staff travel by 100 tonnes of CO₂ each year. The below graph provides insight into our annual CO₂ reductions with the figure above each line indicating the total number of emissions for that year.



- 2.2 The policy highlights the need for the Council to reduce its carbon emissions through staff travel and recognises the impact of our indirect emissions through wider staff behaviours. It recognises that the decisions people make about travel need to take into account wider considerations in order for this policy to be inclusive and accessible. It introduces a travel hierarchy (pictured

below) that staff should use when making decisions about travel, at the top of which, are considerations as to whether the travel is needed and prioritising active and sustainable modes. Revised guidance and updated content on the intranet will be published to complement the policy.



3.0 Our Manchester, Our Corporate Plan and Service Plans – the way we do things, not a thing that we do

- 3.1 In 2020, the Our Manchester Strategy was reset placing a more explicit focus on Zero Carbon at the heart of the strategy, which subsequently became a priority within the City Council's Corporate Plan.
- 3.2 As a direct result of this, every year, services within the council are expected to set out how they will embed Zero Carbon into service delivery as part of their Service Plans. The Staff Travel Policy now features as a point of consideration within the Zero Carbon commitments.
- 3.3 This approach provides a thread from the strategy to each member of the workforce in relation to how everyone will contribute to achieving zero carbon status.
- 3.4 Given that this is a new policy, significant engagement is taking place to ensure that knowledge of the policy meets the needs of staff, and services so that an Our Manchester approach "to the way we do things and not a thing that we do", is fully embedded.

4.0 Progress Update - An update on key progress is aligned to the actions set out in points 1 and 2 above.

4.1 ACTION: Workforce Development

- 4.1.1 Service Plans for 2023/24 for Zero Carbon commitments were refreshed to include key headings and priority areas for consideration. Commitments for service managers to review, embed

and support sustainable staff business travel was included in this refresh. Service managers can access support from the Sustainable Travel Project Officer in HROD&T to discuss and set ambitious, yet realistic, targets for their service. The project officer will review the commitments made in the service plans and will use them as a point of consideration in future engagement workshops and action planning.

- 4.1.2 The Good Managers Guide was launched in May 2023 which aims to help managers be the best that they can be. The guide helps managers to make decisions safely and empowers them to do so by providing support to deliver the seven basic principles of being a line manager. In principle “6. Manage resources in the best interests of our people, places and climate”, managers are encouraged to work through a checklist of key priorities to support this principle.
- 4.1.3 The priorities include, “ensuring that you are actively contributing to the delivery of our zero- carbon targets and supporting your teams to do so – as documented in the Service Plan for your area.” and “review opportunities for your service to reduce carbon emissions.” Whilst every member of the workforce needs to play their part to reach our Zero Carbon targets it is important that managers understand and are supported in their role in enabling their teams to travel sustainably.

4.2 ACTION: Staff Travel Engagement

- 4.2.1 Directorates/services across the organisation are invited to schedule team engagement workshops to scope and develop how they can implement the staff travel policy within their ways of operating. This area of work is being led by the Sustainable Travel Project Officer.
- 4.2.2 An example of the work being done with services is with Coroners and Registrars. Following engagement with the Coroners and Registrars service a public transport pilot scheme was launched in mid-February 2023. Bus and Metrolink passes were purchased for the whole team to share to reduce their reliance on taxis to deliver their service. Initial motoring has shown that taxi journeys are down by 52% against the same quarter in the previous financial year with miles travelled and cost being down 64% and 74% respectively. This will continue to be monitored as the scheme is embedded and the team grow in confidence using public transport.
- 4.2.3 A dedicated staff travel engagement tracker has been created to monitor the services who have been engaged with on the Staff Travel Policy to record actions, progress and measure impact.
- 4.2.4 Service leads are being approached by the Sustainable Travel Policy Officer with the offer of developing a tailored engagement workshop to

map and scope alternative methods of travelling whilst in work that adopts the policies guidance and recommendations.

- 4.2.5 A Staff Travel Toolkit is in development for Service Managers as a means to provide a “self-service” approach for managers who are unable to uptake a workshop offer. The Toolkit will enable service managers to embed similar information, resources, support and guidance into their teams that a workshop would have provided. The provision of a Staff Travel Toolkit that service managers can adopt will allow the Sustainable Travel Project Officer to prioritise engagement workshops with services that are more complex and reactive in the way they operate.
- 4.2.6 A tailored action plan is available for services directly following the engagement workshop. The action plan aims to set out clear, achievable and service appropriate options for staff to embed when traveling whilst in work. The action plan will assign key KPI’s so that the impact of staff travel policy engagement can be measured and reported.
- 4.2.7 The Staff Travel Policy recognises that the decisions people make about travel may include wider considerations for accessibility and inclusivity, this is therefore acknowledged and reflected in the engagement workshops and furthermore will be clear in wider comms.
- 4.2.8 During the engagement process, success story case studies will be collected to share with harder to reach services to show “what good looks like” with the intention of encouraging behaviour change. An example of this is presented in the attached appendix.
- 4.2.9 As per the Climate Change Action Plan requirements, a sustainable travel guide is in development for elected members.

4.3 ACTION: Staff Business Travel

- 4.3.1 The table below provides an insight into staff business travel over the last 5 years up until 2022. Data for 2022/23 is not yet available. Key points to consider are:
 - 2020/21 shows a dramatic reduction in all forms of travel as a direct result of COVID restrictions.
 - During 2021/22 (post COVID) there was an increase across all modes of travel however, the level of travel did not revert back to pre-COVID rates instead remained significantly lower
 - Bicycle User Allowance claims has seen a steady decline since 2017/18 until 2020/21, we would like to see the increase in claims continue from 2021/22 onwards. So, the engagement work will promote the scheme to encourage uptake
 - Enterprise Car Club mileage has declined sharply post-COVID, this again can be attributed to the overall decrease in staff travel due to lockdown

restrictions and new ways of working. The Car Club is being promoted as an option in all engagement sessions with the carbon benefits over grey fleet being emphasised (on avg. 43% less CO₂ than the average UK car).

- The SAP team are building expenses claim line for Beryl Bike hire within the system so that staff can reclaim the hire costs when Beryl Bikes are used for business travel. SAP is the current HR and Finance administration system for the Council.
- There is currently no data for bus/Metrolink travel as we don't currently have the resource to extract this information from the SAP system. Additionally, employees with season cards purchased for commuting cannot be reimbursed if they choose to use the pass for in-work travel
- There is currently no reporting system in place that captures staff that walk during business hours as the data is expenses led. Alternative methods of capturing this mode of active travel are under consideration.

Financial Year	2017/18	2018/19	2019/20	2020/21	2021/22
Grey Fleet (Miles)	1,901,747	1,834,686	2,001,496	985,695	1,274,488
Car Club (miles)	20,607	25,927	28,673	10,106	10,851
Taxi (miles)	154,483	163,856	169,716	56,005	112,943
Air (miles)	354,127	285,889	205,520	14,082	50,793
Train (miles)	373,036	519,292	668,349	49,089	160,589
Bicycle allowance (no. of claims)	1094	879	748	397	477

4.4 ACTION: Cycle to Work Scheme

4.4.1 The below table outlines the number of members of staff who have accessed the Cycle to Work scheme over the last 5 years. Key points to consider are:

- With the exception of 2020 where cycle transactions increased where Covid may have been a contributing factor, the number of staff accessing the scheme has decreased year on year.
- The average value of vouchers claimed from 2018 to 2022 has doubled, with the lifting of the cap and the rise in popularity of e-bikes being a contributing factor
- It is unknown whether the officers accessing the Cycle to Work scheme utilise the bikes to travel whilst in work. Methods of how to capture this data are under consideration.
- Reflecting on the below data, it is acknowledged that a refresh of Cycle to Work promotion and engagement should be delivered

Year	Cycle transactions	Average value	Workforce count	Percentage of workforce
2018	134	£836	7463	1.81%
2019	124	£861	7462	1.67%
2020	154	£991	7600	2.08%
2021	122	£1,230	7381	1.64%
2022	119	£1,614	7418	1.60%

4.5 ACTION: Bicycle User Allowance Scheme update

4.5.1 A review of the Bicycle User Allowance scheme was conducted using direct feedback from members of staff who had previous experience of completing expenses claims using the existing process. It was concluded that the Bicycle User Allowance scheme was difficult to access as information on the intranet was limited. The following actions were taken to make the scheme more accessible:

- Consultation with current users highlighted the process of claiming on SAP was confusing, furthermore managers were unaware of the process of registration and claims due to the unclear information
- Consultation with Employee Life Cycle (ELC) revealed users could not be registered as a car user and bicycle user concurrently. In agreement with ELC the scheme was altered to allow employees in roles designated as Casual/Essential Car Users to register as Bicycle Users too. A separate non-SAP claims method was designed to make the claims process easier
- The staff Intranet content has been overhauled to explain the scheme clearly, highlighting these changes
- The Bicycle User Allowance scheme was re-launched on 'The Forum' staff email bulletin and directorate level communications in February 2023
- There will be monitoring of Bicycle User Allowance claims to gauge the impact of the changes and to direct future communications. It will also form a part of all engagement workshops

4.6 ACTION: Staff Travel Policy Communications

4.6.1 A 12 month targeted internal communications plan for staff travel is being developed. This will ensure maximum engagement using a variety of inclusive and accessible methods. The use of regular newsletter segments and staff forum takeovers are examples of what will be included in the plan.

4.6.2 Health and Wellbeing Plan for the Council is being refreshed. This provides an opportunity to align messages and promote the potential

benefits of active travel relating to fitness, socialisation, etc, will be considered as part of the communications plan.

- 4.6.3 A Digital Staff Travel Guide is in development to act as a digital resource pack that breaks down the staff policy into tangible resources, support ideas and guidance for embedding policy recommendations into services ways of working across the organisation. The Digital Staff Travel Guide will be shared with teams in engagement workshops, will be accessible via the intranet and will have complimentary launch campaign once published.
- 4.6.4 Staff Travel Guide z-cards as a complimentary addition to the digital guides will also be produced as a hard copy alternative for accessibility purposes and for teams/services who do not have digital access.
- 4.6.5 Staff Travel Policy Engagement success story campaigns will be captured by the Staff Travel Policy officer following workshop sessions. Compiling success story case studies to share with harder to reach services will show “what good looks like” with the intention of encouraging behaviour change.
- 4.6.6 A refresh of Cycle to Work promotions and advertisements will form part of the overall comms plan which will include a Cycle to Work campaign week. It is the ambition that video case studies of real people/real stories will enthuse staff to consider using the scheme.
- 4.6.7 ULEV (Ultra Low Emission Vehicle) case studies will be gathered via a post vehicle order feedback form which will gather an understanding of the user experience, satisfaction of the service and to gain insight in to whether the vehicles will be used for commuting and/or business travel. Participants will be asked whether they would like to contribute to a case study interview which will be shared via internal comms. A video version of these case studies is the ambition to bring the user experience to life.
- 4.6.8 Regular review and updates of the intranet pages will be actioned to ensure all information relating to the staff travel policy is up to date so that staff are equipped with correct knowledge, guidance and available resources.

4.7 ACTION: Ultra Low Emissions Vehicle (ULEV) Consultation & Launch

- 4.7.1 It is acknowledged that the use of an Ultra Low Emissions Vehicle is not at the top of the sustainable travel hierarchy when compared to active travel and public transport options which would be more environmentally friendly. However, it is important for the workforce to be presented with a variety of sustainable options and opportunities.
- 4.7.2 As part of working towards the City Councils reduced carbon emissions target, work has been undertaken to launch a car leasing scheme for Ultra Low Emission Vehicles. These are defined as having less than 75 grams of CO2

per kilometre (g/km) from the tail pipe, the vehicles available to staff through the scheme meet this criteria, these include both Hybrid and Fully Electric vehicles. The scheme operates on the basis of a salary sacrifice with the employee benefiting from savings on tax, pension and national insurance and the Council benefiting from increased take up of electric vehicles, reduced car mileage costs and some small savings on reduced employer costs.

4.7.3 The Ultra-Low Emissions Vehicles (ULEV) scheme through NHS Fleet, was launched in March 2023 through an organisation wide internal communications promotion.

4.7.4 As a result, the intranet information page has had 1820 views with 910 unique visitors and 557 visitors being redirected to the NHS Fleet page/brochure. The below table shows a breakdown of staff orders over the last 10 weeks.

Row Labels	Count of Record ID
Contract sent to coordinator	2
Contract sent to employee	1
Vehicle delivered	20
Vehicle on order	23
Grand Total	46

4.7.5 As the launch of the scheme is still in its infancy, a representative insight into staff uptake cannot yet be provided. However, a detailed analysis will be delivered at the next Staff Business Travel update.

4.7.6 A forward plan has been produced to continue the promotion of the ULEV scheme and gauge an understanding of the appetite, uptake and staff satisfaction of the scheme. The following actions will take place over the next twelve months:

- Develop a monitoring process to record the number of vehicles ordered on a directorate/service level
- Develop an internal comms action plan for the next 12 months sharing case studies gathered from staff who have accessed the service
- Utilise the complimentary learning lunches/learning workshops that NHS Fleet provide for staff engagement and support and disseminate the promotional/information materials provided across the organisation
- Gather feedback from staff users via questionnaire to gain an understanding of the user experience, satisfaction of the service and to gain insight in to whether the vehicles will be used for commuting and/or business travel.

4.7.7 ULEV case studies will be gathered via a post vehicle order feedback form which will gather an understanding of the user experience, satisfaction of the service and to gain insight in to whether the vehicles will be used for commuting and/or business travel. Participants will be

asked whether they would like to contribute to a case study interview which will be shared via internal comms. A video version of these case studies is the ambition to bring the user experience to life.

4.8 ACTION: Monitoring and Reporting

- 4.8.1 Monitoring of emissions by mode will be captured quarterly which will enable a regular review of the impact of the policy. Emissions from business travel will continue to be reported within the CCAP Quarterly Reports.
- 4.8.2 Work is underway to capture directorate/service level data on ULEV orders.
- 4.8.3 An evaluation framework will be developed to highlight actions and impact from the staff travel policy engagement workshops.

5.0 Recommendations

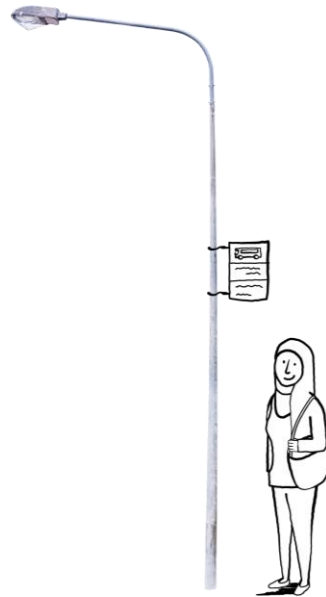
- 5.1 Members are asked to consider and comment on this report.

Staff Travel Case Studies



Alix Joddrell-Banks – Public Transport Head of Service, Coroners & Registration Service

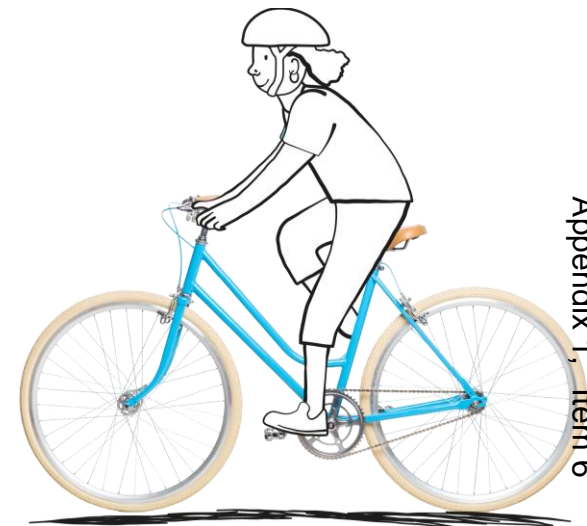
- **Why did you want to make a change?**
 - Following on from completing the Carbon Literacy course, it really got me thinking of ways that I could make a difference and introduce positive change within the services I lead. Staff were frustrated that taxis are unreliable so I wanted to think about how I could look at potentially resolving a number of issues; reducing the carbon footprint to align with the MCC travel policy and save money to try and effect budget savings.
- **How did you go about making these changes?**
 - After discussions with the Sustainable Travel Project Officer and looking at the taxi usage, venues and how often people are based off site, it was decided that we would trial two stagecoach bus passes and two Metrolink passes that would cover all 4-zones enabling staff to travel to Sure Start centres as far afield as Benchill and as close as Longsight. Once the cards were delivered, topping them up every month could not be easier - I just log onto the account and purchase another month and they are ready to go!
- **How have the team found the transition?**
 - The team is varied when it comes to change, there were always a couple of members of staff that have been championing public transport with other members of the team either unfamiliar or not used to public transport. Initially the take up was slow, but there are more conversations around the office about staff wanting to give it a go as it will be easier and less hassle than waiting for taxis. Once the staff have tried it, they are keen to continue. Management are very good at encouraging staff to use the passes and promote the fact that this is something we as an organisation will be moving more towards.
- **Final thoughts?**
 - I am keen to continue to work with the Sustainable Travel Project Officer now that we have this in place to analyse the data on our taxi usage and how it compares to previous years. The decrease in taxi usage will probably be minimal at first but if we continue to encourage and push, then I am confident we will really start to see a difference not only in usage and emissions but also cost savings. Once this becomes more embedded, I'm hopeful that staff will want to use the passes for more than just Sure Start centres and look at ways they can use them to travel between wedding venues around the city.



Nuala Trace – Beryl Bikes

Curriculum Manager, Community Learning

- **Why did you wanted to make a change?**
 - Cycling was my main form of transport for work before I had my second child, after that I learned to drive and moved further south, so I started driving and using public transport more for practical reasons. I started travelling via public transport more after completing my Carbon Literacy training and deciding that I needed to reduce my car use. I was also fed up of being stuck in traffic on my way to various MAES centres. On my way home from work one evening, I was getting a little impatient waiting for the bus, so I started walking and came across a Beryl bike stand in by Moss Side Powerhouse. I downloaded the app and jumped on a bike to my tram stop, getting there much quicker than I would have done had I waited for the bus.
- **How have you found using the bikes?**
 - It is really easy to work out to how to use the app and the bikes. The map showing where the bikes are is really helpful; it's important to check the app before setting off to a specific bike hire station to make sure there are bikes available. When I've had difficulties locking bikes, the chat function has been really helpful and responsive, It's also easy to report faulty or damaged bikes. After my first ride I realised that it's far more cost effective to buy Minute Bundles rather than Pay as you Ride, as there are no unlock fees.
- **Final thoughts?**
 - I've always enjoyed cycling and these bikes allow me to cuts down on time waiting for buses or spent walking. I'd love to see more bikes available on the current network and in more parts of our city and Greater Manchester.



Matt Stewart - ULEV scheme

Transformation Project Manager, Future Shape of the Council Programme

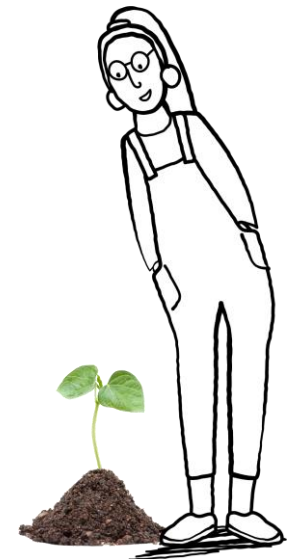
- **How did you find the ULEV registration process and picking out your vehicle?**
 - The ULEV registration process turned out to be surprisingly straightforward, the process of picking out my vehicle was made effortless by the intuitive filter, allowing me to find exactly what I was looking for without any hassle. The "special offers" filter caught my attention and within minutes I came across a model that caught my eye.
- **Had you been thinking about a hybrid/electric prior to the scheme launching?**
 - Yes, I had been contemplating the idea of going electric or hybrid prior to the scheme launching. However, it was the availability of the scheme that truly sparked my interest and prompted me to seriously consider it. The scheme's launch created a sense of opportunity and incentive, making me more enthusiastic about exploring electric options and ultimately influencing my decision to give it serious consideration.
- **Were you able to find all the information you needed on the intranet and NHS Fleet Solution website?**
 - I found the information on the intranet and the Fleet Solutions website to be comprehensive and easily accessible. Both platforms provided a wealth of information that was instrumental in informing my decision-making: I was able to find all the necessary details, including vehicle specifications, pricing, and benefits of different options. The user-friendly interface and clear presentation of information made it convenient for me to compare and evaluate various choices.
- **Were there additional benefits of the scheme that persuaded you?**
 - Absolutely! The scheme presented several additional benefits that played a significant role in persuading me. The insurance allowing up to four people to be covered, provides flexibility and convenience for my family to share the vehicle. Moreover, the opportunity for charge point installation was a compelling factor, as it eased any concerns about convenient charging infrastructure as in some areas it's still limited. These added benefits not only enhanced the practicality and affordability of the electric vehicle but also aligned with my personal commitment to sustainability and environmental responsibility.
- **How easy was the process of receiving your vehicle?**
 - The process of receiving my vehicle was incredibly smooth and efficient. It was remarkably easy and fast, from the initial stages of selecting the vehicle to the final delivery, the entire process was well-organised and hassle-free. I greatly appreciated the regular updates provided throughout the process which kept me informed.
- **How happy are you with your new vehicle & how have you found the transition?**
 - I am over the moon with my new vehicle. It has exceeded my expectations, and I can confidently say that I am practically in love with it. The transition from my previous vehicle to this electric has been surprisingly smooth and I have adapted well to the electric vehicle. Additionally, I want to highlight the benefits with our energy supplier, Octopus. By participating in the special ULEV scheme, we were able to switch to a pricing plan with significantly lower rates during nighttime hours. This has resulted in substantial savings on energy costs for the car charging and overall household use, further enhancing the overall satisfaction of owning an electric vehicle.



Joanne Makin-Marland – ULEV scheme

HR Operations Manager, Transactional Payroll and Pensions

- **How did you find the ULEV registration process and picking out your vehicle?**
 - The registration process was easy and streamlined, I needed a vehicle quite quickly so used the special offer option that gave me a timeline for delivery. This meant I could not choose certain options but it suited me at the time and my requirements.
- **Had you been thinking about a hybrid/electric prior to the scheme launching?**
 - Although I was ready to replace my vehicle I had not specifically thought about a Hybrid/Electric option. The scheme definitely made me go for this option. It has also meant that I would consider this for all my future vehicles.
- **Were you able to find all the information you needed on the intranet and NHS Fleet Solution website?**
 - I was one of the first to use the scheme and the information was still in the early stages of being developed however I could find everything I needed and was able to contact somebody if I needed additional support.
- **Were there additional benefits of the scheme that persuaded you?**
 - The fact that everything is included in the price including insurance for myself and additional drivers was definitely a benefit that made this option the most attractive for me.
- **How easy was the process of receiving your vehicle?**
 - I was kept up to date throughout the process regarding a delivery date for my vehicle. When it arrived it was very easy to sort all the necessary paperwork and the delivery driver went through all the aspects of the vehicle that I needed to know.
- **How happy are you with your new vehicle & how have you found the transition?**
 - The vehicle itself is really nice to drive, it has all the modern features that you would expect and I am extremely happy with my choice. The transition to Hybrid has been really straightforward and as I only make short journeys during the week it is extremely efficient and I rarely have to use the petrol engine. The whole scheme has been a great benefit and I am sure I will use it again in the future.



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**Manchester City Council
Report for Information**

Report to: Environment, Climate Change and Neighbourhoods Scrutiny
Committee – 22 June 2023

Subject: Overview Report

Report of: Governance and Scrutiny Support Unit

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.

Wards Affected: All

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.

There are no outstanding previous recommendations.

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 **12 June 2023**, 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.

There are no Key Decisions currently listed within the remit of this Committee.

**Environment, Climate Change and Neighbourhoods Scrutiny Committee
Work Programme – June 2023**

Thursday 22 June 2023, 2pm (Report deadline Monday 12 June 2023)

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 2023/24.	Cllr Rawlins	Mark Duncan Sarah Henshall Gina Twigg	
Staff Business Travel and Active Travel Policy	To receive a report that provides information on staff active travel and the policy in relation to staff business travel.	Cllr Rawlins	Lauren Harwood	
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.	-	Lee Walker	

Thursday 20 July 2023, 2pm (Report deadline Monday 10 July 2023)

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	Cllr Rawlins	Mark Duncan Sarah Henshall Gina Twigg	

	residents, businesses and other key stakeholders.			
Local Area Energy Plan	To receive and comment upon the Manchester Local Area Energy Plan and progress made.	Cllr Rawlins	Becca Heron James Tate	
Integrated Water Management	The scope of this report is to be confirmed.	Cllr Rawlins	TBC	
Biodiversity Strategy	To provide an update on delivery of the Biodiversity Strategy including information on the findings of the open space audit.		Julie Roscoe Ducan McCorquodale	
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.	-	Lee Walker	

Thursday 7 September 2023, 2pm (Report deadline Friday 25 August 2023)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
MCC Climate Change Action Plan 2022/23 Annual Report	To receive and comment upon the MCC Climate Change Action Plan 2022/23 Annual Report.	Cllr Rawlins	Mark Duncan Sarah Henshall Gina Twigg	
Electric Vehicle Charging Strategy - Update	To receive an update report on the Electric Vehicle Charging Strategy.	Cllr Rawlins	Rebecca Heron James Tate	
Housing Retrofit	This report will provide an update on the progress made since March 2023, describing the key achievements and planned activity in housing retrofit.	Cllr White Cllr Hacking	David Lynch Martin Oldfield	Invitation to the Chair of the Economy and

	This report will also incorporate an update on the Green Skills agenda.			Regeneration Scrutiny Committee
Street Cleansing Update	To receive a report that considers the approach to street and pavement cleansing (i.e litter and leaf fall) and an update on campaigns with Keep Britain Tidy. This will also include specific information on the approach to the cleansing of cycle lanes.	Cllr Igbon	Heather Coates Kevin Gilham	
Single Use Plastics	To receive and comment upon progress made on the Single Use Plastics work programme.	Cllr Rawlins	Peter Schofield Helen Harland	
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.	-	Lee Walker	

Thursday 12 October 2023, 2pm (Report deadline Monday 2 October 2023)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Manchester Climate Change Agency/ Partnership 2022/23 Annual Report	To receive and comment upon the Manchester Climate Change Agency 2022/23 Annual report.	Cllr Rawlins	Samantha Nicholson	
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	
A Cleaner, Greener	This report provides an update on progress in	Cllr Igbon	Heather	

Manchester	<p>delivering waste, recycling, and street cleansing services, including the impact of the additional £1m budget.</p> <p>The Committee have specifically requested information in relation to the management and disposal of commercial waste and management of alleyways behind commercial properties where there are domestic dwellings above.</p> <p>Planning for the additional waste generated over the Christmas period (including information on Christmas trees and household waste recycling centres).</p> <p>An update on the engagement work to reduce fly tipping.</p>		Coates	
Power Purchase Agreement to Decarbonise the Energy Supply	To receive a report on the Power Purchase Agreement to decarbonise the energy supply.	Cllr Rawlins	David Houliston	
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.	-	Lee Walker	

Thursday 9 November 2023, 2pm (Report deadline Monday 30 October 2023)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Budget Proposals		Cllr Rawlins Cllr Igbon	Neil Fairlamb Carol Culley	

			Paul Hindle	
Manchester Active Travel Strategy and Investment Plan (MATSIP)	To receive an update in the Manchester Active Travel Strategy and Investment Plan (MATSIP).	Cllr Rawlins	Becca Heron	
Vision Zero	To receive an update that describes Vision Zero and how this will be delivered. Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all.	Cllr Rawlins	Phil Havenhand	
Planning Policy, Construction and Climate Change	To receive a report that considers how planning policy contributes to addressing climate change, with specific consideration of the emissions associated with the construction phase. This will include an update on the Local Plan and climate related issues.	Cllr White	Julie Roscoe	
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.	-	Lee Walker	

Thursday 7 December 2023, 2pm (Report deadline Monday 27 November 2023)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
In Our Nature Progress Update	Update on the delivery of the £3.5m In Our Nature project.	Cllr Rawlins	Samantha Nicholson Shefali Kapoor	

Neighbourhood Teams Engagement with Residents	Update on the role of Neighbourhood Teams in engaging Manchester residents on Climate Change.	Cllr Igbon	Shefali Kapoor	
Climate Change Communications	Update on the Council's Communications Campaign.	Cllr Rawlins	Alun Ireland	
Embedding Carbon Literacy within the Council	To receive a progress report on the progress being made towards embedding a zero-carbon culture within the Council.	Cllr Rawlins	Suzanne Grimshaw	
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.	-	Lee Walker	

Thursday 11 January 2024, 2pm (Report deadline Friday 29 December 2023)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
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	
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	
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.	-	Lee Walker	

Thursday 8 February 2024, 2pm (Report deadline Monday 29 January 2024)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Budget Proposals		Cllr Rawlins Cllr Igbon	Neil Fairlamb Carol Culley Paul Hindle	
Zero Carbon Culture	To receive a report that describes the progress the Council's Culture Team has made in responding to the climate emergency, and how the team is working in partnership with the cultural sector to support Manchester's progress towards its 2038 zero carbon target.	Cllr Rahman	Mark Duncan Sarah Elderkin	Invitation to the Chair of the Economy and Regeneration Scrutiny Committee
Parks and Open Spaces – Parks Climate Change Action Plan	To receive an update on the delivery of Manchester's Parks Climate Change Action Plan. Information has been requested on allotments be included.	Cllr Igbon	Kylie Ward	
Bereavement Services – Approach to Environmental Sustainability	To receive an update on Bereavement Services and the approach to environmental sustainability.	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.	-	Lee Walker	

Thursday 7 March 2024, 2pm (Report deadline Monday 26 February 2024)

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Green and Blue Infrastructure	Manchester Green and Blue Strategy and Implementation Plan, including annual update and a report on the Tree Action Plan.	Cllr Rawlins	Julie Roscoe	
Sustainable Food	Update on the Council's sustainable food policy and citywide action including relevant work of the Manchester Food Board. This report will also provide information on the support offered to community groups to grow their own food.	Cllr Rawlins	David Houliston	
Housing Retrofit	This report will provide an update on the progress made since September 2023, describing the key achievements and planned activity in housing retrofit. This report will also incorporate an update on the Green Skills agenda.	Cllr White Cllr Hacking	David Lynch Martin Oldfield	Invitation to the Chair of the Economy and Regeneration Scrutiny Committee
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.	-	Lee Walker	

Items to be scheduled

Item	Purpose	Lead Executive Member	Lead Officer	Comments
The approach to the use of herbicides	To receive a report that discusses the approach to the use of herbicides (including glyphosate based treatments) in the city.	Cllr Igbon Cllr Rawlins	Neil Fairlamb	An item for information will be included in the November 2023 Overview Report.
Park Strategy	To receive a report that provides an update on the programme of investment in Parks, commonly referred to as the Parks Development Programme (PDP)	Cllr Igbon	Neil Fairlamb	
Scope 3 Emissions for the city	To receive a report that considers Scope 3 Emissions for the city. Scope 3 encompasses emissions that are not produced by the company itself, and not the result of activities from assets owned or controlled by them, but by those that it's indirectly responsible for, up and down its value chain.	Cllr Rawlins	Samantha Nicholson	
Compliance and Enforcement	The scope and reporting of this activity is to be determined following discussion between the Chair of the Committee and the Executive Members for Vibrant Communities.	Cllr Igbon	Neil Fairlamb	

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