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RUSHMOOR BOROUGH COUNCIL

POLICY AND PROJECT ADVISORY BOARD

*to be held remotely on
Tuesday, 19th November, 2024 at 7.00 pm*

To:

Cllr M.J. Roberts (Chairman)
Cllr Julie Hall (Vice-Chairman)

Cllr Sue Carter
Cllr A.H. Gani
Cllr Lisa Greenway
Cllr Steve Harden
Cllr Rhian Jones
Cllr Halleh Koohestani
Cllr S.J. Masterson
Cllr T.W. Mitchell
Cllr Ivan Whitmee

Standing Deputies:

Cllr A. Adeola
Cllr C.W. Card
Cllr Leola Card
Cllr Thomas Day
Cllr C.P. Grattan
Cllr G.B. Lyon

Enquiries regarding this agenda should be referred to the Administrator, Chris Todd,
Democracy Team, Tel. (01252) 398825, Email. chris.todd@rushmoor.gov.uk.

A G E N D A

1. **MINUTES – (Pages 1 - 4)**

To confirm the Minutes of the Meeting held on 24th September, 2024 (copy attached).

2. **CLIMATE CHANGE ACTION PLAN – (Pages 5 - 10)**

The Council's current Climate Change Action Plan (2023 – 2026) was agreed in July 2023 and has guided the Council's work in this area since this date. It is intended that the Action Plan will be refreshed in early 2025 to ensure that the actions contained within the plan are linked to the Council's future priorities. An update note is attached and there will be a discussion on the evening on the emerging themes to be considered as part of the refreshed Action Plan.

Emma Lamb, Community and Partnerships Service Manager and Sophie Rogers, Climate Change Officer will be in attendance at the meeting to guide the discussion. Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder will also be in attendance.

3. **WORK PLAN – (Pages 11 - 16)**

To discuss the Policy and Project Advisory Board Work Plan (copy attached).

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

POLICY AND PROJECT ADVISORY BOARD

Meeting held on Tuesday, 24th September, 2024 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.J. Roberts (Chairman)

Cllr A.H. Gani
Cllr Lisa Greenway
Cllr Steve Harden
Cllr Rhian Jones
Cllr Halleh Koohestani
Cllr S.J. Masterson
Cllr T.W. Mitchell

Apologies for absence were submitted on behalf of the Vice-Chairman (Cllr Julie Hall) and Cllrs Sue Carter and Ivan Whitmee.

Cllrs Thomas Day and C.P. Grattan attended the meeting as Standing Deputies.

10. MINUTES

The minutes of the meeting held on 23rd July, 2024 were agreed as a correct record.

11. APPOINTMENTS

The Committee **NOTED** the appointment of Cllr S.J. Masterson as a member of the Board in place of Cllr Peace Essien Igodifo for the remainder of the 2024/25 Municipal Year.

12. YOUNG PEOPLES' PLAN

The Chairman welcomed Ms Emma Lamb and Ms Lynette Lawson-Tyers from the Council's Community and Partnerships team, who introduced the Council's Young People's Plan. Also present was Cllr Sophie Porter, Community & Residents Portfolio Holder, who had been invited to attend for this item.

The Board was advised that the Young People's Plan outlined a proposed approach for the Council to coordinate and improve opportunities for children and young people and support them to live a happy and rewarding life. Report No. ACE2410 had been attached to the agenda and this set out the process by which the Young People's Plan had been prepared. The draft Young People's Plan was attached to the Report as an appendix. It was explained that the Plan was based on three objectives:

- Realising aspirations through opportunities and education

- Supporting young people by creating safe environments
- Fostering meaningful communication and engagement

The Plan identified a range of projects and activities, some of which were specifically targeted at disadvantaged young people or those from deprived areas. It had been developed following the Board's meeting on 23rd July, 2024, when Members took part in a workshop to discuss and inform the future Plan.

Ms Lamb explained that the Plan was considered to be ambitious but realistic and mindful of the resources available. It was felt that the Plan demonstrated that there was already a lot going on within the Borough.

In considering the Report and draft Young People's Plan, Members made the following comments and observations:

- Important that we map current provision / providers to ensure that any gaps are filled
- Essential that we engage when the schools are closed as this gives a better outlook of real position at these times
- Plan should make reference to healthy lifestyles / choices
- More detail needed on the 'how' aspect of the objectives – currently at strategic level
- Confirmed definition of young person – up to age 25
- Important to look at age ranges when identifying current provision – might show gaps at certain age groups
- Must ensure that 'struggling' schools included
- How to engage with asylum seekers? Should be included in scope of Plan
- Would be interesting to understand partners' future plans so that Council might support and not duplicate
- It was discussed whether Council could set up a grants scheme – agreed that funds not available to provide grants directly but Council would be keen to support in other ways. There were many funding opportunities available from other bodies and Step-by Step was a good example of an organisation accessing such funds
- Some Members keen to assist with mock interviews with young people – also suggested that external companies might assist with this

- Rushmoor Youth Influence – good example of direct intervention by Council and credit to Cllr Sue Carter who had founded this body
- Confirmed that scope of school collaboration would include all schools, including Rowhill School in Aldershot
- Confirmed that apprenticeships very much part of the approach and that the Council had offered apprenticeships to many local young people
- Good to target LGBTQ+ and neuro-diversity
- Work required to measure whether Plan was having a positive effect – what performance measures?

Ms Lamb encouraged Members to provide any further comments or questions by email. It was confirmed that the Board would be kept informed of future progress.

The Board ENDORSED the Plan and associated approach to supporting all young people, with a concerted effort to reach young people who experienced disadvantage. Further, the Board expressed support that further consultation be carried out with Rushmoor Youth Influence and partners prior to seeking Cabinet approval of the Plan.

The Chairman thanked Ms Emma Lamb and Ms Lynette Lawson-Tyers for their contributions to the meeting.

13. **WORK PLAN**

The Board noted the current Work Plan.

It was agreed that the agenda for the November Board meeting would be discussed at the next Progress Group meeting on 22nd October, 2024.

The meeting closed at 7.53 pm.

CLLR M.J. ROBERTS (CHAIRMAN)

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Climate Change Action Plan

Policy and Project Advisory Board – 19th November 2024

Redraft of the Climate Change Action Plan

The current action plan contains 12 proposed actions, which are focused on reducing the Council's own carbon footprint, as well as support the objective of achieving a greener and more sustainable Rushmoor. The action plan does not aim to summarise all activity that the Council is undertaking to support the Climate Change agenda, much of which is undertaken as business-as-usual activity due to changes made in recent years (eg. food waste collection). The annual report in action 12 is to allow for a full range of associated activity to be reported on an annual basis.

The redraft of the climate change action plan looks to refresh the areas of focus, with the aim to keep this between 12-15 actions.

Priorities going forward:

The climate change action plan is proposed to be drafted recognising the following priorities:

- Encouraging wider impact by engaging with the wider community and business
- Improving transparency
- Putting sustainability at the heart of activity

whilst also acknowledging the constraints that the Council is under, such as financial implications and levels of influence and control.

Rushmoor Climate Community Group

The Rushmoor Climate Community Group launched in October. This group is a forum for those who live, work or volunteer within the borough to engage with the Council on climate, environmental and sustainability issues within Rushmoor.

The aims of the group:

- To **ENGAGE** Rushmoor residents in caring for, protecting, and enhancing our natural environment
- To **CONSULT** and ask for opinions and feedback on Rushmoor Borough Council's existing policies and help shape and inform future policies and plans.
- To **NETWORK & SHARE** information & resources and form partnerships between people and organisations.
- To **CREATE** initiatives by and for residents

- To **RAISE AWARENESS** of climate, environmental and sustainability issues across the community and beyond

Timeline - Redraft of the Climate Change Action Plan

At the launch meeting of Rushmoor Climate Community, feedback on the current Climate Change Action Plan and the Council’s approach so far was sought.

The feedback from Rushmoor Climate Community will be summarised to the group at PPAB and there will be a further opportunity for PPAB Members to discuss and inform the development of the Action Plan. It is intended that a revised Climate Change Action Plan will go to Cabinet in March 2025 and therefore there is an opportunity for PPAB to consider a more developed draft of the Action Plan prior to Cabinet.



Climate Change Action Plan (2023-2026)

The current action plan is listed below with a brief summary of progress. This update doesn’t aim to consolidate all related activity (which will be summarised in the annual report)

Action 1: Transition electricity across the Council’s sites to 100% renewable tariffs.

Work commenced in January 2024 and costs have been estimated. Any change to tariffs will need to be taken in the context of the Council’s financial position.

Action 2: Switch the council’s car fleet to electric alternatives and investigate options for other council vehicles.

Reduced the number of CPO vehicles, more foot patrol time (therefore reduction in mileage).

Action 3: Achieve a 5% annual reduction in overall travel from employee-owned vehicles for business purposes and refresh the council’s Workplace Travel Plan.

Signposting to relevant Schemes and policies available on the Staff People Portal (eg. Cycle to work scheme and Ways of Working Policy).

Action 4: Consider opportunities arising from a relocation of the council's offices to reduce gas consumption and/or increase renewable energy generation on site.

Opportunities to install more renewable energy on site at Council sites have been undertaken. This includes Solar PV at the Aldershot Pools and Crematorium.

Action 5: To continue to engage young people on climate change through the schools' programme which is now running in four junior schools within Rushmoor.

Wonderseekers (Winchester Science Centre) were given a grant to run the Climate Trackers Scheme. This uses a repeat engagement model for Year 4/5 to raise climate awareness, whilst developing interest, skills, and aspirations in STEM (Science, Technology, Engineering & Maths). This scheme is in the third year of delivery with four schools (Alderwood, Cherrywood, Talavera, and Tower Hill).

This partnership with Wonderseekers has meant that this year, they have introduced a session for year 2 and year 6 in each participating school as part of their offer. They have also attended Playfest for the last 2 years.

Action 6: To use the council's communications channels (including through member engagement) to promote opportunities for residents and local businesses to reduce their own carbon footprint, including promoting schemes to improve energy efficiency of their home or business.

Over the course of 2023/24 the Council have shared various campaigns across the Council's communication channels in relation to Climate, Sustainability, and biodiversity. This includes Council updates, schemes and sharing relevant partner updates.

Rushmoor Borough Council contributes to the Sustainable Business Network (North Hants) and supports the development of their webinars which aim to improve support and mentor SMEs on carbon reduction and sustainable business measures.

Relevant information for business is also being shared across the Council's business channels.

Action 7: To hold an eco-fair in September 2023 at Southwood Country Park and Field Centre to allow residents to find out more about climate change and opportunities to reduce their own carbon footprint and to hold an event for local businesses on low carbon opportunities.

Eco Fair was held at Southwood Visitor Centre in September 2023 and again in September 2024, where the number of stallholders was increased.

Stallholders ranged from local community groups, charities, green space groups, local business and included activities for children (and adults), as well as the sale of local sustainable goods.

Action 8: To work with Hampshire County Council to improve access to EV charging facilities across Rushmoor.

The Council continues to work with Hampshire County Council on EV infrastructure throughout the borough. Hampshire County Council have got LEVI (Local Electric Vehicle Infrastructure) funding, and further support will be given as this progresses.

Action 9: To refresh the council's procurement strategy to ensure that the goods and services that the council buys support the aim of the council being carbon neutral by 2030.

A revised procurement strategy will be presented to Cabinet in November 2024.

Action 10: To review processes for the council's capital programme so that environmental impacts are incorporated into business case development and whole life cycle carbon assessments are undertaken.

Implemented with environmental impacts embedded into project development. A specialist piece of work commissioned for the crematorium refurbishment.

Action 11: To develop the council's offsetting approach with a view to ensuring that any offsetting undertaken by the council has a local impact.

A definitive approach will be implemented further down the timeline to ensure up to date and best practices. However, will continue to ensure that any offsetting undertaken by the Council, will have a local impact. Available schemes will be identified and looked into as part of this.

Action 12: To review, update and publish the council's carbon footprint on an annual basis, publish an annual report detailing all that the council has achieved in relation to its climate action plan and associated strategies (e.g. Green Infrastructure Plan).

Annual report 2023-24, which summarised all work undertaken that year, detailing all business-as-usual updates, smaller projects, and ad hoc work. This also summarised other relevant strategy updates, such as projects from the Green

Potential Changes:

Action		Potential Change
1	Transition electricity across the Council's sites to 100% renewable tariffs.	
2	Switch the council's car fleet to electric alternatives and investigate options for other council vehicles.	
3	Achieve a 5% annual reduction in overall travel from employee-owned vehicles for business purposes and refresh the council's Workplace Travel Plan	This has a small impact on the Council's Carbon footprint and thus could focus on future campaigns instead of a formal plan, as there is a travelling to work Section on the Staff's People Portal. Reframed around active travel
4	Consider opportunities arising from a relocation of the council's offices to reduce gas consumption and/or increase renewable energy generation on site.	
5	To continue to engage young people on climate change through the schools' programme which is now running in four junior schools within Rushmoor.	Reframe as young people engagement with reference to Climate Trackers Scheme.
6	To use the council's communications channels (including through member engagement) to promote opportunities for residents and local businesses to reduce their own carbon footprint, including promoting schemes to improve energy efficiency of their home or business.	
7	To hold an eco-fair in September 2023 at Southwood Country Park and Field Centre to allow residents to find out more about climate change and opportunities to reduce their own carbon footprint and to hold an event for local businesses on low carbon opportunities.	Reframe as Community Engagement Action which would reference: <ul style="list-style-type: none"> - Eco Fair - Rushmoor Climate Community
8	To work with Hampshire County Council to improve access to EV charging facilities across Rushmoor.	REMOVE - as area of focus, as RBC has limited influence/control.

9	To refresh the council's procurement strategy to ensure that the goods and services that the council buys support the aim of the council being carbon neutral by 2030.	
10	To review processes for the council's capital programme so that environmental impacts are incorporated into business case development and whole life cycle carbon assessments are undertaken.	
11	To develop the council's offsetting approach with a view to ensuring that any offsetting undertaken by the council has a local impact.	
12	To review, update and publish the council's carbon footprint on an annual basis, publish an annual report detailing all that the council has achieved in relation to its climate action plan and associated strategies (e.g. Green Infrastructure Plan).	Inclusion of Climate Emergency UK's Climate Action Scorecards.
13	NEW ACTION	To develop and implement Climate Change Impact Assessments for all new project proposals across the Council
14	NEW ACTION	Reduction of single use plastics across Council sites
15	NEW ACTION	Active Travel

POLICY AND PROJECT ADVISORY BOARD WORK PLAN

The purpose of the work plan is to plan, manage and co-ordinate the ongoing activity and progress of the Council's Policy and Project Advisory Board, incorporating policy development work carried out through working groups.

(A) CURRENT WORKING GROUPS APPOINTED BY THE POLICY AND PROJECT ADVISORY BOARD

GROUP	MEMBERSHIP 2024/25	CURRENT POSITION	CONTACT
Elections Group	PPAB Vice-Chairman (Cllr Julie Hall), the Portfolio Holder responsible for Elections Matters (Cllr Sophie Porter), Corporate Governance, Audit and Standards Committee Vice-Chairman (Cllr Bill O'Donovan and Cllrs Gaynor Austin, C.W. Card, Steve Harden and Calum Stewart.	The first meeting of the Group is planned for Wednesday 13th November, 2024 at 6.30pm.	Jill Shuttleworth Corporate Manager - Democracy jill.shuttleworth@rushmoor.gov.uk Elections Team 01252 398824 elections@rushmoor.gov.uk

(B) OTHER ISSUES/MATTERS FOR THE WORK PROGRAMME

ISSUE	DETAILS	CONTACT DETAILS
	PLACE	
	PEOPLE	

POLICY AND PROJECTS ADVISORY BOARD**AGENDA PLANNING – 2024/2025**

12th June 2024	Arts Council Place Partnership Project – Funding Bid
23rd July 2024	Procurement Strategy - (existing till 2024) Youth Engagement (Part 1)
24th September 2024	Youth Engagement (Part 2)
19th November 2024	Climate Change Action Plan (Part 1)
21st January 2025	Climate Change Action Plan (Part 2) Council Business Plan (Part 1) Supporting Communities Strategy
25th March 2025	Council Business Plan (Part 2)
<i>Potential items to be considered for 2024/25 and beyond</i>	<ul style="list-style-type: none"> • Communications Strategy • Marmot Health Strategy • Housing Equalities • Devolution

PROGRESS GROUP MEETINGS 2024/25

Membership: Cllrs Mike Roberts, Julie Hall, Sue Carter, Lisa Greenway, Steve Masterson, Thomas Mitchell and Ivan Whitmee

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Date	Item	Notes
25th June 2024	<p>Arts Council Place Partnership Project – Bid Feedback</p> <p>Youth Engagement – meeting on 23 July</p> <p>Procurement Strategy – Meeting on 23 July</p>	<p>As timing won't allow for this item to come back to the Board, Lee McQuade had offered to speak with individual Members should they wish to in advance of the deadline.</p> <p>Presentation providing an overview of what we do followed by a workshop (to be held in private). Ensure we identify what we want to achieve and identify areas of focus.</p> <p>Existing one runs until end 2024. Introduction of Procurement Act 2023 – requirement to review and update existing Strategy.</p>
3rd September 2024	<p>Procurement Strategy</p> <p>Youth Engagement</p>	<p>Timelines for this piece of work had changed slight and the Strategy would now go to the November 2024 Cabinet Meeting. If Members wished to comment following the previous Board meeting, they still had time to do so through Roger Sanders.</p> <p>The Group were advised that work was currently underway, with partners, to gather information, share data and identify gaps in work relating to young people. A review of the proposed approach was also noted and would be expanded on at the meeting on 24 September, where the proposed Action Plan and Draft Strategy would be considered.</p>

