

The Arc
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To: Chair & Members of the
Employment and Personnel Committee

Contact: Amy Bryan
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Tuesday 24th October 2023

Dear Councillor

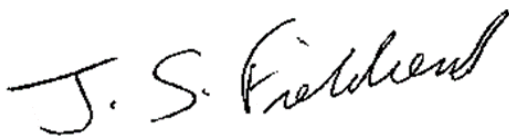
EMPLOYMENT AND PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Employment and Personnel Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday 1st November 2023 at 14:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**EMPLOYMENT AND PERSONNEL COMMITTEE
AGENDA**

***Wednesday, 1st November, 2023 at 14:00 hours taking place in the Council Chamber, The
Arc, Clowne***

Item No.		Page No.(s)
1.	Apologies for Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chair has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 5
	To consider the minutes of the last meeting held on 28 th June 2023.	
5.	Creation of a Carbon Reduction Officer Post	6 - 26

Agenda Item 4

EMPLOYMENT AND PERSONNEL COMMITTEE

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in Committee Room 1, The Arc, Clowne, on Wednesday, 28 June 2023 at 14:00 hours.

PRESENT:-

Members:- Councillors Duncan McGregor, Sandra Peake and Deborah Watson.

Officers:- Pam Brown (Director Executive, Customer Services, Communications, Governance & Partnerships), Theresa Fletcher (Section 151 Officer), Jim Fieldsend (Monitoring Officer), Victoria Dawson (Assistant Director of Housing Management and Enforcement), Peter Wilmot (HR Business Partner) and Lindsay Harshaw (Governance & Civic Officer)

EMP1-23/24 ELECTION OF CHAIR 2023-2024

Moved by Councillor Sandra Peake and seconded by Councillor Deborah Watson
RESOLVED that Councillor Duncan McGregor be elected as Chair of the Employment and Personnel Committee for the municipal year 2023/24.

Councillor Duncan McGregor in the Chair

EMP2-23/24 APPOINTMENT OF VICE CHAIR 2023-2024

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that Councillor Deborah Watson be appointed as Vice Chair of the Employment and Personnel Committee for the municipal year 2023/24.

EMP3-23/24 APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Karen Hanson (Chief Executive).

EMP4-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business.

EMP5-23/24 DECLARATIONS OF INTEREST

There were no declarations of interest made.

EMP6-23/24 MINUTES

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that the Minutes of an Employment and Personnel Committee held on 2nd November, 2022 be approved as a correct record.

EMPLOYMENT AND PERSONNEL COMMITTEE

EMP7-23/24 IMPROVING EMPLOYEE ENGAGEMENT AND THE CREATION OF AN EMPLOYEE ENGAGEMENT OFFICER POST

The HR Business Partner stated that following the recent restructure of the HR and Payroll functions, the Senior Leadership Team had received a report from the Assistant Director of Housing Management and Enforcement which provided insight and feedback from employees and managers regarding the effectiveness of the Council's communication and engagement with its employees. The report was originally developed as part of the Assistant Director's Level 7 Senior Leader apprenticeship course.

Senior Leadership Team had acknowledged that improvements needed to be made to improve two way communication with staff and following discussion, the consensus was that the Employee Engagement Officer post be responsible to the HR Business Partner.

A Member queried whether a budget had been identified for the new post. The Section 151 Officer advised not and that the post would have to be funded from the General Fund.

A Member commented that part of a manager's role was to liaise with members of staff. The HR Business Partner advised that managers were expected to communicate as effectively as possible with staff, however, it was acknowledged that this was not always the case. The Employee Engagement Officer would ensure that a consistent approach was embedded throughout the Authority. The Director Executive, Customer Services, Communications, Governance & Partnerships advised that the new post would look at different methods to improve communication in order to ensure that information was fed back to Senior Managers. She also commented that measures would be put in place to monitor the effectiveness of the post.

A Member suggested that a review be undertaken after one year in order to measure the impact of the new post.

Another Member stated that he felt it was a good report which highlighted areas that needed further discussion. He commented that the political leadership worked on a team ethic and valued all members of staff. The Assistant Director Housing Management and Enforcement advised that the report was not connected to Members and that it was focussed more on improving the relationship and communication between the Senior Leadership Team and staff.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that the creation of a new permanent, full-time post to be added to the HR and Payroll establishment, funded via the Council's General Fund at an estimated cost of up to £39,344 including on-costs, be agreed.

The meeting concluded at 14:32 hours.

Bolsover District Council

Meeting of the Employment and Personnel Committee on 1st November 2023

Creation of a Carbon Reduction Officer Post

Report of the Portfolio Holder for Environment

Classification	This report is Public
Contact Officer	Pam Brown Director for Executive, Corporate Services and Partnerships

PURPOSE/SUMMARY OF REPORT

- To seek approval for the establishment of a new dedicated Carbon Reduction Officer post.
- To seek agreement to recommend to Council for the approval of a budget to enable the appointment to the new post.

REPORT DETAILS

1. **Background**

- 1.1 In its report to Executive on 6th March 2023, the Climate Change and Communities Scrutiny Committee listed a series of recommendations to enable the Council to progress priorities and actions towards being Net Zero by 2050. The report was approved by Executive and is attached at **Appendix 1**.
- 1.2 Paragraph 2.12 (2) of this report stated that a dedicated operational post be established and recruited in order to maintain momentum to reach the 2050 Net Zero target.
- 1.3 In addition, paragraph 3.2 of the report outlined the key findings of the scrutiny review as follows:
- There is insufficient officer resource to ensure the carbon reduction agenda is progressed effectively.
 - There is a lack of clarity around the Council's current baseline and data quality/monitoring in relation to carbon emissions.

- At present there is limited communication of Council objectives and work being completed to meet our target.
 - Widened membership of the Low Carbon Thematic Group would lead to improved cross-communication.
 - A clear Member lead at Executive level would create a higher profile for the work required by the Council and provide an Executive level champion alongside the existing Scrutiny Chair champion.
- 1.4 Following the creation of the Council's wholly owned company, Dragonfly Development Ltd, the Council's senior management structure has been reviewed to reflect the changes. The climate change theme lead now falls to the Service Director for Executive, Corporate Services and Partnerships.
- 1.5 The Council remains committed to carbon reduction and the climate change agenda, ensuring a collaborative approach, working with internal and external partners to progress key actions. Following the District Elections in May 2023, a Portfolio Holder has also been appointed within Executive to champion the agenda.
- 1.6 Carbon reduction is a shared responsibility and aligning the work alongside the Bolsover Partnership is key. Alongside this, in recent months it has become clear that this will be a key work stream of the East Midlands Mayoral County Combined Authority which will bring a strong regional focus in addition to local and national priorities.
- 1.7 The final action required in order to progress the Scrutiny key findings is the establishment of a dedicated post of Carbon Reduction Officer.

2. Details of Proposal or Information

- 2.1 The proposal is to create a new, dedicated post of Carbon Reduction Officer to lead the Council's essential work as outlined in the Climate Change and Communities Scrutiny Committee Report. The post is estimated to be a Grade 8 to 9 (costs outlined in this report are the maximum estimated but are subject to job evaluation and settlement of the pay award). The post will be subject to the Council's Job Evaluation Scheme. The Job Description and Person Specification is attached at **Appendix 2**.
- 2.2 This role will support the development, implementation, communication and performance management of the Council's Carbon Reduction Plan to ensure compliance with its statutory responsibilities.
- 2.3 The role is key to ensure effective implementation, integration with Service Plans and Council policies together with having a focus on reducing carbon emissions and energy consumption wherever possible. The technical expertise will ensure appropriate training is delivered to internal staff and external partners to promote better understanding of climate change and how it will affect services and local residents.
- 2.4 The core function of this role will be to maximise opportunities available for the Council to help inform and add value to the Council's actions to tackling Climate

Change. This includes identifying and securing funding sources to support the Council's climate change ambitions.

3. Reasons for Recommendation

- 3.1 This report seeks approval to establish a dedicated Carbon Reduction Officer post to lead on the Council's climate change and carbon reduction ambitions in order to fulfil its obligations to the Climate Change Act 2008. This was recommended by the Climate Change and Communities Scrutiny Committee and subsequently approved by Executive in March 2023.

4 Alternative Options and Reasons for Rejection

- 4.1 A 'do nothing' approach is not an appropriate option due to the Council's target to achieve Net Zero by 2050.
- 4.2 An alternative option would be to upskill an existing member of the Partnership Team. However, as this is an area of technical expertise that requires experience, this could take at least 3 years to achieve through accredited qualifications.

RECOMMENDATION(S)

1. That the Committee considers and supports the establishment of a dedicated Carbon Reduction Officer for the reasons outlined within this report.
2. That the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

Approved by Councillor Ann Clarke Portfolio Holder for Environment

IMPLICATIONS:

Finance and Risk: Yes No

Details:

The total cost of the new post to general fund is estimated to be between £52,162 and £59,775 dependent on the result of the job evaluation process and subject to the national pay award being agreed.

The post may also be successful in attracting funding to the Council to undertake carbon reduction initiatives but it is not known whether any of these would be available to reduce the cost of this new post to the Council, at this stage.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

There are no legal implications arising from this report.

On behalf of the Solicitor to the Council

Environment: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: The establishment of this post will enable the Council to dedicate resources to carbon reduction initiatives, the achievement of Net Zero and meeting statutory obligations.
Staffing: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: The Councils policies and procedures will be followed for recruitment to this post.
On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Cllr Ann Clarke, Portfolio Holder for Environment

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION

Appendix No	Title
1	Climate Change and Communities Scrutiny Report to Executive dated 6 th March 2023
2	Job Description and Person Specification

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None

Bolsover District Council

Meeting of the Executive on 6th March 2023

Review of Council's Approach to Carbon Reduction

Report of the Chair of Climate Change & Communities Scrutiny Committee

Classification	This report is Public
Report By	Chair of Climate Change & Communities Scrutiny Committee
Contact Officer	Scrutiny & Elections Officer joanne.wilson@bolsover.gov.uk 01246 242385

PURPOSE/SUMMARY OF REPORT

- To present to Executive the findings of a recent review by Scrutiny assessing progress of the Council's Approach to Carbon Reduction.

REPORT DETAILS

1. Background

- 1.1 The Climate Change Act 2008 commits the UK government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050. This includes reducing emissions from the devolved administrations (Scotland, Wales and Northern Ireland), which currently account for about 20% of the UK's emissions. The 100% target was based on advice from the CCC's 2019 report, 'Net Zero – The UK's contribution to stopping global warming'.
- 1.2 Scrutiny has previously received updates on progress against the Carbon Reduction Plan 2019-30 (CRP) with reports presented to the Customer Service & Transformation and Healthy, Safe, Clean & Green Scrutiny Committees. The original CRP set out 8 thematic areas by which the authority aimed to reduce its carbon emissions.
- 1.3 Following structural changes in 2021/22 and a change in lead officers, the Assistant Director of Property Services & Housing Repairs reviewed the existing action plans and those in use with regional funders. In consultation with the Assistant Director of Development & Planning, a 10 point framework used by the Midlands Engine was identified which would allow the Council's existing themes to be transferred/captured, but would also allow the streamlining of bids for schemes to be aligned with regional and national funders.

- 1.4 It was felt that the framework would allow better compatibility with funders both regionally and nationally. It included additional themes which represented new and emerging technologies that the Council were keen to explore. It also allowed a number of different polices and groups to be brought together so progress could be clearly identified and evidenced, with greater opportunities offered to partners through the Low Carbon Thematic Group and the Bolsover Partnership.
- 1.5 In March 2022, Executive agreed to accept these proposed changes to the CRP and move away from more traditional monitoring to a live document that tracked and evidenced progress across all schemes and or initiatives.
- 1.6 The Climate Change & Communities Scrutiny Committee received a further update in May 2022, following the operational changes to the Council's approach during the Covid-19 pandemic.
- 1.7 Committee Members agreed to complete further detailed work in relation to carbon reduction as part of the 2022/23 work programme in order to evaluate work completed within the current municipal cycle 2019-23, to guide incoming Members on potential future action.
- 1.8 On the 7th February 2023, and subsequent to the work completed by Committee from November 22-January 23, the Prime Minister announced a new Government Department for Energy Security and Net Zero. Priority Outcomes for the Department¹ will include:
 1. Ensuring security of energy supply this winter, next winter and in the longer-term – bringing down energy bills and reducing inflation.
 2. Ensuring the UK is on track to meet its legally binding Net Zero commitments and support economic growth by significantly speeding up delivery of network infrastructure and domestic energy production.
 3. Improving the energy efficiency of UK homes, businesses and public sector buildings to meet the 15% demand reduction ambition.
 4. Delivering current schemes to support energy consumers with their bills and develop options for long-term reform to improve how the electricity market works for families and businesses.
 5. Seizing the economic benefits of Net Zero, including the jobs and growth created through investment in new green industries.
 6. Passing the Energy Bill to support the emerging CCUS and hydrogen sectors; to update the governance of the energy system; and to reduce the time taken to consent offshore wind.

It is likely that this will create new opportunities to access funding to support delivery at a local level developing new green industries, retrofit of housing stock, improving Council fleet and improved options for energy supply.

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1134989/Making_Government_Deliver_for_the_British_People.pdf

2. Details of Proposal or Information

2.1 The aim of the review was:

- To evaluate the Council's current approach to Carbon Reduction.

2.2 Following a briefing by the current lead officer on progress against the Council's three strands of activity, the objectives agreed were:

- Review of officer capacity and resource
- Review of software platform used to monitor progress against Carbon Reduction Plan
- Assessment of local knowledge of best practice in home energy efficiency
- Clarity over Corporate approach/objectives
- Progress update on current activity across the 3 themes

2.3 The key issues identified for investigation were as follows:

- Resource levels to deliver existing schemes and identify and submit funding bids for new programmes, particularly officer resource and clear budget commitments.
- Data quality to ensure progress is being adequately tracked.
- How the Council could further embed considerations of environmental impact in to service design and delivery.
- Communication – both internal and external, as to what the Council is doing and how this can be supported.

2.4 The review was completed in a slightly different format to normal and ran as a shorter spotlight review over a two month period. The Committee met on four occasions in total and sought evidence by way of:

- Lead Officer reports
- Internal enquiries to the Low Carbon Thematic Group and core officers engaged in operational delivery against the three themes of the Carbon Reduction Plan.
- Review of neighbouring authorities including strategies in place and communication/guidance to public and partners via the Council website.
- Review of data tools and performance indicators used to monitor carbon reduction
- Assessment of Council Ambitions and how carbon reduction activity has been enabled.

2.5 Review of officer capacity and resource

Members were advised in November 2022 that proposals had been developed for a dedicated officer post to support delivery of the carbon reduction objectives. In January it was noted that this had been placed on hold, pending the report to Council in February 2023 in relation to Dragonfly Development Limited. which would result in an alteration to Council structures.

It was noted that a number of External Wall Insulation schemes had been delivered previously due to a concerted effort by a previous officer with

reasonability for Housing Improvement schemes. While the government funding schemes currently available were limited, the officer resource to actively secure funding was no longer available.

Following release of the proposed Business Case for Dragonfly Development Limited, it was clear that the lead for Climate Change would sit within the Council structure and Members agreed that this was the right course of action to ensure the Council kept control over planning and delivery.

2.6 Review of software platform used to monitor progress against Carbon Reduction Plan

The current lead officer has noted that pending the roll-out of Microsoft 365 across service areas, this may be the best option for improving file sharing and monitoring. However, the roll-out of SharePoint is within phase 2 of the project which could create further delays in effective monitoring.

Members were also mindful that there were now regular meetings between the Chief Executive and ICT on the roll-out of improved Microsoft systems and that this was being done in a staged approach, taking account of implementation risks including cyber security.

Members queried whether the Loop software was being used where possible to track 'environmental' social value outcomes from current delivery. It was noted that this was an area that still required further development as the software became embedded across service areas. The lead officer had access to the Loop software and further training was planned before projects could go live in the system for monitoring.

2.7 Assessment of local knowledge of best practice in home energy efficiency

The lead officer advised in November 2022, that the Bolsover Citizens Panel was to be surveyed to gauge local knowledge around options for home energy efficiency. It was noted that the results of the survey were to be used to shape what would be required in terms of any local awareness campaign by the Council. This was considered a vital piece of work in the current situation with energy bills and cost of living.

At the meeting in January 2023 it was noted that the survey was complete but that the results report was still pending. Members agreed that this work was still necessary in order to shape future engagement by the Council. It would also help the Council to develop local awareness campaigns and to influence any future funding bids by the Council in relation to energy efficiency in the District's housing stock and to support local businesses.

The Committee would welcome sight of the survey results as part of a future report and hope that the Council are able to take effective action as a result of the findings.

2.8 Clarity over Corporate approach/objectives

Scrutiny Members note that there was no assignment of Climate Change or Carbon Reduction to any current Executive Portfolio. While there was a Scrutiny lead through the Chair of the Committee that addresses Climate Change, Members felt that a clear Executive lead would complement this and

provide a strategic Member champion. There was no formal Executive link or Climate Change & Communities Scrutiny Committee Member link to the Low Carbon Thematic Group. Members suggest that these would be useful additions to the Thematic Groups membership following the election in May 2023.

As part of the review, Members assessed activity across all the Corporate Ambitions to examine how each area was contributing to climate change and carbon reduction objectives. Members would be happy to share this with existing lead officers/newly recruited officers. Members also found that other Councils had completed environmental impact assessments of their Corporate Plan, which could be something for the Council to consider when the current Corporate Ambitions are refreshed following elections in May 2023.

To ensure consideration of environmental impact was embedded as part of all strategic decisions and budgets, the core committee report template had been amended as of November 2022 and now included an additional environmental impacts section:

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

However, it was apparent that officers were not always sure the level of detail required for this section, and that further guidance may be required.

Members are clear that a range of activity had taken place to date including:

- Retrofitting properties with improved insulation – both Council and private, where grant schemes can be delivered.
- Seeking further improvements at core sites.
- Carbon Literacy training, with some staff and Members gaining qualified Carbon Literacy Status

Nevertheless, Members are clear that there are further options that require investigation, which could bring additional benefits in terms of reduced CO₂ emissions including:

- Use of hydrogen based fuel in fleet – this still requires further development nationally.
- Mine water energy schemes
- Possible installation of a Combined Heat & Power unit (CHP) at The Arc to create further efficiencies within the leisure centre
- Further installation of solar panels across BDC sites/council car parks
- Impact of the Ombudsman findings in relation to mould/damp within social housing
- Further bids for insulation schemes for both Council and private properties

2.8.1 Communications

Appendix 1 shows the information currently made available on the Council's website. This refers to the old plan from 2019 that was updated in early 2022. It

has been noted by Members that the Council's current Plan is not on the website, nor is the old document accessible. The page is considerably limited in detail compared to neighbouring authorities. In addition, while there are some links to activity happening within the various parishes, there are no clear action plans available outlining specific Council activity.

Furthermore, it was noted that Derbyshire CC website had links to the old 2019-30 Carbon Reduction Plan on their website and the document was also linked as supporting the delivery of Vision Derbyshire's Climate Change Strategy 2022-25. <https://www.derbyshire.gov.uk/site-elements/documents/pdf/environment/climate-change/vision-derbyshire-climate-change-strategy.pdf>

Members have reviewed the draft 'posters' created as a result of the Carbon Literacy training and feel there is duplication of statements across them. Further work is needed to create one combined 'organisation' poster that states what we are doing – to be used on BDC public screens and town centre screens and on the website. This should be used alongside one 'individual' poster that states what individual officers could do – to be used as an internal reminder in kitchens/possible screensaver page that is incorporated alongside the Corporate Ambitions. Members would be happy to work further with officers on this and have identified potential content for the final drafts.

Further resources could also be developed for residents, businesses and Parish Councils/VCS partners. Examples of such resources were gathered as part of the review work and are available for reference.

Members concluded that overall, the information made available by the Council required a review and update to ensure the Council's current objectives were clear internally and externally, particularly with partners.

2.8.2 Data quality

Members have established that there is currently no clear baseline data from which the Council is tracking progress. It is also unclear what data may have been gathered previously when the authority was required to report on emissions NI185 and NI186.

A number of tools are available nationally to assist Councils in monitoring their CO2 emissions. One such tool supported by the LGA is the Greenhouse Gas Accounting tool, which is free to use and enables access to benchmark data.

The lead officer noted that there may also be an opportunity to get support from an external partner but this would likely be at a cost to the authority.

To date however, there appears to be no clear commitment to data analysis and tracking. In addition, the Council currently has no specific PIs related to carbon reduction/climate change, aside from the recycling PI.

Possible indicators to consider include:

- Total Gas used by all Council owned and operated sites.
- Total Electricity use by all Council owned and operated sites/

- Total Gas and Electricity used in all Council leased Buildings inc. leisure centres and assisted living sites.
- CO2 emissions from no. of miles claimed as Business travel
- CO2 emissions from council fleet
- Fuel usage from Council fleet
- Waste contamination levels (for recycled waste)

There are a number of areas that can be monitored within the national tools available.

2.8.3 Progress against the Motion to Council in July 2019.

As part of the review, Members completed a full analysis of progress against the wide ranging list of objectives contained within the Motion to Council in July 2019, in order to assess progress over the last four years. A RAG status has been applied to each point allowing Members to clearly see actions that have been achieved, actions in progress, actions that could be achieved if there is a will to develop additional delivery, and actions that cannot be achieved due to external constraints. It is recommended that this be passed to the Low Carbon Thematic Group for consideration as part of their future delivery planning.

2.9 Progress update on current activity across the 3 themes of the Carbon Reduction Plan

One of the key queries by the Members was around the Council's current energy tariffs and how the Council was also looking to generate its own energy. The lead officer noted that whilst the Council had previously moved to a green tariff, due to the current rates, the increased costs associated with being on the tariff meant that it was no longer a viable option

The lead officer noted that the Woodlands development in Langwith was likely to complete early with 19 properties completed in total. This development included air source heat pumps and extra insulation with the properties being built to a high-spec 'future homes' standard. Members were keen to see the Council use such specification for other Bolsover Homes developments in future.

Members were also updated on work at Whaley Common where the Council had a number of 'off-gas' properties that have had air source heat pumps fitted. Whilst this had been completed at a higher cost to the Council due to the lack of grants available, the difference to the properties was significant. Members were again keen to see this approach used elsewhere, and the officer noted that this would be the likely approach for any remaining 'off-gas' properties.

Committee Members are keen to see a greater shift towards installation of air source heat pumps and asked to what extent this was being delivered in place of gas boilers. It was noted that the Council planned to continue use of gas boilers whilst legislation allowed this. However, it was noted that whilst there was no long term plan, Members were advised that staff were being trained on how to service air source kit and would eventually be trained on installation.

As noted earlier in the report, the Council has been successful in delivering a number of External Wall insulation schemes through securing funding via LAD1 and LAD2 which had a huge impact on reducing CO2 emissions. Unfortunately, although more properties had been identified that would benefit from such work,

further grants were not currently available. While the current government funding schemes available were limited, the officer resource to actively secure funding was no longer available. Furthermore, the funding schemes currently available did not enable the Council to support delivery to a large number of properties due to the criteria associated with the schemes.

From information provided, Committee Members were also keen to ensure the District is able to benefit from other innovations such as Mine Water Energy. The officer has noted this is being assessed in conjunction with Derby University but further work is required to understand which sites could benefit from such a system.

Members were updated on the Safe & Warm Programme being completed across the Council's Independent Living Schemes. A number of the Schemes were already completed and the Council was learning where possible from each phase and making amends as required to each new phase of roll-out. The works were making a significant difference to residents' energy bills and the overall quality of the accommodation offer.

Based on the information presented and discussions with the lead officer, it was concluded that the Council would need to be clearer moving forward on its approach to carbon reduction and the Council's core objectives. This would also require the Council to be clear on the financial commitment that was being made to ensure the Council can deliver on its core objectives and meet its 2050 target.

2.12 Following discussion at Scrutiny Committee on 31st January 2023 where the lead officer provided an additional progress report, and based on the additional research which had taken place and evidence provided, Members agreed the following recommendations:

1. That the officer function addressing the Council's strategic approach to carbon reduction should be kept in-house, with partnership work as required with Dragonfly Development Limited, for delivery associated with the service functions transferred.
2. That a dedicated operational post be recruited to, in addition to the designation of a lead senior officer, to ensure that the delivery in relation to carbon reduction maintained momentum to reach the 2050 target.
3. That data quality related to carbon reduction be improved, with a clear baseline agreed from which to track progress up to 2050, with regular data reports as part of the corporate performance reporting.
4. That the lead senior officer take account of the Member analysis of the Council's current Ambitions and how activity was supporting carbon reduction as part of new programme development.
5. That a revised approach to communication of objectives and achievements be implemented, both external and internal, with a full review of the website to ensure the Council's activity, and progress towards the target, is clearly documented.
6. That the Council ensures that a lead Portfolio Member is agreed for Carbon Reduction from within the Executive, post-election May 2023.
7. That the membership of the Low Carbon Thematic Group is reviewed, post-election May 2023, to ensure it incorporates the Portfolio lead and a link to Climate Change & Communities Scrutiny to further improve communication. It

is also recommended that the cross-party representation remains going forward as this is seen as a positive way of working.

8. That the Council website is reviewed and updated to provide clear guidance on current Council activity.
9. That Scrutiny analysis of progress against the Council Motion previously passed to the Low Carbon Thematic Group, be shared so future work planning can take account of outstanding areas capable of delivery.

3. Reasons for Recommendation

3.1 The Committee have put together nine recommendations, as outlined at 2.12, which will hopefully enable the Council to clarify immediate priorities for action, as well as longer term plan to ensure the Council and District is net zero by 2050.

3.2 The key findings arising from the review were:

- There is insufficient officer resource to ensure the carbon reduction agenda is progressed effectively.
- There is a lack of clarity around the Council's current baseline and data quality/monitoring in relation to carbon emissions.
- At present there is limited communication of Council objectives and work being completed to meet our target.
- Widened membership of the Low Carbon Thematic Group would lead to improved cross-communication.
- A clear Member lead at Executive level would create a higher profile for the work required by the Council and provide an Executive level champion alongside the existing Scrutiny Chair champion.

4 Alternative Options and Reasons for Rejection

4.1 Executive could choose not to endorse the recommendations of the review, where they feel the course of action recommended is beyond the delivery capacity of the Authority.

RECOMMENDATION(S)

1. That the Executive endorses the recommendations of the review outlined at 2.12.
2. That for recommendations approved by Executive, monitoring by Committee takes place over a twelve month period via the PERFORM system with an update report to Committee at the end of the monitoring period.

Approved by Chair of Climate Change & Communities Scrutiny Committee

IMPLICATIONS:

Finance and Risk: Yes No

Details: The recommendations will have cost implications outside of current budgets related to staffing resource. Any proposed changes to facilities/energy management or targeted projects would be subject to a separate report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000.

The Council is committed to achieving net zero carbon emissions by 2050 as a result of the Climate Change Act 2008.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: The recommendations from Scrutiny seek to ensure there is greater clarity on the Council's approach to carbon reduction, with improved data quality, clear objectives and reporting, additional staffing resource and improved communications internal and external.

Staffing: Yes No

Details:

Any changes to the Council's establishment resulting from these recommendations will require approval by the Council's Employment and Personnel Committee. Any budgetary growth implications will require further approval from Council. The Council's policies and procedures will be followed for any recruitment or restructure required.

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

District Wards Significantly Affected	All Wards
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
The Carbon Reduction Plan clearly links into the Environment Ambition but can also have an impact on both Customer and Economy.

DOCUMENT INFORMATION	
Appendix No	Title
1	BDC Website – Climate Change

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

Job Description

Job title and post number	(Climate) Carbon Reduction Officer
Service Area and Directorate	<i>Executive, Corporate Services and Partnerships</i>
Reports to	Pam Brown Director of <i>Executive, Corporate Services and Partnerships</i>
Direct reports	<i>Arron Johnson Executive and Partnership Manager</i>
Grade	Grade 8 (To be determined)
Salary range	£29,227 to £33,257 per annum

Job purpose

Act as a central resource for energy related enquiries and assist in the planning and delivery of the Councils Decarbonisation Plan to achieve net zero carbon by 2050. To lead the Council's response to the Climate Change agenda and co-ordinate with external stakeholders including engagement and collaboration on priorities and plans.

Carry out data collection and energy audits across the council's portfolio of properties.

The role will include a specific focus on education and training for all stakeholders in the use and understanding of the energy systems and the Council provides.

Duties and responsibilities

To maximise opportunities available for the Council and for residents through working in partnership and implementing energy efficiency measures. Including engagement with relevant change networks and forums at local, regional and national levels to help inform and add value to the Councils actions to tackling Climate Change.

To support development, implementation, and communication of the Council's Carbon Reduction Plan. Ensure that the Strategies including Partnership Strategies, Service Plans and Council Policies, have a focus on reducing carbon emissions and energy consumption of the Council and wider district.

To act as the Councils technical expert and provide appropriate training to internal staff and partners to promote better understanding of climate change and how it will affect services and people.

Promote the success of the council and partners in tackling climate change locally.

To lead on the development, delivery and monitoring of reports, action plans and targets.

To performance manage activities use effective reporting and KPI's to monitor service provision, quality and ensure adherence to policies and statutory, regulatory, and corporate requirements.

Using highly developed personal influencing, counselling, negotiating and persuasive skills to develop and foster positive professional relationships with internal and external stakeholders to ensure the adoption and development of climate change and sustainability policies.

Ensure up to date knowledge is maintained in terms of the latest research and approaches to tackling climate change. Plan and manage personal development, undertake any relevant training, and attend external seminars / conferences as required.

Proactively identify, secure and lead on funding sources to support the Councils climate change ambitions by identifying, preparing, and submitting external funding bids as and when opportunities arise to fund energy efficiency, renewable energy and carbon reduction measures (direct and indirect funding).

Providing support, research, and advice to colleagues to maximise opportunities for reducing the councils carbon emissions. Identify ways, and encourage others, to make a positive contribution to the improvement of service delivery aligned to the Carbon Reduction Plan, strategy, and policies.

Provide appropriate training to internal staff to promote better understanding of climate change and how it will affect services and people.

Undertake all duties necessary to ensure the efficient administration of the Council's energy contracts and budgets including (but not exhaustive); bill payment, monitoring energy use in all non-domestic Council assets, keeping clear, accessible and up to date accurate records (predominantly computer based), identifying and investigating any anomalies in energy demand and identify solutions, carry out all yearly returns on the Council's energy consumption and produce regular reports showing energy performance data including trend analysis for all Council assets and energy reduction/management projects.

Working conditions

To be prepared to work outside normal working hours.

Physical requirements

(If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.)

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Pam Brown Director of <i>Executive, Corporate Services and Partnerships</i>
Date approved:	<i>Draft issued 22/08/2023</i>
Reviewed:	

BOLSOVER : PERSON SPECIFICATION

Position: (Climate) Carbon Reduction Officer

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<p>Education:</p> <p>A good standard of education at Degree standard or equivalent with good literacy and numeracy, either through qualifications or experience, i.e., GCSE in Mathematics and English Language (Grade C or equivalent) in order to carry out daily tasks.</p>	<p>Education:</p> <p>Relevant Degree</p>
<p>Relevant Job Knowledge:</p> <p>Able to provide advice and guidance to other employees of the Council and the general public on issues such energy efficiency, renewable energy, relevant legislation and carbon management.</p> <p>Good communication skills including presentation of complex information clearly and effectively using a range of techniques, adapting style depending on the audience.</p> <p>Able to produce effective written documents (reports, briefing notes, policy/strategy relating to energy efficiency, renewable energy and carbon reduction measures) including ability to develop and implement new / revised processes.</p> <p>Advanced Practical and Procedural Knowledge of current energy policy and energy legislation, and renewable technologies both nationally and locally.</p> <p>Full understanding and deliver locally the government target for Net Zero by 2050.</p> <p>Effective Communication and Positive Influencing Skills.</p> <p>Highly organised with attention to detail.</p>	<p>Relevant Job Knowledge:</p> <p>Practical experience of the efficient administration of energy contracts and budgets including monitoring and analysing energy use.</p> <p>Experience of developing, submitting and securing external funding opportunities and managing budgets</p>
<p>Qualifications: (Including Membership of Professional Bodies)</p> <p>A technical degree in an energy related subject e.g., energy, mechanical and electrical, environment or other building degree or relevant demonstrable experience.</p>	<p>Qualifications: (Including Membership of Professional Bodies)</p> <p>City & Guilds Energy Awareness 6281 – 01</p> <p>Process/project management qualification</p>

<p>Work Experience:</p> <p>Experience of understanding complex technical issues relating to energy efficiency, renewable energy and carbon reduction measures.</p> <p>Experience of sourcing external funding to support projects that focus on energy efficiency, renewable energy and carbon management.</p> <p>Good knowledge of the application of climate change and low carbon related issues and the ability to communicate this information to a diverse audience base.</p> <p>Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.</p> <p>Proven ability to manage own workload and to balance competing priorities.</p>	<p>Work Experience:</p> <p>Proven practical experience of working for a Local Authority, Housing Association or similar organisation.</p> <p>Proven practical experience of producing corporate policies and procedures and other written documentation.</p> <p>Proven practical project management experience.</p>
<p>Other Requirements of the Job:</p> <p>Natural enthusiasm and interest in the subject matter</p> <p>The ability to demonstrate strong customer focus and a commitment to service improvements.</p> <p>Own transport/current full driving licence although alternative arrangements may be agreed with applicants with a relevant disability.</p> <p>Proven ability to communicate well both orally and in writing to a variety of groups including Elected Members.</p>	<p>Other Requirements of the Job:</p> <p>Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.</p>
<p>Other Requirements of the Job:</p> <p>Ability to work both within a team environment and on own initiative to competing deadlines displaying good organisational skills, tact and discretion at all times.</p> <p>Ability to form constructive relationships with a broad range of stakeholders, service users, other officers and members of the Council.</p> <p>A demonstrable commitment to service improvement.</p> <p>An ability to research good practice and adapt this to the needs of this Council.</p> <p>Ability to be flexible in working times, including out of hours working at times.</p>	<p>Other Requirements of the Job:</p>