

Public Document Pack



ENVIRONMENT & ECONOMY SELECT COMMITTEE

Date: Thursday, 23 June 2022

Time: 6.00pm,

Location: Council Chamber

Contact: Lisa Jerome

Tel - 01438 242203

Members: Councillors: R Broom (Chair), A Mitchell CC (Vice-Chair), J Ashley-Wren, S Booth, A Brown, J Brown, M Creasey, M Downing, B Facey, C Parris and L Rossati

AGENDA

PART 1

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. TERMS OF REFERENCE

To note the Terms of Reference of the Environment & Economy Select Committee as agreed at Annual Council on 25 May 2022.

Pages 3 – 4

3. MINUTES - 23 MARCH 2022

To approve as a correct record the Minutes of the Environment & Economy Select Committee held on 23 March 2022.

Pages 5 – 8

4. UNIVERSITY OF HERTFORDSHIRE ZERO CARBON LAB REPORT FOR SBC

To receive the report of the University of Hertfordshire Zero Carbon Lab on potential carbon emission reduction scenarios to help inform the Council's Climate Emergency Response and net zero ambitions for 2030.

David Thorogood, SBC & EHDC Environmental Sustainability Co-ordinator, will provide some verbal context at the meeting regarding how the Universities study can be interpreted by the Council to help shape the Council's net zero ambitions.

Pages 9 – 24

5. CLIMATE EMERGENCY REVIEW UPDATED MAPPING EXERCISE DOCUMENT

To consider the Climate Emergency Review updated mapping exercise document.

Pages 25 – 42

6. E&E SELECT COMMITTEE WORK PROGRAMME FOR 2022-23

To note and comment on the Environment & Economy Select Committee Work Programme for 2022-23 that was previously agreed at its meeting on 23 March 2022.

Pages 43 – 50

7. ENVIRONMENT & ECONOMY SELECT COMMITTEE ACTION TRACKER

Members are invited to consider the action tracker for the Environment & Economy Select Committee and to suggest any issues from it that they wish to consider in more detail and add to the work programme.

Pages 51 – 54

8. URGENT PART 1 BUSINESS

To consider any Part 1 business accepted by the Chair as urgent.

9. EXCLUSION OF PUBLIC AND PRESS

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

10. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent.

ENVIRONMENT AND ECONOMY SELECT COMMITTEE

1. Membership - 11 (not Members of the Executive)
2. Quorum - 4
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services (except caretaking and repairs)), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the Committee's remit, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Strategic Director to provide a briefing or take part in discussion.
 - 3.4 To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
 - 3.5 To work with the Community Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.6 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director Stevenage Direct Services and Assistant Director Planning and Regulation.
 - 3.7 In conjunction with the Community Select Committee and the Overview and Scrutiny Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
 - 3.8 To report to the Executive, other committees or Council, as appropriate.

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STEVENAGE BOROUGH COUNCIL

ENVIRONMENT & ECONOMY SELECT COMMITTEE MINUTES

Date: Wednesday, 23 March 2022

Time: 6.00pm

Place: Council Chamber - Daneshill House, Danestrete

Present: Councillors: Michael Downing (Chair), Adam Mitchell CC (Vice-Chair), Julie Ashley-Wren, Stephen Booth, Adrian Brown, Maureen McKay, Claire Parris and Simon Speller

Start / End Time: Start Time: 06:00 pm
End Time: 06:50 pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Sarah Mead and Wendy Kerby.

There were no declarations of interest.

2 MINUTES - 10 JANUARY 2022 & NOTES OF INFORMAL MEETINGS OF THE E&E SELECT COMMITTEE ON 17 JANUARY & 3 MARCH 2022

It was **RESOLVED** that the minutes of the committee meeting held on Monday 10 January 2022 be approved as a correct record and signed by the Chair.

Members noted the notes of the informal Committee meetings held on Monday 17 January and Thursday 3 March 2022.

3 ENVIRONMENT & ECONOMY SELECT COMMITTEE DRAFT WORK PROGRAMME 2022-23

The Scrutiny Officer presented the Work Programme for the new Municipal Year 2022/23. He advised Members that a survey was conducted on improving scrutiny work. All Members of the Council's Scrutiny Committees were emailed a survey for their views on the Scrutiny work. A total of 8 responses were received from the 23 Scrutiny Members. These were all summarised in the Officer report.

During discussion the following points were noted:

- A one-off performance review on Parking would be added on to the Work Programme for 2022/23.
- Members noted the issue regarding the Council garages affected by asbestos, and officers advised that a strategic options analysis is currently being undertaken to identify some costed options for future consideration, and could also feed in to the session on Parking.

- Members noted that the climate emergency review would continue into the 2022-23 Municipal Year. Members noted that the target for net zero emission by 2030 would be challenging to achieve and is reliant on a range of external factors e.g. funding. Members discussed issues around the Council's response to fence repairs, and requested that a report update should be provided to Members on how the Council was tackling the issue.

It was **RESOLVED** that the draft Work Programme for the new Municipal year 2022/23 be noted and that the following items will be included in the Committee's Work Programme for 2022-23:

- Continuation of the Climate Emergency Review (as the Committee's substantive piece of work for the year)
- A one-off single meeting performance review on parking
- An officer information update on fence repairs
- A Portfolio Holder's Advisory Group (PHAG) on Sustainable Travel Towns

4 **EXECUTIVE PORTFOLIO HOLDER RESPONSE TO THE E&E SELECT COMMITTEE REVIEW OF ECONOMIC IMPACT OF COVID-19**

The Committee received the Executive Portfolio Holder response on the review of the economic impact of Covid19. Members welcomed the response of the Executive to the report and the recommendations. Members suggested that in future the Executive response should be circulated to Scrutiny Members as soon as it is ready not waiting for the next formal meeting of the Committee, as in this instance it delayed the publishing of the response for 2 months.

It was **RESOLVED** that the Executive response on the review of the economic impact of Covid19 be noted.

5 **INTERIM REPORT - CLIMATE EMERGENCY SCRUTINY REVIEW**

The Committee received a report in relation to the interim review findings and emerging recommendations of the climate emergency scrutiny review. The report included the emerging recommendations at this stage of the review. The Scrutiny Officer advised Members that the Committee had heard from a range of witnesses and it had received information and evidence through expert presentations, external witnesses, SBC officers and a number of Executive Portfolio holders. However, there were a number of witnesses still to interview in the next municipal year and officers would meet with the Chair & Vice-Chair to consider the best way to complete the review in the 2022-23 Municipal Year.

Members were happy with the progress the review had made and the recommendations that they had made so far.

Members noted that trees play a vital role in combating the climate change emergency, and one of the best measures towards its net zero target for 2030.

Members commented that the review would need to address the issue of the current policy of trees in relation to the Council's Planning and Development responsibilities and also the size of the financial funding required to help the Council achieve net zero. Members were also keen to hear how the Council was engaging with young people on this issue.

Comments were received from David Thorogood the Environmental Sustainability Coordinator regarding the interim review recommendations. These comments had not been received in time to be included in the interim recommendations but would be included and considered with the Chair and Vice-Chair outside of the meeting and would be reported to Members.

It was **RESOLVED** that the interim review findings and emerging recommendations be noted and when completed would be circulated to the relevant Executive Portfolio Holders for comment.

6 URGENT PART 1 BUSINESS

None.

7 EXCLUSION OF PUBLIC AND PRESS

There were no exempt information.

8 URGENT PART II BUSINESS

None.

CHAIR

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Facilitating Climate Emergency Response Policy for Stevenage Borough Council

Report by

Prof Lubo Jankovic

Professor of Advanced Building Design, Director of Zero Carbon Lab and
Director of University-wide Centre for Future Societies Research
University of Hertfordshire

26th April 2022

Introduction

Stevenage Borough Council (SBC) established contact with Prof Jankovic of the University of Hertfordshire's Zero Carbon Lab (UH ZCL) in October 2021 when they approached him about taking part in the Council's Scrutiny Committee as an expert witness in a review process of their Climate Emergency Response. Whilst arrangements for this expert review process were being made, an opportunity arose in November 2021 for a short term project to look into SBC's climate emergency response, to be funded by the University's Allocation of QR Strategic Priorities Funding 2021/22. The funding between 1st December 2021 and 31st March 2022 enabled Prof Jankovic as Principal Investigator and Dr Rebecca Onafuye as Research Assistant to investigate interventions for gradual reduction of carbon emissions at SBC to zero. This report explains the process and the outcomes.

First, an initial desk-based research of SBC documents was carried out with the main findings as follows:

- a baseline of 351.8 kt CO₂ carbon emissions was established
- the SBC approach was well structured, consisting of 8 themes: People, Biodiversity, Transport, Energy & Water, Business, Homes, Construction & Region, Waste & Recycling, and high level actions within these themes
- there was no quantification of how zero emissions would be achieved within the above themes.

Whilst it was found that SBC were heading in the right direction for reducing carbon emissions, it became clear that there was a need to rigorously quantify a range of interventions that would ultimately result in achieving zero emissions.

Aims, objectives and research questions

The overall aim is to for the team at Zero Carbon Lab of the University of Hertfordshire was scrutinise of the current Climate Emergency Response by the Council. The specific objectives were:

1. To investigate qualitative and quantitate information to be obtained from the Council in order to establish their overall carbon footprint and its future trajectory.
2. To develop carbon emissions reduction scenarios in order to inform the Council's Climate Emergency Response Policy.
3. To inform SBC's Climate Emergency Response Policy.

In response to the above, the main research questions that followed were:

1. What adjustments to the baseline emissions may be required?
2. What will be the effect on internal temperature reduction in domestic sector on carbon emissions?
3. What will be the effect of insulating domestic sector buildings on carbon emissions?
4. How can emissions reduction from transport electrification be quantified?
5. How can emissions reduction from purchasing renewable electricity be quantified?
6. What is the effect of PV generated electricity on emissions reduction?
7. What is the effect of tree planting on emissions reduction?
8. How can gradual increase of baseline emissions be quantified?
9. What is the effect of individual and combined interventions arising from the above on gradual reduction of carbon emissions?
10. What will be ultimately required to achieve zero emissions and by when?

Methodology

The starting point for analysis was the emissions baseline data provided by SBC, as shown in Table 1.

Table 1 Carbon emissions baseline data

Category	Emissions (t CO ₂)
Industry	45,734
Transport	119,612
Commercial	63,324
Public Sector	24,626
Domestic	98,504
Total	351,800

It was noted that the baseline data did not include carbon sequestration from existing trees, and information about the existing trees was subsequently obtained from SBC, as shown in Table 2. In this table, descriptions of mature, semi-mature etc. were allocated age profiles on the basis of further information from SBC.

Table 2 Existing trees in Stevenage

Description	Percentage of the total	Total number	Age profile	Age alignment to 2022
Mature	50.70%	16477.5	45 - 135 years old	90
Semi-Mature	37%	12025	15 - 45 years old	30
Young	12%	3900	Up to 15 years old	15
Veteran	0.30%	97.5	Over 135 years old	135
Total	100.00%	32500		

In order to allocate appropriate sequestration level for each age profile, age alignment to year 2022 was chosen to be a mid-range year for mature and semi-mature trees and the maximum year in the young and veteran trees. This alignment was made in the supplementary material spreadsheet under 'Stevenage trees data' tab.

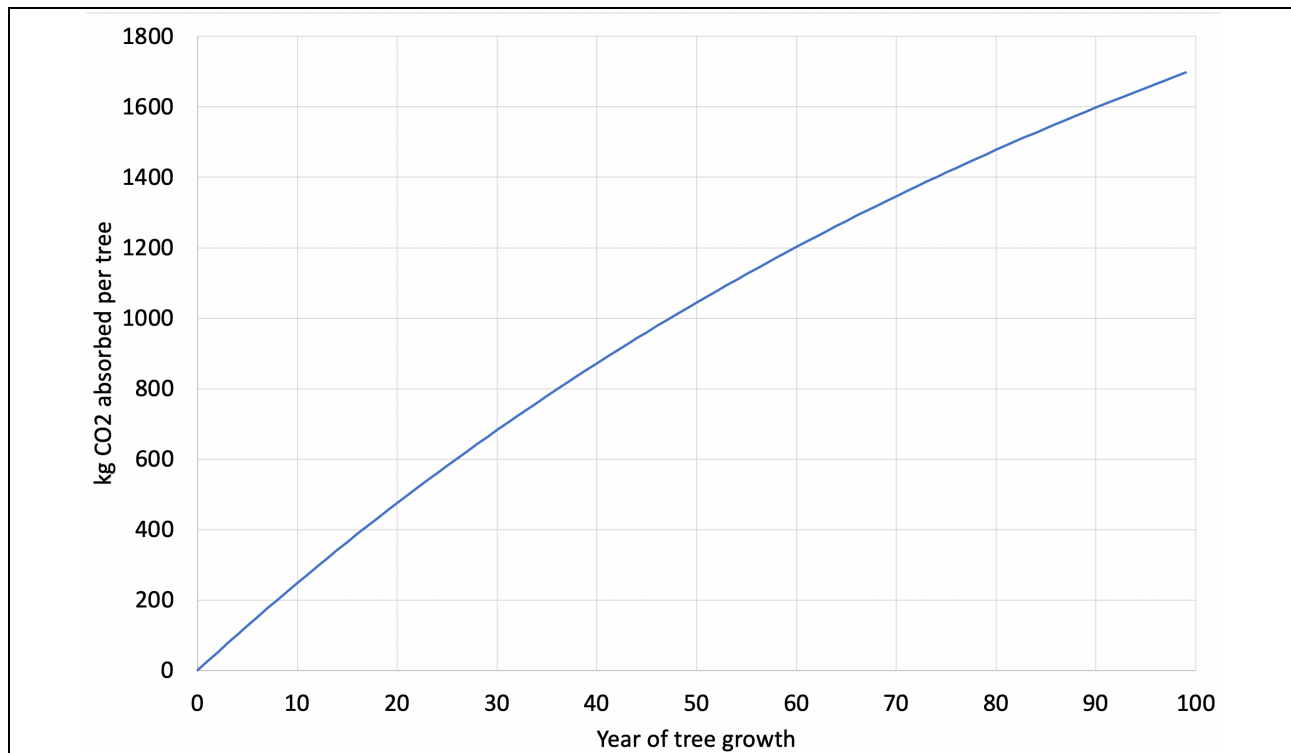


Figure 1 Sequestration approximation per single tree

The amount of carbon dioxide absorbed by a single tree is approximated on the basis of research reported by Lefebvre et al. (2021). That work shows that it takes approximately four years for a tree to absorb 100 kg of carbon dioxide. This information and the shape of the absorption curve published by the same authors was used to create a sequestration approximation curve as shown in Figure 1. Numerical values from this curve were then used in relation to the age alignment figures to year 2022 from Table 2 to calculate the baseline emissions adjustment that takes into account the existing trees.

After establishing this baseline adjustment, the following carbon emissions reduction measures were considered:

1. CO2 reduction through internal temperature adjustment from 21 °C to 19 °C
2. CO2 reduction from retrofit
3. CO2 reduction from transport electrification
4. CO2 reduction from purchasing renewable electricity
5. CO2 reversal from PV electricity
6. CO2 reversal from planting trees.

A gradual adoption of items 1 – 4 from the list above was assumed, and a gradual adoption over time was specified, as shown in Figure 2, so that 100% adoption/change occurs by 2030.

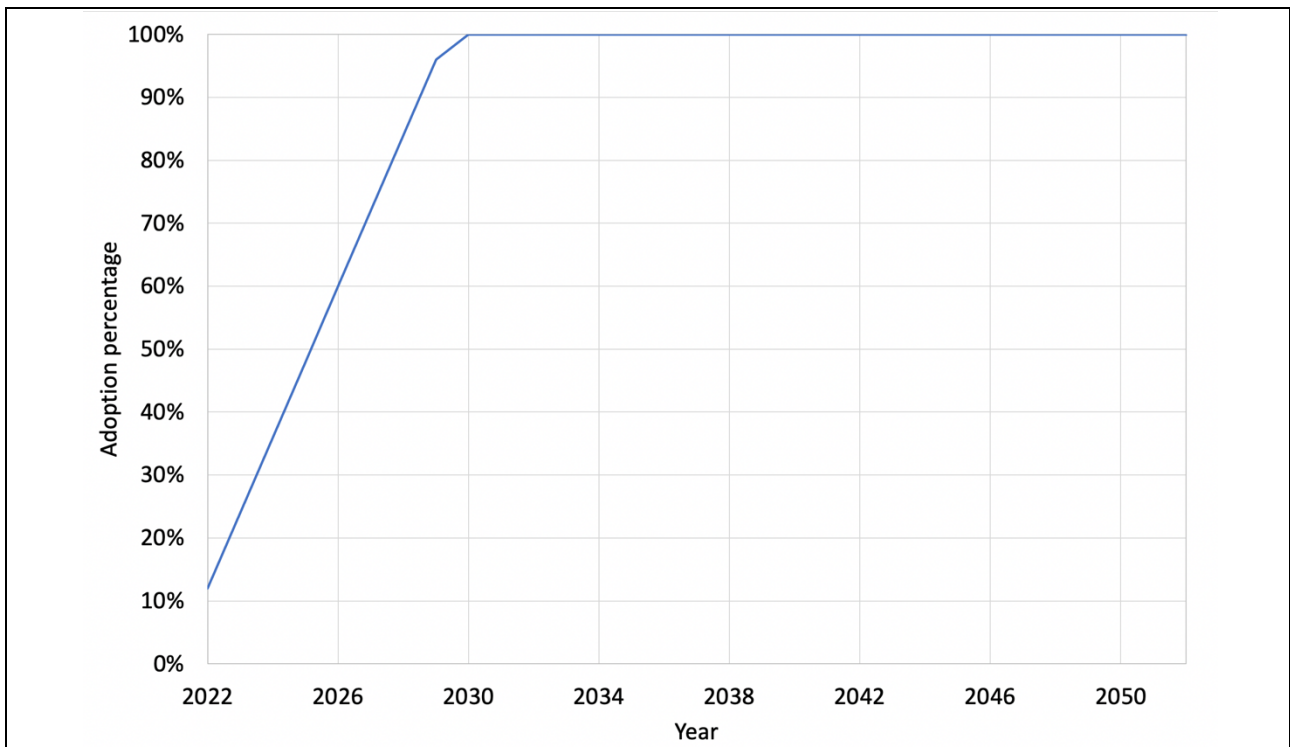


Figure 2 Assumption of gradual adoption of internal temperature reduction from 21 °C to 19 °C, retrofit, transport electrification and purchasing renewable electricity

- CO₂ reduction through internal temperature adjustment from 21 °C to 19 °C** was calculated using dynamic simulation of a building slice with dimensions of 1m wide, 2.6m high and 6m deep. The widow to wall ration was set to be WWR = 0.3. The front surface of this slice was north facing and in direct contact with external air, and the remaining five surfaces were set to be adiabatic in the computer model, and therefore heat transfer through these surfaces was set to zero (Figure 3). This made the slice representative of an inner floor of either a house or a multi-storey building and it facilitated a simulation of carbon impact of the internal set temperature reduction.

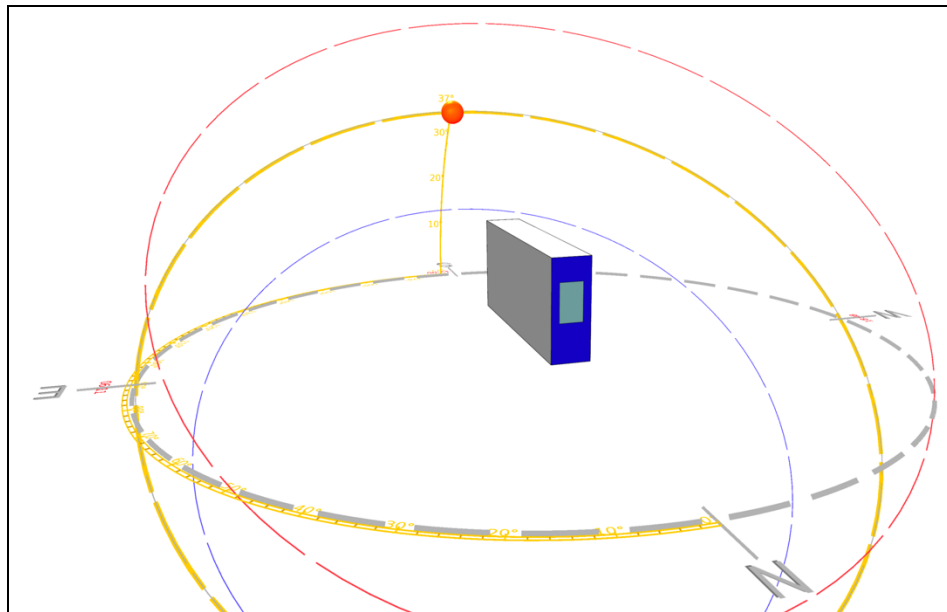


Figure 3 Simulation model for establishing emissions reduction arising from adjustment of internal set temperatures and from increasing thermal insulation through retrofit

The building occupancy was set to 07:00-23:00 hours in the model. The control of the electric lighting was based on daylight sensitive switching using sensor reading values calculated in RadianceIES (IES, 2021). Thus, the lights were switched on during occupancy hours when the daylight sensor reading was below 150 lux. The simulations were carried out using IES Virtual Environment 2021 (IES, 2021). The carbon emissions reduction from temperature adjustment is summarised in Table 3. As it can be seen from this table, there is approximately 10% reduction of carbon emissions per each degree centigrade of reduction of internal air temperature setting. This reduction will be applied gradually on the domestic emissions from Table 1, using gradual adoption curve from Figure 2.

Table 3 CO₂ reduction through internal temperature reduction

Set temperature	Emissions (kgCO ₂ /m ²)	Emissions reduction
21	41.00	
20	37.00	-9.76%
19	33.00	-19.51%

- CO₂ reduction from retrofit** was calculated using the same simulation model of the building slice as above (Figure 3), by changing thermal transmittance of the wall from poorly insulated (0.45 W/(m²K)) to well insulated wall (0.15 W/(m²K)) using 150 mm of mineral fibre insulation. The results are shown in Table 4. This reduction will be applied gradually on the domestic emissions from Table 1, using gradual adoption curve from Figure 2, and applying it to 99% of the housing stock, assuming that 1% of the stock is newbuild, and it is consistent with real life retrofit experience of houses by the Author of this report.

Table 4 CO₂ reduction from retrofit

Emissions before retrofit (kg CO ₂ /m ²)	Emissions after retrofit (kg CO ₂ /m ²)	Emissions savings (kg CO ₂ /m ²)	Percentage savings
5.50	3.5	-2.00	-36%

- CO₂ reduction from transport electrification** was calculated using transport emissions from emissions figure from Table 1, and applying gradual adoption curve from Figure 2.
- CO₂ reduction from purchasing renewable electricity** was calculated using domestic emissions from Table 1, and applying gradual adoption curve from Figure 2, to purchase renewable electricity and switch from gas heating to electricity heating in the domestic sector.
- CO₂ reversal from PV electricity** was calculated on the basis of annual simulation of one square metre of monocrystalline PV panel of 20% efficiency, with south orientation and 35° inclination from the horizontal plane. It was found that annual reduction of carbon emissions from each square metre of the PV panel is -96 kgCO₂/(m²,year). This figure will be subsequently used in the scenario analysis, where different PV surface areas will be multiplied by it to produce the total CO₂ reduction/reversal from newly installed PV systems.

6. CO2 reversal from planting trees was calculated using sequestration approximation curve per single tree from Figure 1 and multiplying the values from this curve by a number of planted trees in different scenarios. When a tree is planted, it does not absorb much carbon, but the amount of absorbed carbon increases gradually with the age of the tree. The curve from Figure 1 provides cumulative carbon absorption according to the age of the tree, and that is reflected in the cumulative effect of carbon reduction as result of tree planting.

In addition to the combined carbon reduction from the measures 1 to 6, an assumption was made that the base line emissions will also increase year on year by 1%. That gradual increase is represented with a line in Figure 4.

The overall carbon balance is then calculated as follows:

Emissions running total = Baseline emissions x annual increase
 – reduction through internal temperature adjustment from 21 °C to 19 °C – reduction from retrofit – reduction from transport electrification – reduction from purchasing renewable electricity – reversal from PV electricity – reversal from planting trees.

This was the basis for exploring several different scenarios in the next section.

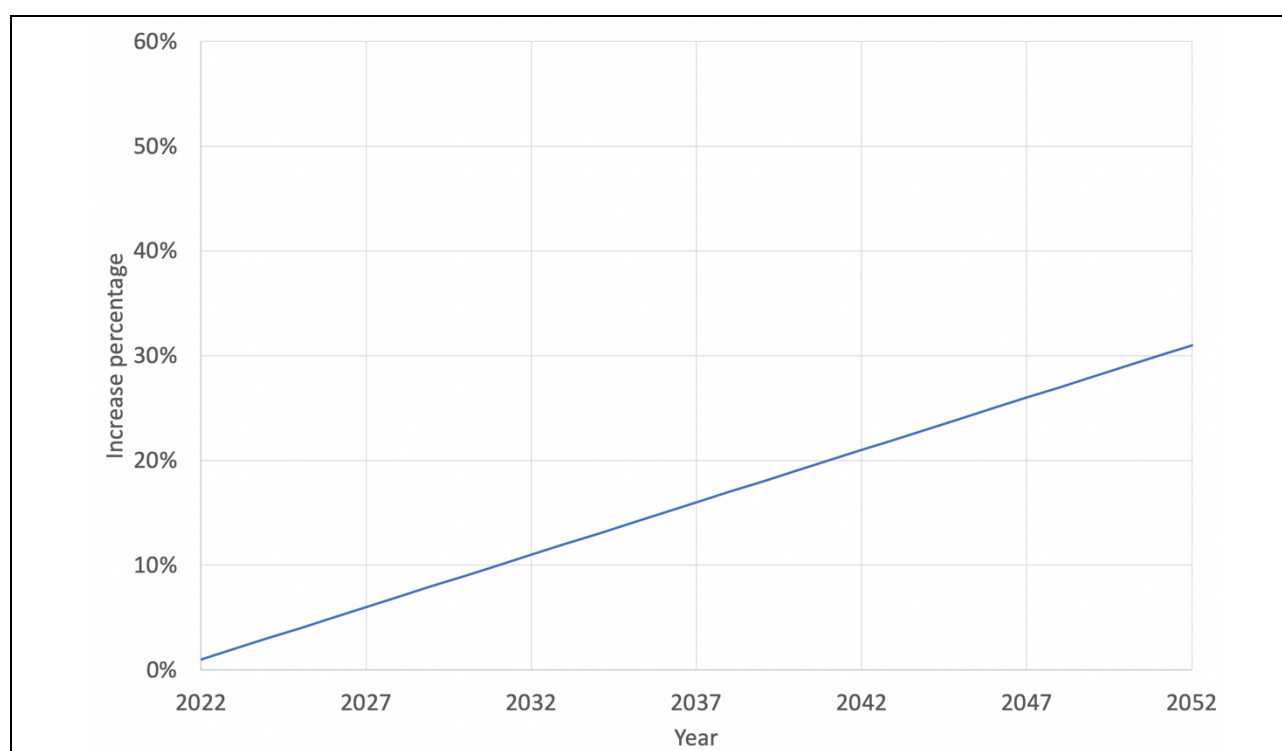


Figure 4 Assumption of annual increase of baseline carbon emissions

Emissions scenarios

The **first scenario** is business as usual, with no reduction interventions and with no increase of the baseline. This is shown in Figure 5. Whilst the top line does not show any changes, the bottom line that takes into account the existing trees shows a gradual decline, however that decline would not be sufficient to reach zero emissions any time within this century.

The **second scenario** includes the baseline and its annual increase, as shown in Figure 6. In this scenario, emissions are increasing year on year and there is no prospect of reaching zero.

The **third scenario** includes the baseline and its annual increase, as well as reduction of internal temperatures from 21 °C to 19 °C (Figure 7). Whilst total emissions remain stable until 2030 caused by the gradual adoption of the measure, they start rising from 2030 onwards, and there is no prospect of reaching zero under this scenario on its own.

The **fourth scenario** includes gradual retrofit of 99% of the domestic sector, assuming that 1% is newbuild (Figure 8). In this scenario, there is a sharper decrease of total emissions until 2028, levelling off until 2030 and then a gradual increase from 2030 onwards. Under this scenario on its own there is no prospect of reaching zero emissions.

The **fifth scenario** includes gradual transport electrification (Figure 9). In this scenario, there is a sharper decrease of total emissions until 2028, levelling off until 2030 and then gradual increase from 2030 onwards. Under this scenario on its own there is no prospect of reaching zero emissions.

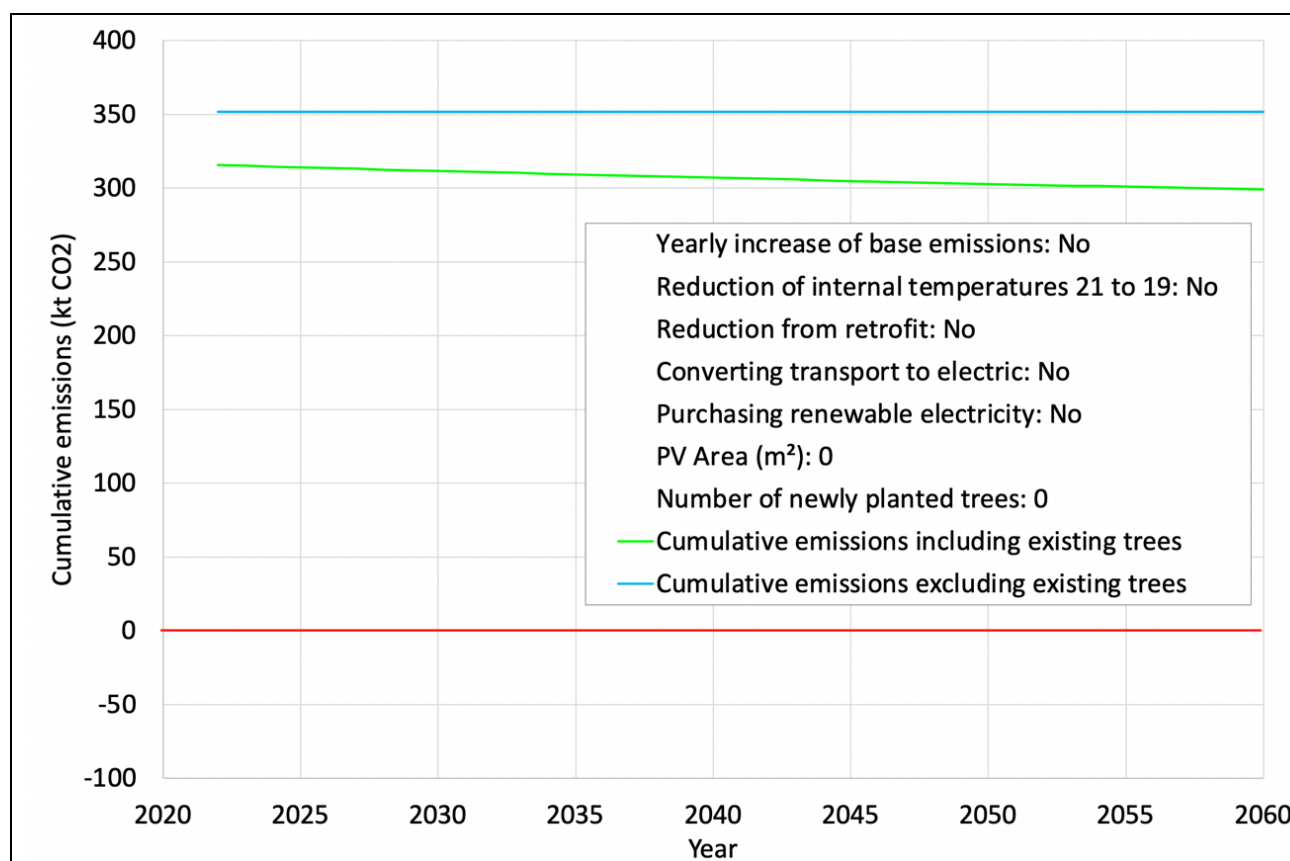


Figure 5 Business as usual without change of baseline

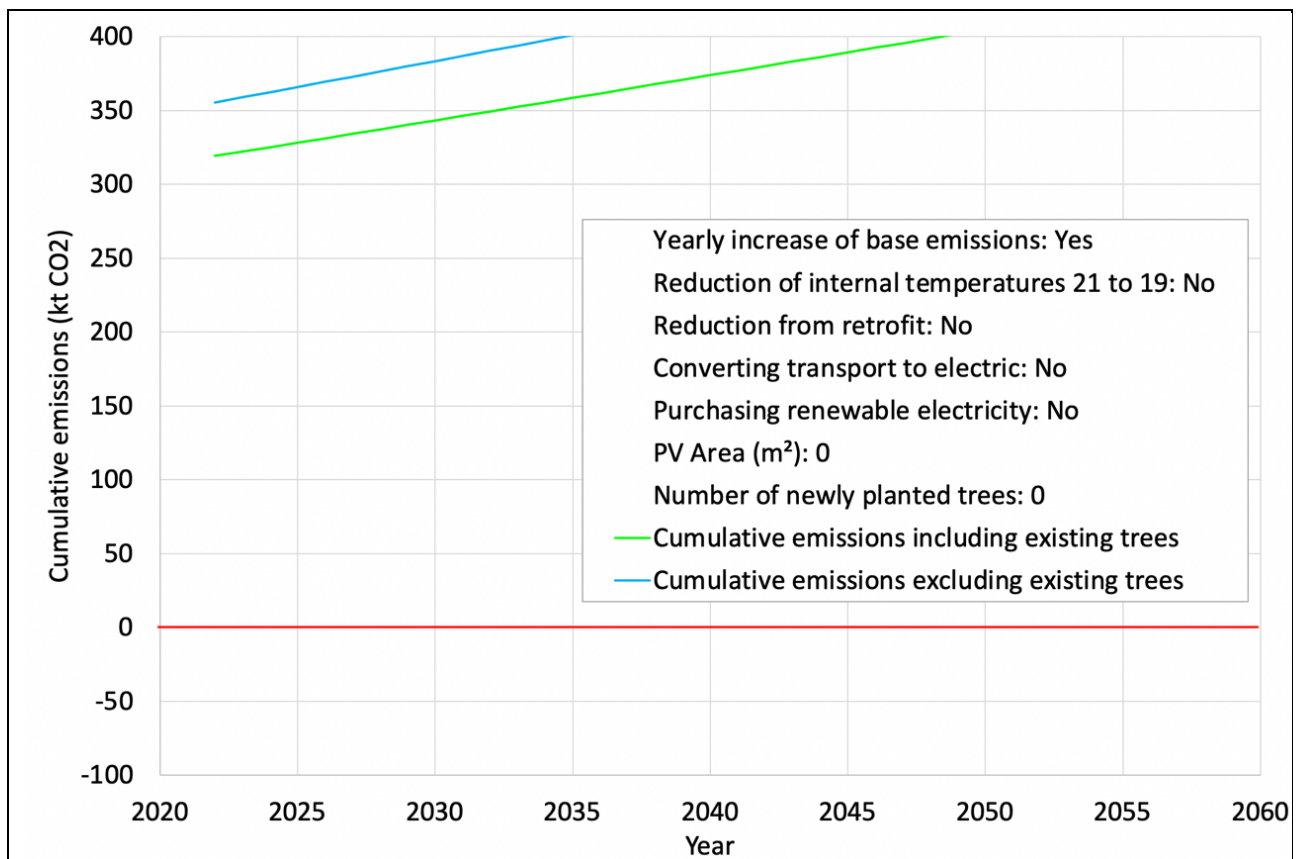


Figure 6 Business as usual with increase of baseline

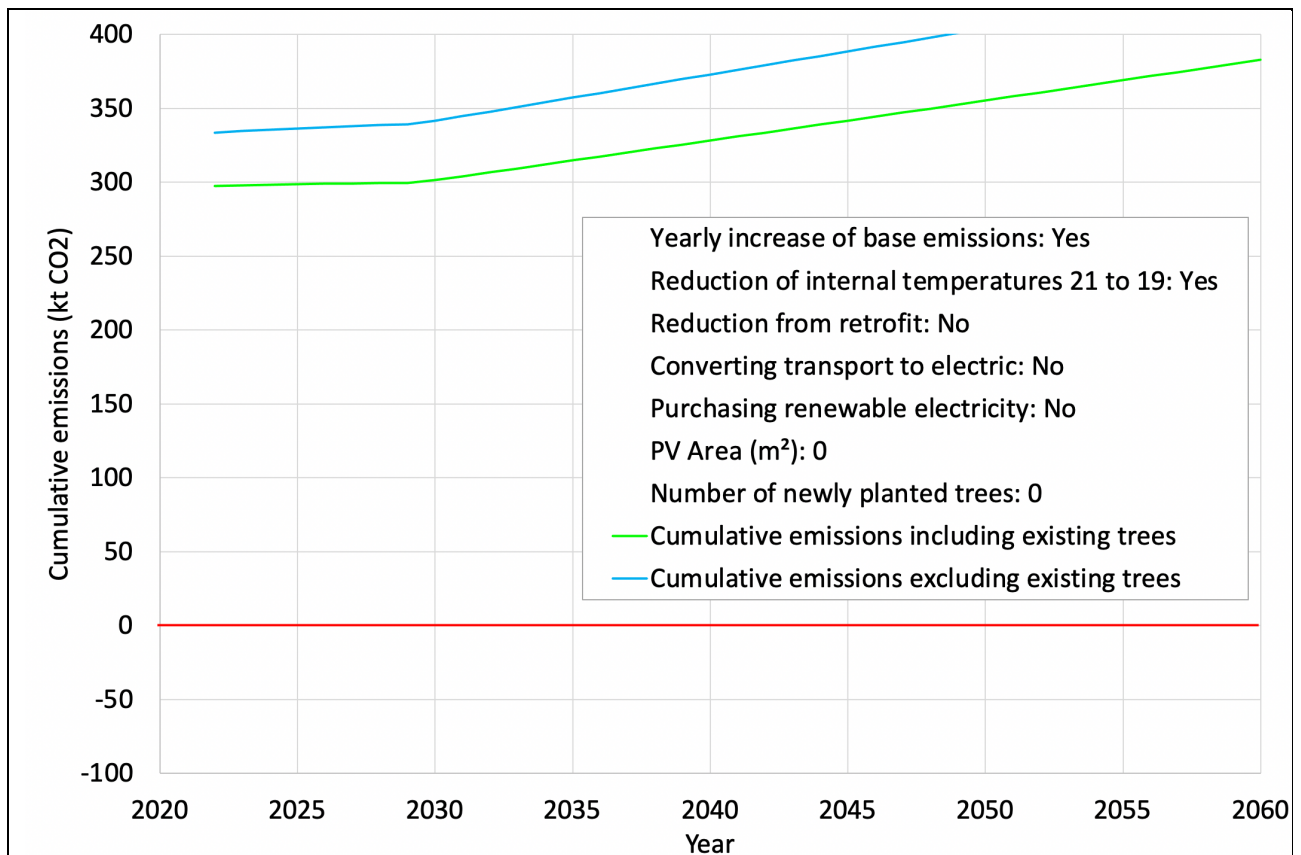


Figure 7 As the case in Figure 6 but with gradual internal temperature reduction

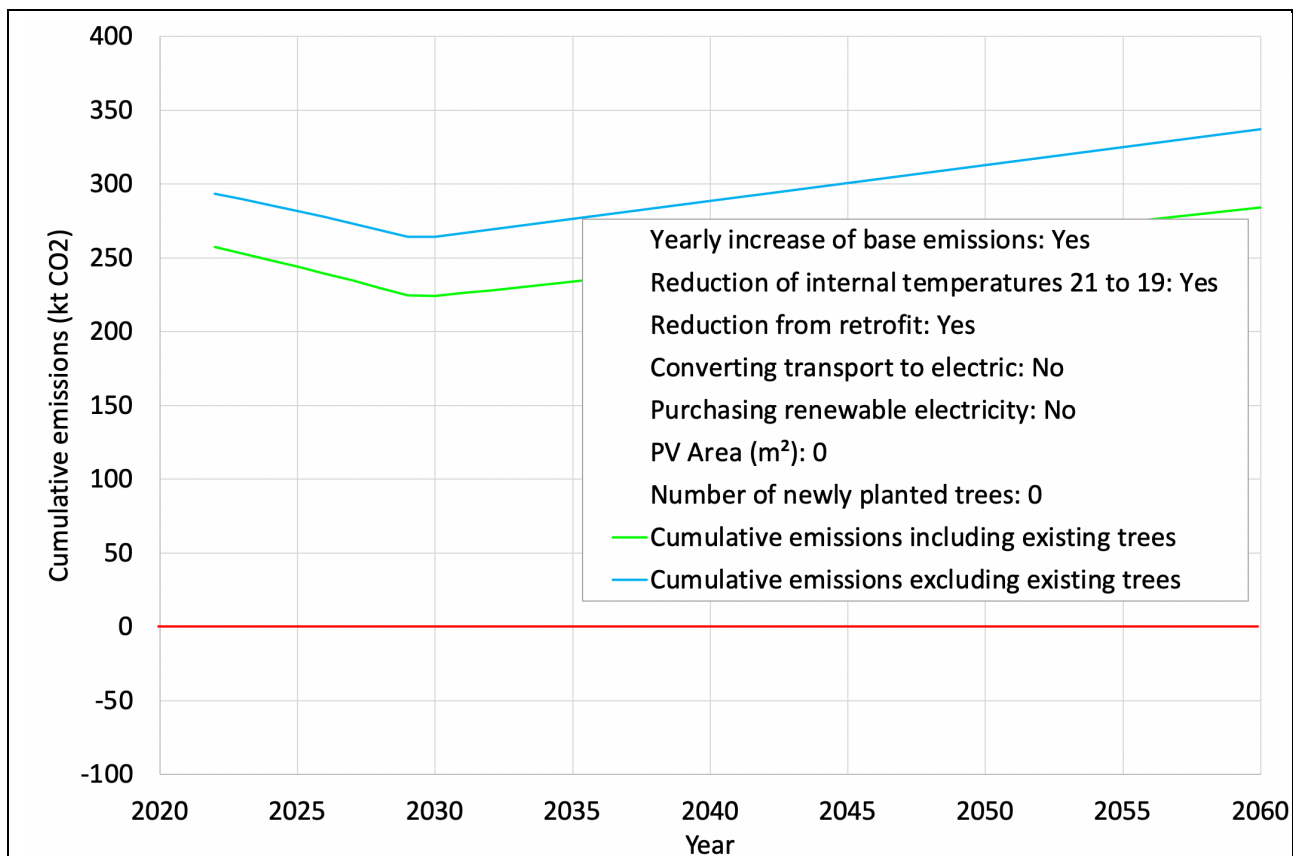


Figure 8 As the case in Figure 7 but with gradual retrofit of the domestic sector

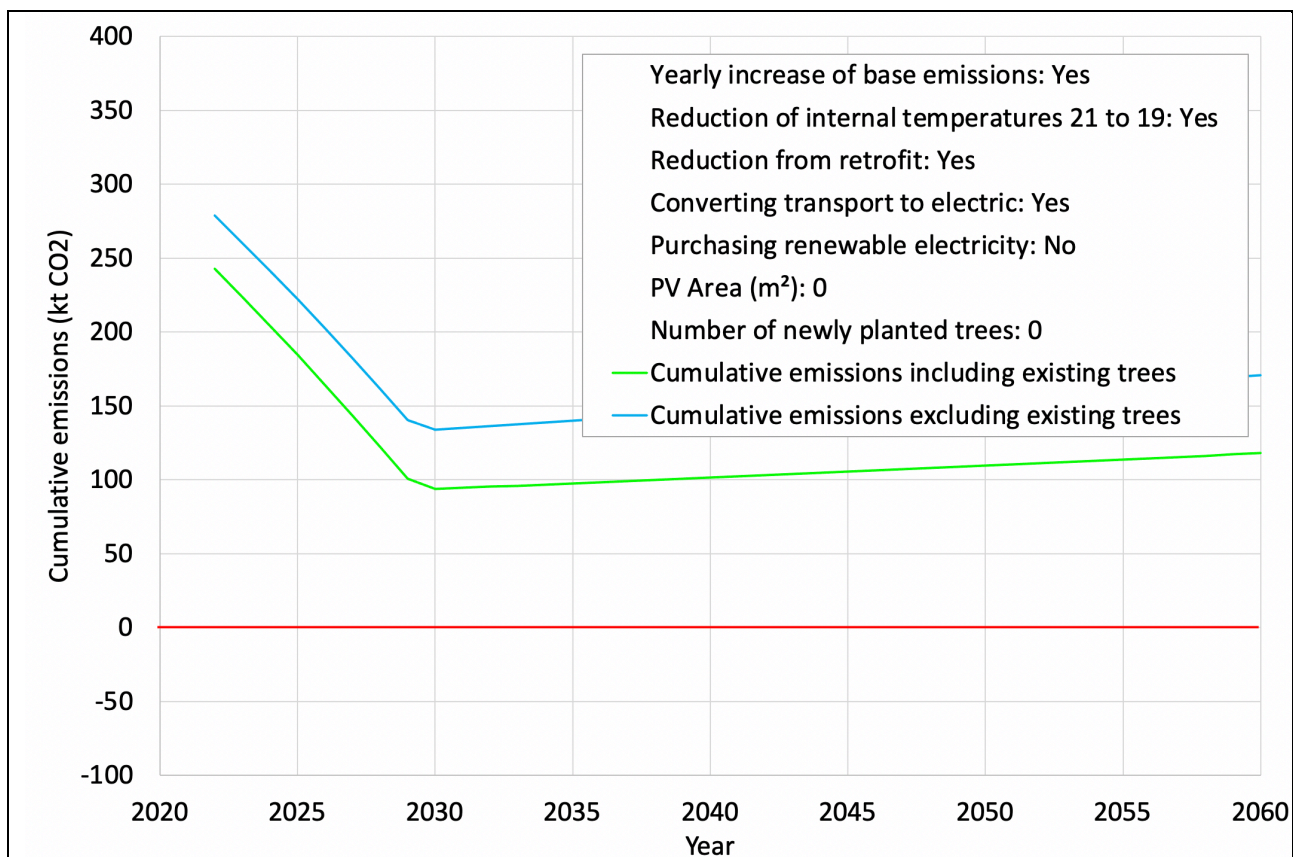


Figure 9 As the case in Figure 8 but with gradual transport electrification

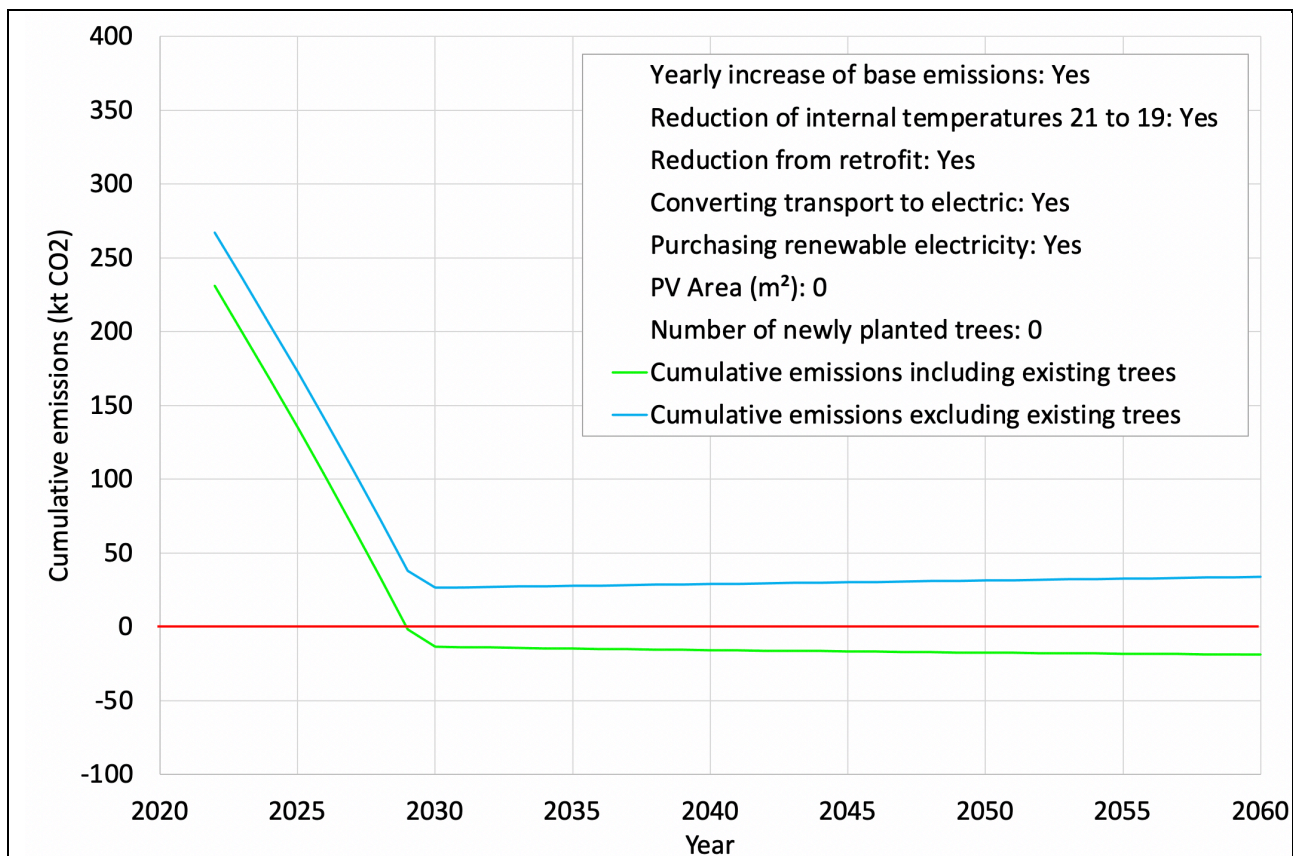


Figure 10 As the case in Figure 9 but with gradual purchasing of renewable electricity

The **sixth scenario** includes gradual purchasing of renewable electricity and switching from gas heating to electricity heating (Figure 10). Under this scenario, zero emissions are reached by 2028.

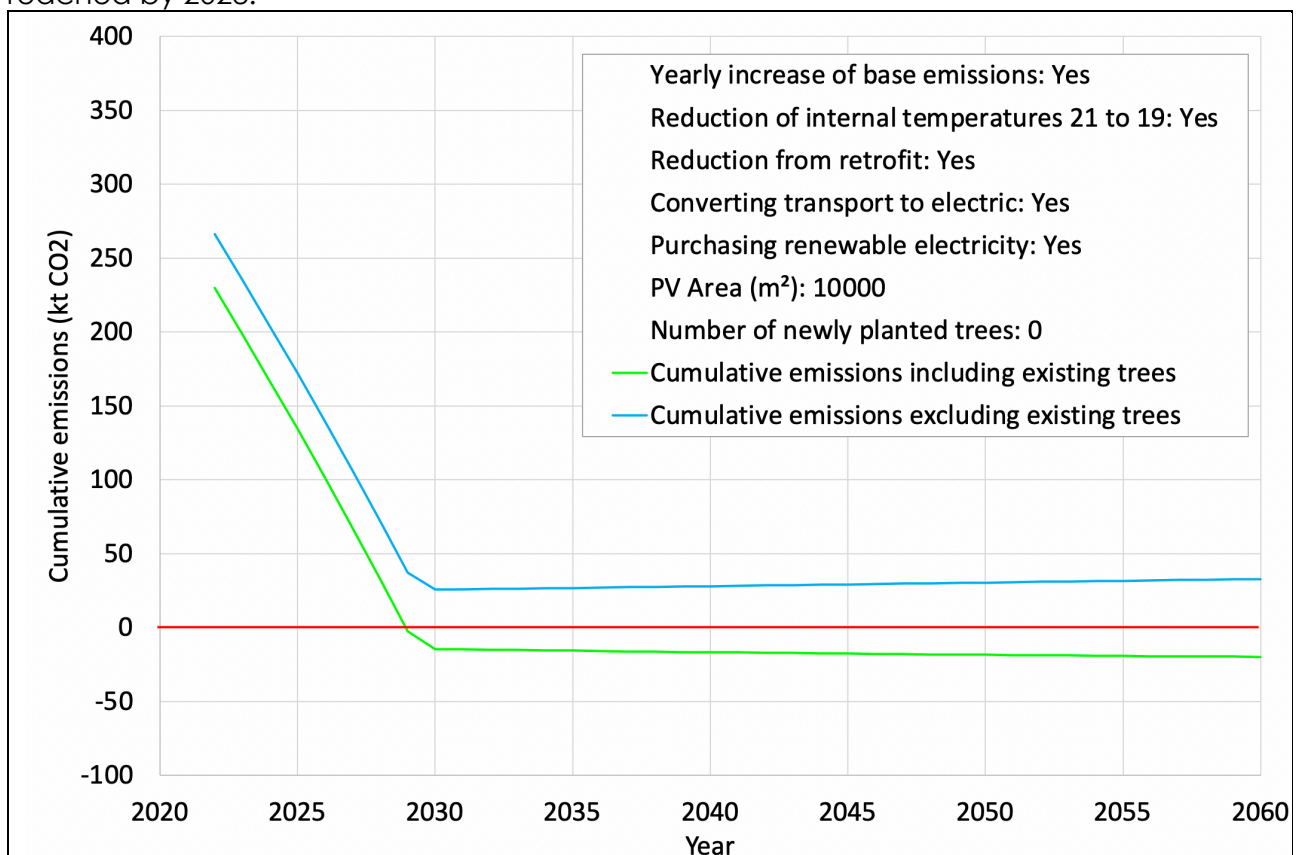


Figure 11 As the case in Figure 10 but with 10,000 m² of PV installed

The **seventh scenario** includes 10,000 m² of new PV installed in the area (Figure 11). There is no significant difference between this and the previous scenario in reducing carbon emissions.

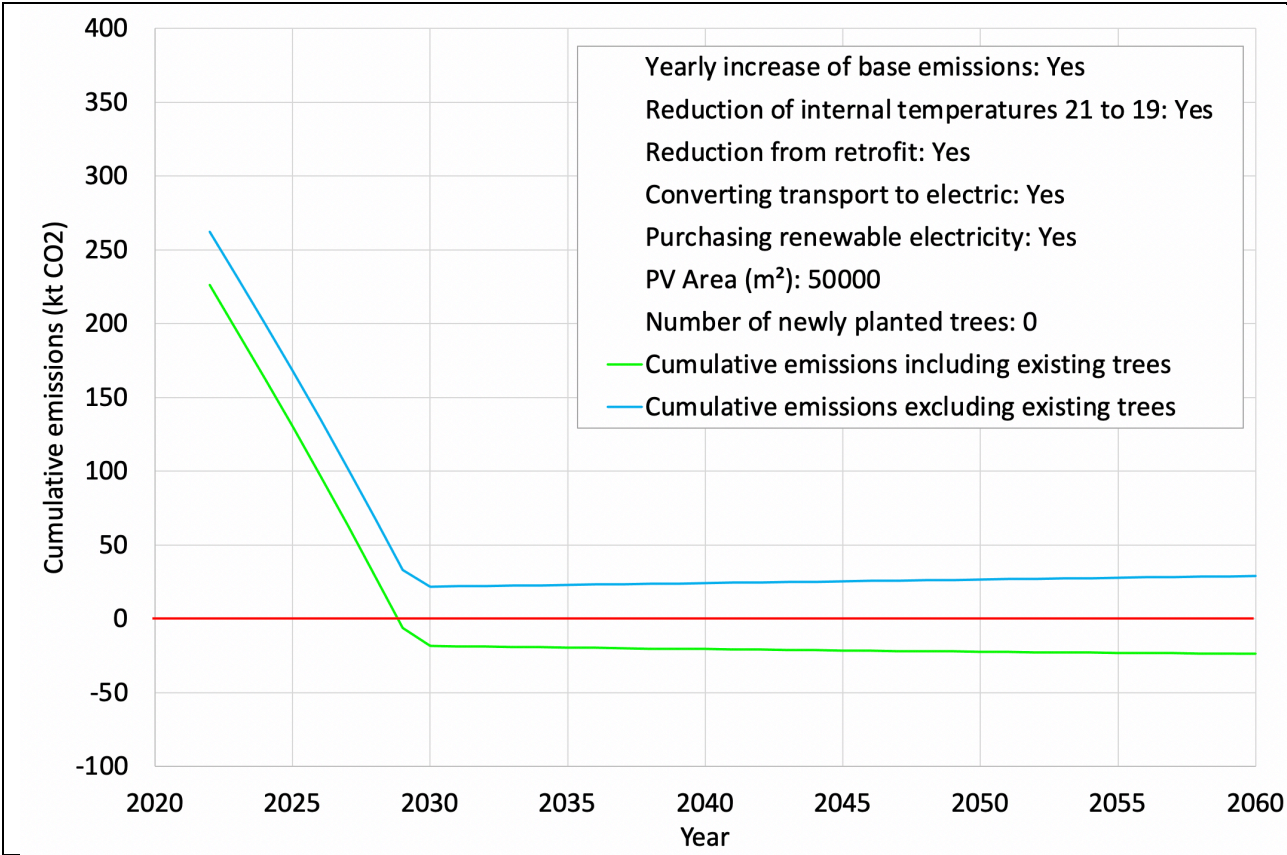


Figure 12 As the case in Figure 11 but with 50,000 m² of PV installed

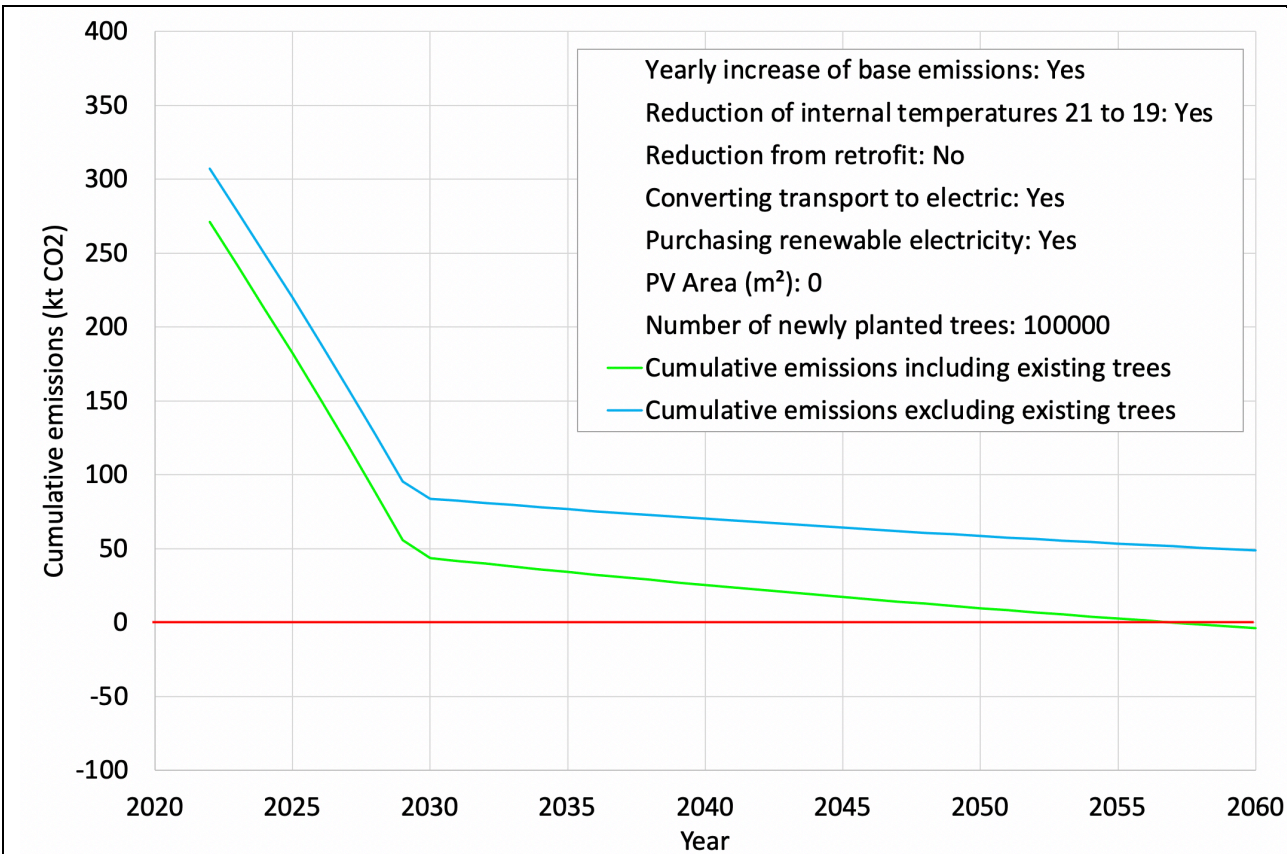


Figure 13 As the case in Figure 12 but without retrofit and with 100,000 newly planted trees

What would be the effect of increasing the surface area of newly installed PV? As shown in the **eighth scenario** (Figure 12), after increasing the PV surface area to 50,000 m², there is only a marginal difference from the previous scenario.

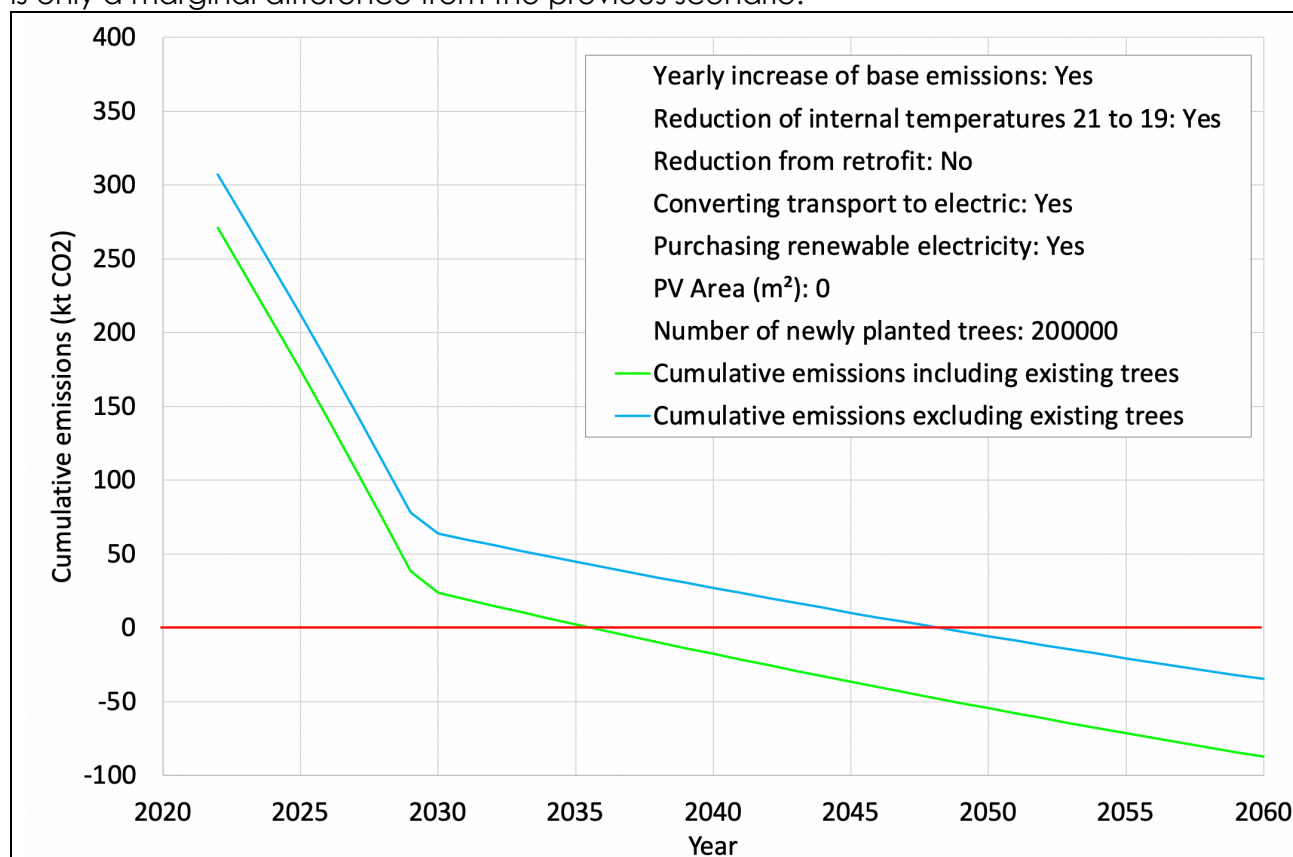


Figure 14 As the case in Figure 13 but with 200,000 newly planted trees (excludes retrofit)

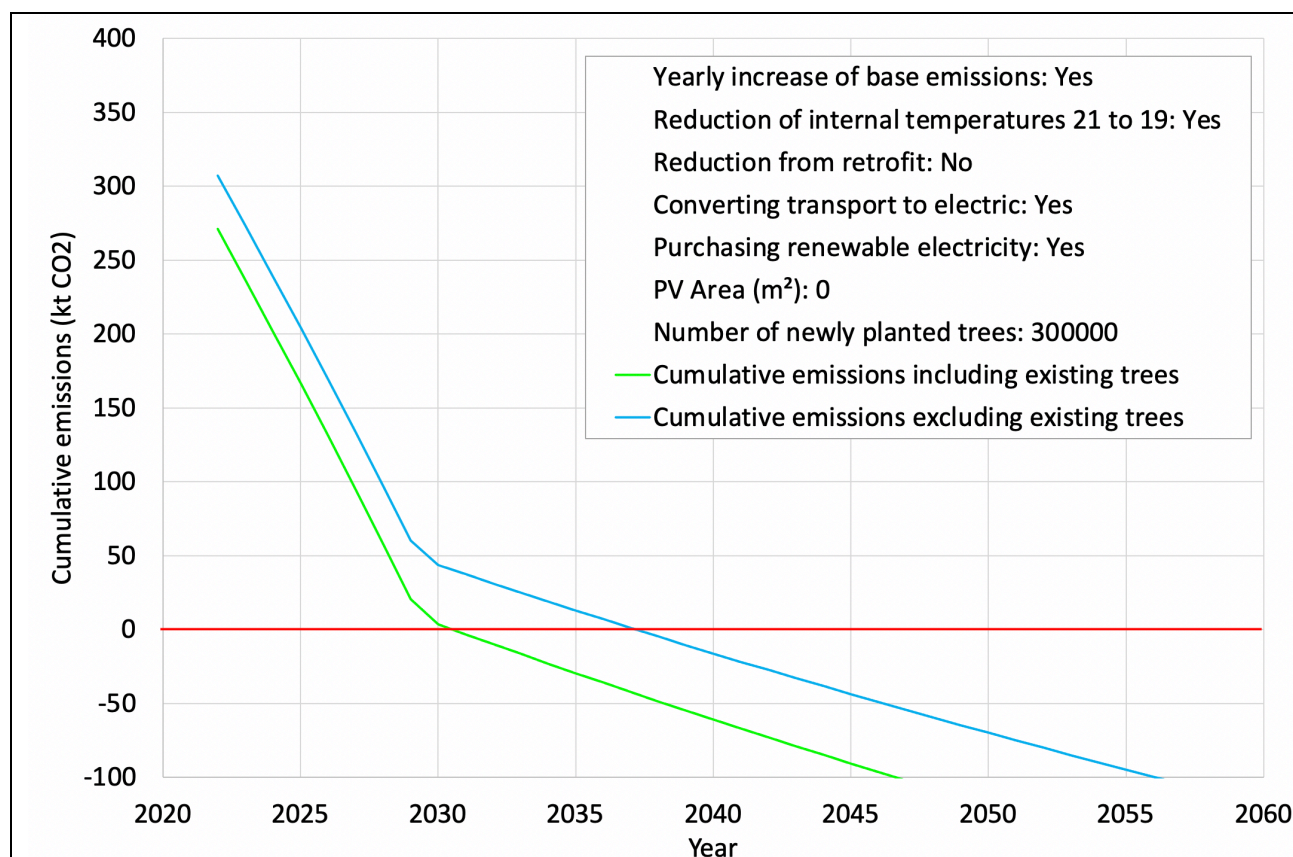


Figure 15 As the case in Figure 14 but with 300,000 newly planted trees (excludes retrofit)

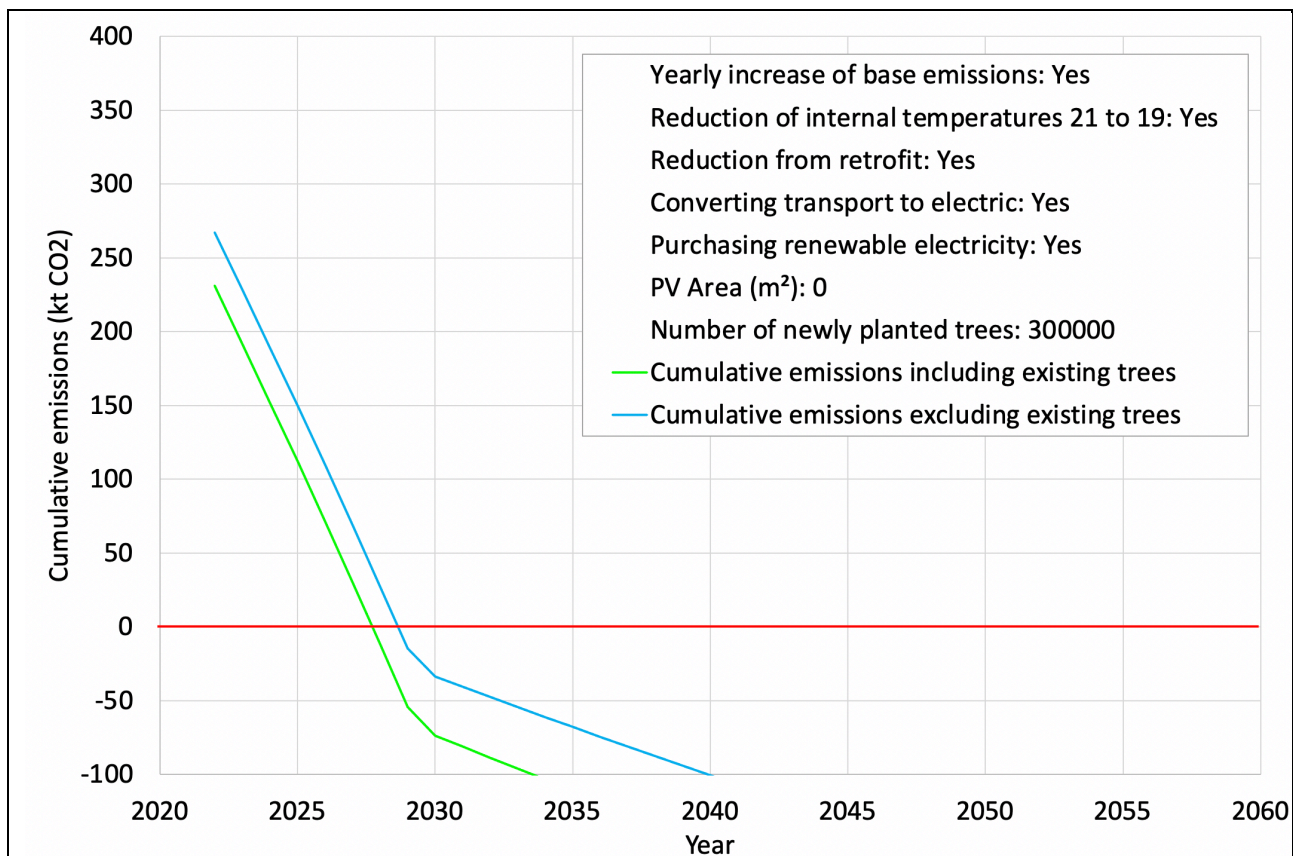


Figure 16 As the case in Figure 15 but with retrofit included

For this reason, it appears that PV does not make a noticeable difference to carbon emissions, as it has immediate annual effect but not cumulative effect. In the next, **ninth scenario**, PV is reset back to zero, retrofit is excluded, and 100,000 new trees are planted (Figure 13). As the trees appear to have a cumulative effect on emissions, considering that their volume and therefore sequestration grows year on year according to a curve in Figure 1, cumulative emissions reach zero by 2057.

Increasing the number of newly planted trees to 200,000 in the **tenth scenario** (Figure 14) achieves zero total emissions just after 2035.

A further increase of newly planted trees to 300,000 in the **eleventh scenario** (Figure 15), achieves total zero emissions just after 2030.

If retrofit is subsequently enabled in the **twelfth scenario** (Figure 16), zero is reached by 2028.

The lessons learnt from these scenarios will be discussed in the next section.

Discussion

The first thing that can be said about these scenarios are that they are based on a set of assumptions. Although the assumptions made are deemed to be realistic, a different set of assumptions will reach different outcomes of the scenarios.

However, what we can learn from the scenarios as presented here is that the measures that include CO₂ reduction through internal temperature adjustment from 21 °C to 19 °C, CO₂ reduction from retrofit, CO₂ reduction from transport electrification, and CO₂

reduction from purchasing renewable electricity, when combined together, will be sufficient to reach zero total emissions before 2030 (Figure 10).

Another somewhat surprising result is that solar generated electricity does not make much difference to the baseline and to the overall carbon emissions reduction (Figure 11 and Figure 12). This is explained by its instant rather than cumulative effect on the baseline reduction.

However, it is encouraging to see that planting trees has a significant effect on the baseline reduction and that zero emissions can be reached sooner or later, depending on how many trees are planted. This is because carbon sequestration in trees is proportional to the tree mass and age, and therefore it has cumulative effect on carbon emissions reduction.

If no retrofit is carried out, then planting of 300,000 trees will be required to reach by 2030 (Figure 15). If retrofit is carried out, then zero can be reached by 2030 by combining all of the other measures except PV installation and planting trees (Figure 10).

Conclusions and future work

This document reports on a short term project funded by University of Hertfordshire's Allocation of QR Strategic Priorities Funding 2021/22, which focused on helping SBC with the scrutiny of their Climate Emergency Response.

A number of interventions for reducing baseline carbon emissions were identified. These were presented as a series of 12 quantified scenarios. It was found that different interventions had varying degree of success in carbon emissions reduction. Interventions such as internal temperature adjustment from 21 °C to 19 °C, retrofit of the domestic sector, transport electrification and purchasing renewable electricity were sufficient to achieve zero emissions if combined all together. Installation of PV systems provided minor annual reductions with no cumulative effect. Tree planting provided a cumulative effect on gradual reductions over time. Trade-offs can be achieved between tree planting and retrofit in order to plan zero emissions by a specified year.

The results of this work are based on a series of assumptions. If these assumptions are changed, the results will also change. For that reason, the University research team is providing SBC with a detailed spreadsheet of assumptions and scenario calculations as supplementary material, in order to enable SBC to interrogate and evolve the Climate Emergency Response over time. Technical reference for this supplementary material is provided in the Appendix.

A more in-depth study is required in order to address details of many of the high level actions that could not be addressed as result of the short term nature of this project. This includes but is not limited to construction of all new homes to net zero with immediate effect; accounting for emissions embodied in building materials and construction process; retrofitting of non-residential buildings; quantifying the effects of water savings; quantifying the effects of waste recycling and others.

It is recommended to continue the collaboration between SBC and University of Hertfordshire, and to seek strategic funding for developing methods and tools for real time management of Stevenage carbon emissions using digital twin technology. A Digital Twin is a process-based and physics-based digital replica of a building, an estate or an area, connected to live data sources that enable evaluation of energy and carbon emissions

performance in the real time. This would be an integrated approach to low-carbon energy generation, storage and management. It would cover domestic and commercial buildings, heating and cooling systems, demand management, energy networks and energy storage, power purchasing collaborations, grid flexibility and other local conditions. The approach would aim at ensuring a realistic representation of the current performance, identifying any inefficiency and opportunity for operational savings, using the data uploaded at the start, as well as the live data feeds. By 'pushing and poking' such digital twin model, carbon emergency response policy could be strengthened and fine-tuned on the fly, facilitating the best match to the changing landscape of carbon emissions over time.

References

- IES, 2021. VE 2021 [WWW Document]. URL <https://www.iesve.com/VE2021> (accessed 11.8.21).
- Lefebvre, D., Williams, A.G., Kirk, G.J.D., Paul, Burgess, J., Meersmans, J., Silman, M.R., Román-Dañobeytia, F., Farfan, J., Smith, P., 2021. Assessing the carbon capture potential of a reforestation project. *Sci. Rep.* 11, 19907. <https://doi.org/10.1038/s41598-021-99395-6>

Disclaimer

This report, its results and supplementary content are provided to Stevenage Borough Council as a guide only and not as solutions to particular emissions problems. The Author of this report and the University of Hertfordshire will not accept any liability expressed or implied arising from the application of the material in this report and the associated supplementary content.

Appendix – Supplementary content

The scenarios investigation spreadsheet named:

SBC Emissions Scenarios By University Of Hertfordshire ZCLab.xlsx is submitted as supplementary content with this report. This Appendix gives an outline of the spreadsheet tabs and information within the corresponding worksheets under each tab.

Tab Name (exactly as they appears)	Description
About	Title, author, background and disclaimer information tab. Password protected.
Baseline	Baseline emissions data obtained from SBC
Scenarios data	Data used to generate scenarios, as per Methodology section. Cells C3-C8 are used for switching individual on/off interventions. Cells B9 and B10 specify PV surface area and the number of newly planted trees respectively. Numerical data of the scenarios are in columns H-S.
Scenarios chart	Emissions scenarios chart, using 'Scenarios data' to generate the 12 scenarios as reported in the Emissions Scenarios section of this report. The first seven lines of the legend show the individual interventions chosen in the corresponding scenario. The last two lines of the legend show the colour codes for the curves on the chart. <div> <p>Yearly increase of base emissions: Yes</p> <p>Reduction of internal temperatures 21 to 19: Yes</p> <p>Reduction from retrofit: Yes</p> <p>Converting transport to electric: Yes</p> <p>Purchasing renewable electricity: Yes</p> <p>PV Area (m²): 0</p> <p>Number of newly planted trees: 300000</p> <p>— Cumulative emissions including existing trees</p> <p>— Cumulative emissions excluding existing trees</p> </div>
Savings from lower room temp	Summary results of dynamic simulations showing emissions reduction from reducing internal set temperature. Data used for calculations in 'Scenarios data'. Password protected.
Savings from retrofit	Summary results of dynamic simulations showing emissions reduction from retrofit. Data used for calculations in 'Scenarios data'. Password protected.
Stevenage trees data	Data on the total number of existing trees in Stevenage, their age profile and age alignment to 2022. It applies sequestration approximation calculations per age profile. Data used for calculations in 'Scenarios data'.
Sequestration approximation cur	Visualisation of 'Sequestration approx data'.
Sequestration approx data	Tree carbon sequestration quantities on the basis of research reported by Lefebvre et al. (2021)
Adoption curve chart	Visualisation of 'Adoption curve data'
Adoption curve data	Assumption of gradual adoption of internal temperature reduction from 21 °C to 19 °C, retrofit, transport electrification and purchasing renewable electricity
Increase curve chart	Visualisation of 'Increase curve data'
Increase curve data	Assumption of gradual increase of baseline emissions at 1% per year

Mapping exercise for E&E Select Committee – Climate Change Emergency Scrutiny Review

Issue	Who's effected? (where relevant)	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence/data can they provide?	Meeting interview/ evidence received date: Link to Committee meeting where evidence/interview was undertaken:	Meeting scheduled for date: How the info will be gathered? (i.e. formal meetings, informal sub-groups meetings, written representations)	Action & date required If complete sign off in table:
Interview with Exec Portfolio Holder for Environment & Regeneration		Cllr John Gardner, Executive Portfolio Holder for Environment & Regeneration.	Presentation of Portfolio area strategy and actions towards climate change.	21 October 2021 – Received presentation from the Cllr John Gardner & Officers See link - Supplementary Agenda - Presentation on Environment & Regeneration Portfolio area	Formal Committee meeting session completed - 21 Oct 2022.	Further written questions for the Exec Portfolio Holder for Environment & Regeneration – SW to email E&E Committee to invite written questions from Members and link with generic questions for the Exec Portfolio Holders when these are agreed – by End of November 2021. UPDATE June 2022 New Exec Portfolio

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Page 26						Holder for Environment & Climate Change will require new interview.
Critique of the SBC Climate Change Action Plan from external critical friends – (ii) HEART	N/A	(ii) HEART (Hertfordshire for Enabling and Adapting for Resilience Together)	(ii) HEART have provided a critique of SBC's Climate Change Strategy	18 November 2021 – Interview with HEART HEART critique of SBC's Climate Action Plan	Formal Committee meeting session completed Thursday 18 Nov 2021	(i) Scrutiny Officer to invite Kim Hare HEART ✓ Kim has agreed that HEART can attend ✓ (ii) Scrutiny Officer to circulate background of the review with HEART ahead of the Committee meeting on 18 Nov. ✓ <u>Outstanding Action</u> – develop the offer

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Page 27						from HEART to work with a wider group of Members – June 2022 Update: Informal meetings with HEART have been ongoing – Exec Portfolio for Env. & Climate Change is now leading
Interview with Exec Portfolio Holder for Economy, Enterprise and Transport		Cllr Lloyd Briscoe, Executive Portfolio Holder for Economy, Enterprise and Transport	Presentation of Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A session.	18 November 2021 – interviewed Cllr Lloyd Briscoe who answered Members written questions - E&E Select Committee 18 11 21 item 3	Formal Committee meeting session completed Thursday 18 Nov 2021	Zayd Al-Jawed has confirmed that Cllr Lloyd Briscoe will attend on 18 Nov. ✓ Scrutiny Officer to circulate written questions for the Exec Portfolio ahead

Issue	Who's effected? (where relevant)	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence/data can they provide?	Meeting interview/ evidence received date: Link to Committee meeting where evidence/interview was undertaken:	Meeting scheduled for date: How the info will be gathered? (i.e. formal meetings, informal sub-groups meetings, written representations)	Action & date required If complete sign off in table:
Page 28						of 18 Nov meeting.✓ Scrutiny Officer circulated Cllr Briscoe's written response to the committee's questions. ✓
Critique of the SBC Climate Change Action Plan from external critical friends – (i) University of Hertfordshire/	N/A	(i) University of Hertfordshire - Professor Lubo Jankovic – Prof. of Advanced Building Design/Director of Zero Carbon Lab (School of Creative Arts)	Professor Jankovic to provide a critique of SBC Climate Change Strategy	Agenda for Environment & Economy Select Committee on Monday, 10 January 2022, 6.00pm – see item 3	Formal Committee meeting session completed Monday 10 January 2022	Scrutiny Officer to invite Professor Jankovic to Committee meeting ✓ Scrutiny Officer arranged a daytime pre-meeting informal zoom meeting &

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Page 29						ahead of the Committee on 6 December ✓ and a further meeting 5 Jan at 2pm✓ Update - offer from Professor Lubo Jankovic to attend a follow up meeting of the E&E when the Uni of Herts project is near completion (March 2022). June 2022 Update – Uni. of Herts Zero Carbon Lan report complete
Interview with Exec Portfolio Holder for		Cllr Jeannette Thomas, Executive Portfolio Holder for	Presentation of Executive Portfolio area including action	Agenda for Environment & Economy Select	Informal E&E Select Committee meeting completed	Scrutiny Officer arrange meeting and co-ordinate officer

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Housing, Health and Older People Page 30		Housing, Health and Older People	plan linked to Climate Change Strategy & Q&A session.	Committee on Wednesday, 23 March 2022, 6.00pm – see item 2 Notes of informal meeting 3 March 2022	on 03 03 22	support for Exec Member response to E&E Members questions. ✓
How will we know if we are on target to meet Net Zero for SBC and for the town by 2030?		Assistant Director – Planning Regulatory to advise on agreed mechanism for ongoing monitoring.	Establishing a base line for the Council to see how far it is along its journey to net zero. An ambition of the work with the University of Hertfordshire is that this will help the Council establish a baseline for the authority and if	Zayd Al-Jawed has assisted the review through all formal and informal meetings as well as sessions with the Uni of Herts. Zero Carbon Lab to help establish a refined baseline so this strand has been achieved.	University of Hertfordshire Zero Carbon Lab's work/report on Stevenage Borough Council's Net Zero target for 2030 for the whole of Stevenage area should be ready by mid-April 2022.	Monitor progress through the meetings with the University of Hertfordshire Zero Carbon Lab. – These meetings are ongoing. David Thorogood has provided data to the University Research fellow Rebecca Onafuye, including

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Page 31			possible for the town as a whole (with land mark milestones per sector such as Transport/Domestic/ Industry/Commercial /Public Sector			data on Stevenage Area CO2 emissions. <u>Update June 2022:</u> Report Complete ✓ Uni. of Herts. Zero Carbon Lab keen to continue collaboration – via Herts Climate Change & Sustainability Partnership.
Interview with David Thorogood, EHDC/SBC Environmental Campaigns		David Thorogood is employed by SBC on a temporary six month contract and is assisting the Council towards its Climate		Whilst David is in contract has agreed to attend the E&E Select Committee meeting meetings when it is	Ongoing attendance at meetings.	✓

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Officer Page 32		Change ambitions, linked to this David is helping the review and liaising with the University of Hertfordshire Zero Carbon Lab.		considering the Climate Emergency Review. Agenda for Environment & Economy Select Committee on Monday, 10 January 2022, 6.00pm		
Interview with Jonathan Sayers, SBC Interim Communications Campaigns Manager		Jonathan Sayers has been employed on a temporary basis to undertake a communications campaign for the Council's Climate Emergency.		Whilst Jonathan is in contract he has agreed to attend the E&E Select Committee meeting meetings when it is considering the Climate Emergency Review.	Ongoing attendance at meetings.	✓
Plans for large industry based in		Mena Caldbeck, SBC Business Relationship	Provide some information	Minutes 18 November 2021 -	Mena Caldbeck met E&E Members	Members to indicate if they would like to

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Stevenage?		Manager	regarding their businesses plans to work towards low carbon/net zero	Business Relationship Manager.pdf	on 18 November 2021	interview the officer at a later date to update the verbal information provided?
Plans for SME's in Stevenage?		Mena Caldbeck, SBC Business Relationship Manager	Provide some information regarding their businesses plans to work towards low carbon/net zero	Minutes 18 November 2021 - Business Relationship Manager.pdf	Mena Caldbeck met E&E Members on 18 November 2021	Members to indicate if they would like to interview the officer at a later date to update the verbal information provided?
Interview with the Leader		The Leader	Overarching view of the Council's leadership and targets to get to Net Zero for 2030		Update June 2022 - Agreed interview date 13 July 2022 Chair and Vice-Chair suggested it be important to receive an overarching view of the Council's plans	Scrutiny Officer to circulate questions for the Leader ✓

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Page 34					regarding the Climate Emergency from the Leader (to be interviewed with the Resources Portfolio Holder to see the scale of the financial challenge and what plans are in place from the Resources Portfolio to address this.	
Interview with Exec Portfolio Holder for Resources		Cllr Mrs Joan Lloyd, Executive Portfolio Holder for Resources	Presentation of Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A		Update June 2022 - Agreed interview date 13 July 2022 (As above) To interview the Executive	Agreed date 13 July 2022. Scrutiny Officer to circulate questions for the Executive

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Page 35			session.		Resources Portfolio Holder to see the scale of the financial challenge and what plans are in place from the Resources Portfolio Holder to address this.	Resources Portfolio Holder ✓
Interview with Exec Portfolio Holder for Communities, Neighbourhoods & Co-operative Council		Cllr Sandra Barr, Executive Portfolio Holder for Neighbourhoods & Co-operative Council	Presentation of Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A session.		To be agreed – 20 October 2022	To be arranged.
Interview with Exec Portfolio Holder for		Cllr Richard Henry, Executive Portfolio Holder for Culture,	Presentation of Executive Portfolio area including action		To be agreed – 20 October 2022	To be arranged.

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Culture, Leisure, Children & Young People.		Leisure, Children & Young People.	plan linked to Climate Change Strategy & Q&A session.			
Interview with Exec Portfolio Holder for Community Safety, Equalities, Health & Older People.		Cllr Jackie Hollywell, Executive Portfolio Holder for Community Safety, Equalities, Health & Older People.	Presentation of Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A session.		To be agreed – 20 October 2022	To be arranged.
Chair of Youth Council & Youth Mayor	Young People	Chair of Youth Council & Youth Mayor – Consult with the Youth Council	Attend witness session and answer questions/provide challenge re young people's view/aspirations		16-02-2022 To be arranged	Update June 2022: Scrutiny Officer had invited members of the Youth Council (via Ryan Ansell) to the committee on 16 February 2022 (meeting

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Page 37						subsequently cancelled). Scrutiny Officer to liaise with Ryan Ansell re E&E YC members attending a future E&E meeting. Scrutiny Officer to circulate questions for the Youth Council✓
Critique of the SBC Climate Change Action Plan from external critical friends – (iii) Friends of the Earth	N/A	(iii) Friends of the Earth	(ii) Friends of the Earth to provide a critique of SBC's Climate Change Strategy		To be arranged.	Scrutiny Officer to invite Friends of the Earth (Andy Holthams and Peter Foord) The Scrutiny Officer has not yet

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Page 38						approached the Friends of the Earth – Review to conclude if enough ground covered with HEART Community Group?
HCC Executive Portfolio Holder for Environment		Cllr Eric Buckmaster, HCC Executive Portfolio Holder for Environment	Presentation of HCC Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A session.		Written evidence to be collected.	To be arranged.
HCC Executive Portfolio Holder for Transport		Cllr Phil Bibby, HCC Executive Portfolio Holder for Transport	Presentation of HCC Executive Portfolio area including action plan linked to Climate Change Strategy & Q&A		To be arranged.	To be arranged.

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			session.			
Herts Sustainability Panel Chair – Cllr Graham McAndrew East Herts District Council		Cllr Graham McAndrew East Herts District Council – Chair of Herts Sustainability Panel	Presentation of Herts Sustainability Panel including their action plans and Climate Change Strategy & Q&A session.		Written evidence to be collected.	To be arranged.
Representative of Lister Hospital		Invite the East & North Hertfordshire NHS Trust CE	What plans and actions are they taking re the expansion of the Hospital Estate and the ongoing use of resources at Lister Hospital to address Climate Change?		To be arranged.	To be arranged.

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A representative of Stevenage tenants & leaseholders	All SBC tenants and leaseholder	To be advised by Assistant Director Communities & Neighbourhoods	Attend witness session and answer questions/provide challenge re pace of Environmental changes to SBC housing stock		To be arranged.	To be arranged.
Link to primary and secondary Schools and NH College	Young People	A representative of each tier?	Find out what young people's views are and what actions they are taking?		To be arranged.	To be arranged.

Suggested options for phase II of the review from the Strategic Director, Tom Pike which would provide assistance corporately to the Council's response to the Climate Emergency which would suit a Member sub group of the main E&E Select Committee:

<ul style="list-style-type: none"> • Case study visit: Given the committee are seeking to ensure the Council's work on climate change has the fullest impact, it may be appropriate for a small group to conduct a case study visit to another Council to share best practice
<ul style="list-style-type: none"> • Community projects: Perhaps some desk research into other community projects which are live and could support local action? Officers can provide information to support this.

- **Cost estimates:** One or two authorities (Manchester, for example) have started to quantify the types of investment made thus far. A potential option for the Committee would be to seek some information on how they have approached this task.

This work could be supported by some informal evidence gathering, potentially seeking external examples of best practice based related to one or two most impactful of the 8 themes of the Stevenage Climate Action Plan (e.g. transport, homes, comms.). Given the breadth of the review it is suggested that the committee perhaps highlight a couple of themes to look at in greater depth.

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Lead AD	AD (Stevenage Direct Services) Steve Dupoy
Deputy	AD (Planning & Regulation) Zayd Al-Jawad
Chair	Cllr Rob Broom
Vice-Chair	Cllr Adam Mitchell

Environment & Economy Select Committee Scrutiny Work Programme 2022-23
(Including main review items, one-off meetings, review revisits and policy development items)

The work programme is the main guide to the Committee's work throughout the year. However individual items can be raised at Committee meetings and consider as one-off items on a case by case basis at future meetings.

Scrutiny Review Items 2022/23: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
(High Priority) <u>Continuation of Scrutiny of the Council's Climate Emergency</u>	SD Tom Pike, AD Planning & Regulation Zayd Al-Jawad. Executive Portfolio Holder for the Environment & Climate Change, Cllr Simon	Start up again in June/July 2022 and continue through the Municipal Year. Provisional date(s) • 23 June 2022 – Uni. of Herts Zero Carbon Lab report • 13 July 2022 –	(i) Likely to be numerous meetings throughout the municipal year; (ii) a full scope was agreed at the start of the review on 4 October 2021; (iii) Continuation of Interviews with all of the Executive Portfolio Holders seeing how the Climate Emergency is affecting their	As previously agreed, having considered the Council's Climate Emergency Strategy Action Plan, further sessions can be set up with the remainder of the	Top priority of the Chair & Vice-Chair to complete this work and agree monitoring milestones.

Scrutiny Review items 2022/23: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
Page 44	Speller. The review is also supported by the AD Stevenage Direct Services, Steve Dupoy, Environmental Sustainability Coordinator, David Thorogood & Interim Communications Campaigns Manager, Jonathan Sayers	interviews with the Leader & Resources Portfolio Holder <ul style="list-style-type: none"> • 20 September 2022 Interviews & share evidence gathering • 20 October 2022 – – interviews with Exec Portfolio Holders • 17 November 2022 - Interviews & share evidence gathering • (<i>Reserve date</i>) – 15 December 2022 – (pull together final pieces of review) • 17 January 2023 – Final Report and Recommendations 	businesses plans. (iv) The review is working with the University of Hertfordshire Zero Carbon Lab to help establish accurate data for measuring progress towards net zero by 2030.	Executive Portfolio Holders to interview them on the Climate Emergency & the implications for their area. The reminder of the evidence gathering will be a mixture of formal and some informal sub group meetings with some E&E Members and some desk top research.	
(High Priority) <u>Impact of the</u>	Various members of SLT and	To be scheduled – a scoping document	(i) This would take a number of meetings to		The Chair is aware that this wasn't

Scrutiny Review items 2022/23: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
<u>Cost of Living Crisis</u>	Executive Portfolio Holders.	and officer presentation could be brought to an E&E meeting in Q3 with a view to start the review when committee time permits and not until the Climate Emergency review is complete.	<p>be completed.</p> <p>(ii) A full scope would be required.</p> <p>(iii) Interviews and evidence gathering</p> <p>(iv) A review could consider:</p> <ol style="list-style-type: none"> 1. the overall impact on residents in Stevenage 2. Child Poverty 3. Fuel Poverty and use of food banks 4. Receive input from the CAB, and 5. Look at the soon to be published Census data 		included when the work programme was agreed in March 2022. However, the Chair is keen to include it given the pressing need.
(Medium Priority) <u>One-off performance review meeting to consider Parking</u>	SD Tom Pike, AD Planning & Regulation Zayd Al-Jawed. Officer(s) Executive	To be scheduled (programme into one of the meeting dates scheduled for main review)	<p>(i) One meeting.</p> <p>(ii) scope for the meeting required</p> <p>(iii) Interview with AD Zayd Al-Jawed and Exec Portfolio Holder for Economy,</p>		

Scrutiny Review items 2022/23: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
	Portfolio Holder for Economy, Enterprise and Transport		Enterprise and Transport, Cllr Lloyd Briscoe.		
(Medium Priority) <u>One-off performance review meeting to consider Fencing repairs</u>	AD Stevenage Direct Services, Steve Dupoy, Executive Portfolio Holder for Housing & Housing Development	To be scheduled. (programme into one of the meeting dates scheduled for main review)	(i) This would be a one-off meeting (ii) No scope required (iii) officer presentation updating Members		
(Low Priority) <u>One-off update on the 2016 Business Technology Centre Review</u>	Assistant Director (Planning & Regulation) Zayd Al-Jawad, Portfolio Holder for Economy , Enterprise & Transport, Lloyd Briscoe	Item to remain on the Work Programme and Possible be scheduled in 2022/23 – considering delivery of the WENTA contract (July 2019)	This would be a one-off update.	The Assistant Director (Planning & Regulation) can update Members on the agreed contract renewal and expected outputs from the new contracts.	
(Medium Priority) <u>One-off refresh of the Council's</u>	SD Tom Pike, AD Planning & Regulation Zayd	Q3/Q4 2022/23 To be scheduled. (programme into one	(i) One-off meeting. (ii) meeting scope required (iii) Interview with Exec	This item was raised by Members in 2022 taking into	

Scrutiny Review items 2022/23: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2022/23)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
<p><u>policies that support micro businesses in the Neighbourhood Centres</u></p>	Al-Jawed. Business Support Manager, Mena Caldbeck, Co-operative Neighbourhood Development Officer(s) Executive Portfolio Holder for Economy, Enterprise and Transport & Communities, Neighbourhoods & Co-operative Council.	of the meeting dates scheduled for main review)	Members and lead officers and small businesses.	account the dire financial position for many small businesses but aligned to that the continued squeeze on the Council's budgets making support very limited.	

Monitoring of Previous Reviews Recommendations/Actions							
Scrutiny Items:	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/ Style of meeting/ date	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✕
Consider the Committee's Action Tracker	23 June 2022	One meeting	Members comment on the document – which may lead to further monitoring	No scope required			

Any monitoring of previous reviews will be agreed when the Committee considers the action tracker at its meeting on 23 June 2022.

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<u>Portfolio Holder's Advisory Group (PHAG) on Sustainable Travel Towns</u>		To be scheduled.					

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Review Title & Committee	Date added to the work programme	Scoping/ started complete/up dated	Review start date (& follow-up dates)	Review Status (date if completed)	Key Recommendations	Executive Portfolio Holder Response	Date brought back to Committee
E&E Interim report & Reccs Climate Emergency	E&E Select Committee - 22 09 20 - Work Programme	E&E Select Committee - 4 Oct 2021 - Scoping Document	04 10 21	Interim report & recommendations complete - 23 03 22	<p>1 - Recognising the main areas of emissions for the Stevenage area - (Transport and domestic emissions combined 2/3 of the overall emissions (64%) (i) Provide details of plans to decarbonise the housing stock & (ii) share plans for influencing local people, modal shift. 2 Resident engagement: Regards the Citizens Panel, handling of future iterations needs to be improved re feedback . 3 - Refine Baseline figures - measuring our Net Zero targets for 2030 Rec'mndation: Continue to work with the Uni of Herts Zero Carbon Lab towards our zero carbon ambitions. 4 - Est.of a Climate Change Lead Officer Rec'mndation: that the post be made permanent. 5 - HEART – Challenge Rec'mndation: engage with HEART to provide Member seminars & team up in support of a social enterprise such as a Climate Emergency Centre. 6 - Mainstreaming of Climate Emergency thinking re all Council activities. Rec'mndation: (i) consider how an activity or an event can be made as low carbon as possible. 7- Tree Canopy - Rec'mndation: Exec establish an ambitious plan to meet the 2% gap in Stevenage’s Tree Canopy, then expand the number of trees in Stevenage or offset elsewhere, as this offers the best carbon reduction measure. 8 - Planning & Development Rec'mndation: Within the constraints of exiting legislation, establish a plan to make Climate change a planning consideration for all applications. 9 - Focus on improved Recycling Exec brings back a report on the actions and strategy to improve the Council’s recycling rates. 10 - Protecting climate emergency targets in the budget setting process (i) Mbrs and Officers involved in the budget setting process, consider the climate change implications of any budget decisions, with no cut to services if there is a detrimental climate change implication; & (ii) Exec consider creating a small ring fenced budget to investigate the long term budget implications of climate change for business units. 11 - EV Charging in neighbourhood centres: (i) were possible, the locations used should be close to the cycle network; (ii) when Electric Car Club charging equipment is reinstalled a promotion campaign with neighbouring residents be carried out & (iii) consider rebranding it, making it clear that it is for public use. 12 - SBC Social Housing (i)That new tenants receive info on climate change in their “welcome packs”, to include the Council’s ten climate change pledges & info on recycling at their property; (ii) more be done with residents groups to move away from day to day housing tenant issues to consider wider Climate change matters (iii) encourage very local, small scale events that focus residents on environmental projects (gardens/trees) or community kitchen/growing or bulk buying schemes. 13 -Recommendations of Informal Member Working Group (i) devise a strategy re tree management & P&D (Strategic); (ii) Mbrs & Officers lead by example, even if benefits small e.g. plastic bottles, drinks cups etc. (Quick wins); (iii) Consider how to represent the progress of the strategy? Fishbone chart/Gantt chart, target lines, etc.</p>	Date sent 05/04/22 Date due 31/05/22	To be scheduled

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E&E - Economic Impact of Covid-19	E&E Select Committee 22 09 20 - Work Programme	E&E Select Committee - 10 Nov 2020 - Scoping Document	10/11/20	Complete - 21 10 21	<p>1 - Executive supports, with whatever means are at its disposal (in kind buildings/officer time/ promotion via LCB funding), the efforts of STEMPOINT East to provide some hands on events in 2022 of STEM sessions looking to promote and build “science capital” in young people. 2 - Exec consider the case study of partners working in micro areas (sub-neighborhoods) such as at the Oval project, with 8 or 9 Young People who would be in danger of becoming NEET and that the AD for Communities & Neighbourhoods meet with the interested parties from HCC YCH, STEMPOINT and NH College to explore what role SBC could do to further support. 3 - Exec consider the case study of Brandles School foodbank outreach to vulnerable families. Exec to provide examples of where they are already doing this type of outreach through the Co-operative Neighbourhood Management or other programmes and to consider new opportunities to reach out to vulnerable families to help young people access services and opportunities. 4 - establish a local work experience project for Stevenage school leavers in 2022 to enable them to find local employers who can offer work experience. 5 - Exec consider the case study of the Herts Careers School Hub that all partners work together to establish how funding can be found to assist the STEM Centre to secure its future funding. 6 - The Exec lobby HCC and partners via the Covid-19 Community Reassurance Cell to check that they carry out a revised impact assessment on the impact on BAME, Disabled and Young People, looking at all ten districts not just the County as a whole, as Stevenage had particular challenges with disabled, BAME and young people, who in many cases stated the pandemic in a deficit position and were in danger of this being further compounded.</p>	E&E Select Committee - 23 03 22 - Exec Member Response	To be scheduled

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E&E - Neighbourhood Centres	13/03/19	25/06/19	11/02/2020 , 10/03/2020 & 22/09/2020	Complete - 13/01/2021	<p>1 - Small scale timely interventions including routine maintenance, cleansing, repair and using existing budgets/Local Community Budgets via funding bids as well as local HCC LCBs. 2 -Approach partner authorities/partner bodies to hold them to account for failure to maintain infrastructure. 3 - That the Co-operative Neighbourhood Management approach to addressing local issues in the Neighbourhood Centres be monitored by the Executive Member with Portfolio responsibility for Neighbourhoods and Co-Operative Working to see if this is working. 4 - That each Neighbourhood Centre area establishes a friends group to help with projects and community gardens at each Centre. 5 - When Members have met with Head of Estates and AD Housing Development they will then be able to include a relevant recommendation in regard of these plans.</p>	05-Jul-21	To be scheduled
E&E - Post Offices	13/03/19	25/06/19	25/06/2019 03/09/19 & 20/11/19	Complete 20/11/2019 Members wish to keep an eye on the progress with a replacement Post Office in the Old Town.	<p>1 - That Officers be requested to approach Post Office Ltd to seek provision of an emergency post office the Old Town and to provide such assistance as necessary to facilitate the arrangement. 2 - That the subject of post office provision be reviewed at a meeting in the New Year.</p>	N/A	To be scheduled

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E&E - Rail Station Update	13/06/18	N/A 2nd meeting 28/02/2019	Initail meeting 18/10/2018 then update follow ups on 28/02/2019 & 29/07/2019	Commitment from GTR & Railtrack to bring an update to the Committee. With the changes announced by the Government in May 2021 regarding the part	(i) the Committee considers holding a follow up meeting for all stakeholders in the spring of 2019, following the December 2018 timetable changes (February/March) (ii) That GTR and other operators provide statistics about the number of Stevenage commuters at peak times (iii) There were a number of other recommendations regarding consultaion with users and with the Council and specifically the shceduled May 2019 Timetable changes. Finally in July 2019 the Committee noted the updates on the Stevenage Turnback (5th Platform) project, the Govia Thameslink Spring 2019 timetable and the wider works along the East Coast Main Line in support of the King's Cross remodelling project.	N/A	29 07 2019 for update. Any further date to be scheduled
E&E - Indoor Market	01/03/17	03/07/17	Review met on 5 occasions from 03/0717 to 16/01/18	16/01/18	Engage an external company to carry out market research to find out what kind of market offer local people want. Other recommendations included: (1) restore access to the multi-storey car park (2) incentives for Market Traders to keep to the opening trading times and days (3) consider options open to varying the car parking charges (4) Town Centre Manager to incorporate the Indoor Market into Town Centre events (5) discuss with the MTA ways to encourage a wider diversity of traders in the Market (6) staggered rent for new traders (7) promote other uses of void spaces and to casual traders (8) options for a future alternative location for the indoor market be included in the town centre regeneration plans (9) if a wholesale move for the indoor market can't be achieved then purchase a smaller satellite retail site with footfall from the town centre be considered for a smaller reconfigured market with a focus on business start-ups in the regenerated Town Centre (10) consider approaching an independent company to administrate the market on a commercial basis for the Council	21/03/18	03/12/18