

Priority Project	Action As printed in the Strategy - we have no ability to change these until the next review	Target Date	Directorate	LEAD OFFICER	Other Officers Involved	Start date	New Target date (Darken blue if deadline extended)	Overall progress	Last Progress Update	Progress update Format: Initial - update on all progress relevant to task. There is no need for repetition or multiple dated updates unless relevant
YES	Review and strengthen use of the Sustainability Impact Assessment (SIA) process across the Council to ensure that issues and impacts are addressed early in the project management, development and procurement process.	Mar-21	Nick Austen Community Services	Candice Luper		Oct-20	Mar-21	B	24/11/2021	CL - SIA is now in use. Staff need regular reminding about thi so have asked Heads of Service/CEXB to remind staff to complete. We are cross referencing with Cabinet forward plans. Number of SIA's received to date since updated process in place: 30. This action now requires simple regular reminders for staff which have been incorporated to the Comms plan.
YES	Review and update the Council's Sustainable Procurement Policy with clear criteria and guidance on how to select the most sustainable options when making purchasing decisions, setting contract specification and managing contracts. As part of this we will ensure that our Procurement Rules require that suppliers demonstrate the best possible environmental option and adhere to the Council's Sustainable Procurement Strategy. All new contracts will include sustainability performance measures and carbon reduction targets wherever appropriate to do so.	Dec-20	Suzanne Jones – Customer, Business & Corporate Support	John Patrick	Candice Luper	Oct-20	Dec-20	B	11/10/2023	JP - The new SPP has been produced and promoted to staff. This now needs to be regularly promoted via channels and reminders are in the Comms plan. Every new tender we speak to internal customer to ensure they fill out the sustainability questionnaire. CL - Input to the scoring of the Leisure contract tender responses. Reminder sent to staff about SPS and SIA by email, mentioned in Staff Briefing June 2022, included to staff padlett Oct 2022 and in staff training. .
	Extend staff training to Cllrs - Upgrade elearning system	Oct-20	Chris Traill – Community & Place	Jane Pearce	Candice Luper		Mar-22	B	01/09/2022	CL - Elearning system will not be upgraded to enable the training to be accessible by Cllrs however HCCSP have produced a YouTuibe video going through the training which has been posted on the Councillor Intranet and Youtube. We also regularly inform Cllrs of relevant trainings.
	Develop a sustainability eLearning module to be completed by all staff during induction and then on an annual basis as part of the yearly Performance Review process.	Oct-20	Chris Traill – Community & Place	Candice Luper	Chris Tilley	Oct-20	Mar-22	B	01/04/2022	CL - Sustainability elearning module is now mandatory for all staff and update devery year. This covers the importance of sustainability, how our work may have hidden impacts, the policies and procedures in the Council that staff must abide by, and things to think about in their day-to-day life. A Climate Change module has been issued for staff on voluntary basis. Despite ongoing reminders only limited staff have completed this one. The climate change module is now being used by authorities across Hertfordshire as part of their staff training requirements. It has also been used to produce an online training for staff and councillors which is available on YouTube. Senior Management team have all received in-person climate change training from APSE via HCCSP.
	Keep abreast of technological advances and novel technologies such as hydrogen power, heat and power battery storage and hybrid heat pumps so that we can exploit opportunities when appropriate. Staff will be expected to demonstrate this as part of annual appraisal and development process.	Mar-22	Dale Phillipson – Strategy, Policy & Transformation	Robbie Hazlehurst	Simon Smith Candice Luper	Oct-20	Mar-22	B	01/06/2022	SS - Housing Officers in the Asset team are involved in various focus groups to keep abreast of the latest technology and funding opportunities. SS - SADC Maintenance Officers attend quarterly focus groups to discuss and horizon scan technological advances and funding opportunities for renewable energy solutions CL - SADC Joined Green Building Council, and circulates news and best practice to colleagues. This is an ongoing action which all teams are actively including to their day-to-day work. Attend webinars and workshops regularly and filter information to other teams.
	Seek opportunities to reduce emissions further from IT equipment. As part of the re-procurement of the server infrastructure and network switches, investigate options to significantly reduce power use for cooling.	Mar-21	Simonne deVall Corporate Services	Leon Thomas		Jan-21	Mar-21	B	01/04/2021	All the equipment procured does look at the power requirement to ensure that it is as energy efficient as possible. Servers and desktops have been replaced. No further change to equipment is likely to happen for the next 2 years. We are exploring options to move to a wireless network which might reduce power from the network switch .

	Accelerate the conversion of streetlights to LED by supporting Herts County Council in their upgrade programme. We will upgrade our own street lighting and develop a policy for Council owned street light operating hours to ensure a safe environment for residents whilst also reducing light pollution and energy consumption. We will aim that a proportion of new street lights should be replaced with integrated EV charging units where possible.	Mar-21	Chris Traill – Community & Place	Candice Luper		Feb-21	Ongoing	B	20/10/2022	There is a rolling programme of replacement, when old lamps reach end of life, replacement with LED takes place. HCC's conversion of street lights to LED's was completed in 2020. Council owned street lights in Westminster Lodge car park were converted to LED in 2020, whereas the street lights outside Alban Arena were converted in February 2021. As a light fails we get a report from the public which then prompts us to investigate. We will always replace with LED.
	Housing Stock - Ensure that all lights are replaced with LED (preferably sensor operated) as and when they reach the end of their life. Payback periods depend on the type of lighting replaced and the operating hours but tend to lie between 2-6 years and can often be funded by Salix.	Ongoing policy	Karen Dragovic Housing	Simon Smith		Apr-20	Mar-23	B	09/05/2021	SS - Housing routinely replace communal lights with LED lighting as part of their maintenance programme. Complete. All lights to be LED as standard policy.
	Car Parks - Ensure that all lights are replaced with LED (preferably sensor operated) as and when they reach the end of their life. Payback periods depend on the type of lighting replaced and the operating hours but tend to lie between 2-6 years.	Ongoing policy	Chris Traill – Community & Place	Robin Ray	Warren Sardi Desmond Crehan			B	12/04/2022	RR - All lights switched to LED, sought quotes on PIR sensors to further improve energy usage at cost of £25k under consideration. No street lights. Decided not to go ahead with sensor fitting. Will undertake at end of life
	Sign up to a Bureau Service for a 1-year trial to assess the savings to the Council of having them manage the utility bill entry, validation, database management, supplier engagement and automatic reporting on our behalf. This is anticipated to reduce our energy spend by up to 3% p.a.	Mar-21	Dale Phillipson – Strategy, Policy & Transformation	John Patrick	Candice Luper	Oct-20	May-21	B	13/08/2021	MS - Team Energy Contract has been renewed and valid for 12 months from 14/05/21
	Introduce the Cycle to Work scheme for staff to allow them to purchase tax-free bicycles and equipment. This will be introduced as part of a wider package of staff benefits.	Apr-21	Suzanne Jones – Customer, Business & Corporate Support	Lakshmi Raghavachari	Candice Luper	Jan-21	May-22	B	01/06/2022	Introduced
YES	Develop an innovative and comprehensive Sustainable Travel Town Vision to be submitted to Hertfordshire County Council as part of their development and support programme. This would include establishing a clean air zone in the centre of town which only allows low emission buses, taxis and cars through the town centre.	Jan-21	Dale Phillipson – Strategy, Policy & Transformation	Chris Briggs	Candice Luper	Jul-20	Jan-21	B	01/06/2022	CB - Sustainable Travel Town bid submitted to HCC mid 2020. HCC decided not to take forward the SADC bid. There may be future rounds and SADC are in ongoing contact with HCC on the issues. No more work to do on this as yet.
	Discourage use of larger, more polluting cars through rewarding lower emissions vehicles within our parking charges.	Sep-21	Chris Traill – Community & Place	Robin Ray	Desmond Crehan	Aug-21	Sep-21	B	21/02/2022	RR - Emissions based fees and charges policy approved
	If funding is available, explore the potential to introduce Urban Consolidation Centres , to enable last miles deliveries to be made using electric freight vehicles rather than diesel-powered HGVs. Located at the edge of a town or city, goods would be transferred from heavy vehicles at the UCC to the electric vehicles. These projects have been successful in Camden and City of London.	Mar-23	Dale Phillipson – Strategy, Policy & Transformation	Maria Cutler		Mar-21	Mar-23	B	01/06/2022	MC / CL - Briefing paper produced and circulated to Officers in April 2021. No cost-free business case for such an initiative. Scheme appears not to be feasible at present but should be considered in future years when we can follow the lead of other authorities. Recent LGA study concludes more Government policy is required to enforce such mechanisms. Will continue to keep abreast of any developments.

	Restrict or remove permits for traders such as ice cream vans if they idle their engines to deliver their services.	Mar-21	Chris Traill – Community & Place	Robin Ray		Nov-20	Ongoing	R	24/05/2021	RR - We have no enforcement tool to achieve this, so will have to consider alternatives as no way to action this.
	Install utility access points in the city centre for traders and events staff to avoid the need for idling engines and generators	Mar-22	Chris Traill – Community & Place	Stuart Fitzsimmons	James Ó Nuanáin		Aug-22	R		SF: Linked to review of Markets. Gradually working around existing utility points to fix them. Not planning to install any new ones. Work with traders to ensure we have adequate supply of points.
	Continue to lobby Govia Thameslink (GTR) for improved rail services and support improvements to the Abbey Line by participating in the Community Rail Partnership.	At least annually	Dale Phillipson – Strategy, Policy & Transformation	Maria Cutler		Oct-20	ONGOING	B	19/05/2023	MC - Continuous liaison with rail industry and CRP's. Attending regular meetings which allows us to deal with problems raised.
	Progress work to hold regular car-free periods on St Peters Street.	Mar-21	Nick Austen Community Services	Robin Ray		Oct-20	Dec-21	R	24/11/2021	
	Ensure computer systems are set up to best make use of laptop video conferencing facilities , thereby reducing the need for travel.	Sep-20	Simonne deVall Corporate Services	Leon Thomas		Sep-20	Sep-20	B		Achieved with the rollout of Teams and Teams training which has been made available to the whole organisation. Council Meetings are also being held virtually during COVID which prevents unnecessary travel.
	Work towards becoming a single-use Plastic Free Council. This will involve auditing our use of single use plastics and replacing them wherever possible with more sustainable alternatives.(Action also in Corporate Plan)	Mar-22	Chris Traill – Community & Place	Candice Luper		Oct-20	Mar-23	B	01/09/2022	CL - Single Use Plastics Policy has been published on website, promoted on social media and launched to staff. Commitments added to this tracker below. Crisp packet and film bins provided in District Offices kitchens.
	Plastic Free Action Plan: Monitor milk bottle waste produced by staff at the District Offices and consider provision of centralised milk purchase if necessary	Dec-22	Chris Traill – Community & Place	Candice Luper	Candice Luper	Feb-22	Dec-22	B	20/10/2022	CL - Have introduced a sticker scheme for staff to use in the fridges to make it easier for them to share any food/drinks.
	Introduce a 'Working Paperless' strategy for Council transactions and internal operations. As part of this we will dramatically reduce the number of printers available and place them in one location to discourage printing unnecessary documents.	Oct-20	Simonne deVall Corporate Services	Leon Thomas		Oct-19	Jun-21	B	08/11/2021	Strategy has been written and approved. Printers have been reduced and moved down to the basement to make people think before they print. Technology included to the Council Chamber to support virtual meetings and allow people to see paperwork without printing it. working on plans for new printers in future ways of working
	All Council buildings projects will require contractors to reuse or recycle over 90% of their non-hazardous demolition and construction waste when developing or refurbishing Council buildings. This is in line with the UK average.	Mar-21	Tony Marmo Commercial & Development	Robbie Hazlehurst		Nov-20	Mar-21	B	13/04/21	RH - All new development briefs for projects will require contractors to reuse or recycle over 90% of their non-hazardous demolition and construction waste when developing or refurbishing Council buildings. For example at CCOS South All demolition masonry/concrete materials were crushed on site and re-used in piling mats and sub-bases with other non-hazardous demolition materials being recycled.
	All new developments constructed by the Council will incorporate sustainable drainage systems and measures to reduce flooding.	Mar-21	Tony Marmo Commercial & Development	Robbie Hazlehurst		Mar-20	Mar-21	B	13/04/21	RH - All new development briefs for projects will include the requirement for sustainable drainage to be included in the design and construction of the scheme
	Install water efficient toilets and taps to all new buildings, when refurbishing existing buildings or when replacing appliances.	Throughout the year	Tony Marmo Commercial & Development	Robbie Hazlehurst		Nov-20	Mar-21	B	13/04/21	RH - The requirement for water efficient toilets and taps will be built into the specification for all future new build and refurbishment contracts and repair and maintenance works. This has been included in the recent contracts for CCOS South and Ridgeview. This is an ongoing policy

	Install water efficient toilets and taps when refurbishing existing buildings or when replacing appliances.	Throughout the year	Tony Marmo Commercial & Development	Tom Hardy	Helen Ramsay	Nov-20	Mar-21	B	13/04/21	Now included as standard policy for all refurbishments and general maintenance
	Install water efficient toilets and taps when refurbishing existing buildings or when replacing appliances.	Throughout the year	Karen Dragovic Housing	Smon Smith		Oct-20	ONGOING	B	15/12/2021	SS - We work with Morgan Sindall to fit efficient taps and continuously work with them to update our product list
	Plastic Free Action Plan: Include relevant plastic-free policies within the tendering of the Council's largest contracts	Dec-23	Suzanne Jones – Customer, Business & Corporate Support	John Patrick	Candice Luper	Jan-22	Dec-23	B	15/03/2023	CL - Sustainability criteria are included to all large contracts. Included to scoring of Leisure Contract Tenders
	Continue to work with partners such as Groundwork, Herts and Middlesex Wildlife Trust and Affinity Water to deliver awareness raising programmes that encourage lower water consumption.	Ongoing throughout the year	Chris Traill – Community & Place	Candice Luper		Nov-20	ONGOING	B	14/12/2022	CL - Affinity Water's Waterfit campaign has been promoted in Sustainability News and across other Herts Authorities as well as on social media. Giant bathtub toured St Peters Street for a day. Developing Comms Plan which will also include partner campaigns. This will be included to general environmental comms.
	Plastic Free Action Plan: Include a requirement that only biodegradable balloons are permitted at Council events	Dec-23	Dale Phillipson – Strategy, Policy & Transformation	Katherine Crafer	Candice Luper	Jan-22	Dec-22	B	14/03/2023	Entertainers at events are required to use biodegradable balloons or no balloons. Traders wishing to sell balloons are not allowed unless they are biodegradable.
	Explore possibilities of introducing pay-by-the-hour bicycles for public use in partnership with Herts County Council.	Mar-22	Chris Traill – Community & Place		Steve Dibben	Mar-21	Mar-23	R	15/12/2022	SD - HCCSP have explored the possibility of introducing a County-wide pay-per-hour bike scheme and concluded that it is not feasible to implement at a county-wide level. Currently most schemes are not financially self-sufficient and required significant cash injection to make work. Watford secured a considerable grant from DfT to buy, manage and operate a number of 'Beryl-bikes' from Watford BC land as a pilot project. This funding stream closed in 2019. Initiative to be reconsidered in 23/24
	Explore options to introduce novel shared transport services such as on-demand buses.	Mar-23	Dale Phillipson – Strategy, Policy & Transformation	Steve Dibben		Mar-21	Dec-24	R	15/03/2023	SD - No funding or resource available in 22/23, therefore initiative to be reconsidered in 23/24 HCC made a bid on behalf of SADC but the bid was not successful.
	Continue running the Schools in Bloom Competition to encourage schools to explore ways of managing their outdoors spaces sustainably.		Chris Traill – Community & Place	Lisa Hewitt		Oct-20	ONGOING	B	15/03/2023	NS - Schools in bloom competition will not be continuing in 23/24
	Monitor which contracts are due for renewal over the forthcoming year to assess current sustainability impacts and methods of making improvements at the next contract upgrade.	Apr 2021 then annual	Chris Traill – Community & Place	Candice Luper	John Patrick	Apr-21	Mar-23	B	15/08/2023	CL -complete for 2023
	Incorporate sustainability and carbon reduction to staff induction, generic job descriptions and performance management scheme.	Jan-21	Suzanne Jones – Customer, Business & Corporate Support	Jane Pearce	Candice Luper Senior HR Business Partner team	Jan-21	Mar-23	B	31/03/2023	JP - Online 'My Performance' system now includes the option for 'sustainability' targets. Sustainability and Climate change e-learning modules in place. Generic JDs being updated. CL - HR have been provided with wording of JD's and materials and presentations to use in inductions.