

# Agenda



## Overview and Scrutiny Management Committee

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Date: Friday, 28 July 2023

Time: 10.00 am

Venue: Hybrid Meeting / Committee Room 1

To: Councillors P Hourahine (Chair), M Al-Nuaimi, B Davies, G Horton, P Bright, C Baker-Westhead, S Cocks, M Evans and L James

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Item	Wards Affected
1	<u>Apologies</u>
2	<u>Declarations of Interest</u>
3	<u>Minutes of the Previous Meeting</u> (Pages 3 - 8)
4	<u>Annual Information Risk Report 22-23</u> (Pages 9 - 38)
5	<u>Climate Change Plan Annual Report 22-23</u> (Pages 39 - 108)
6	<u>Conclusion of Committee Reports</u> Following the completion of the Committee reports, the Committee will be asked to formalise its conclusions, recommendations and comments on previous items for actioning.
7	<u>Scrutiny Adviser Reports</u> (Pages 109 - 118)  a) Actions Arising ( <b>Appendix 1</b> )  b) Forward Work Programme ( <b>Appendix 2</b> )
8	<u>Live Event</u> <a href="#">Please click here to view the Live Event.</a>

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Date of Issue: Friday, 21 July 2023

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# Draft Minutes

## Overview and Scrutiny Management Committee

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Date: 23<sup>rd</sup> June 2022

Time: 10am

Venue: Microsoft Teams Meeting / Committee Room 1

Present: Councillors P Hourahine (Chair), M Al-Nuaimi, C Baker-Westhead, M Evans, B Davies, S Cocks.

Tracy Mckim (Head of People, Policy and Transformation), Janice Dent (Policy and Partnership Manager), Joseph Chambers (Welsh Language Officer), Donald Mutale (Senior Equalities Officer)

Samantha Schanzer (Scrutiny Advisor), Taylor Strange (Governance Support Officer), Pamela Tasker (Governance Officer) Leanne Rowlands (Democratic and Electoral Services Manager)

Apologies: Councillor Bright and Councillor James

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### 1. Apologies

Cllrs P Bright and L James

### 2. Declarations of Interests

None.

### 3. Minutes of the Previous Meeting: 2<sup>nd</sup> June 2023

The Referrer of the previous Scrutiny Referral item asked that that their disappointment towards lack of attendance by Officers to answer questions regarding the referral be recorded.

The Committee noted the vote tally was wrong on the last agenda item.

The Committee asked for an update in relation to the university being contacted to question why there has been a reduced student number.

- The Scrutiny Advisor informed Committee that the university already produced monthly reports on student numbers which could be obtained for the Committee as a first point of information.

The Committee asked if the other members were content with the officer's work at getting a response.

- The Committee feels they were happy with the officers' actions.
- The Committee will ask the strategic director to hasten a response.

The Committee noted a recommendation to make training courses simpler.

- The Committee noted that this was given an adequate response that due to NCC not providing the courses they can't control the functionality.

The Scrutiny Advisor noted recommendations are made in good faith but do not have to be implemented as they are only recommendations.

- The Committee asked for this could be passed on to the Chief Executive for response regarding recommendations and who is responsible for monitoring them, implementation or otherwise.
- The Scrutiny Advisor informed Committee a more robust outcomes monitoring system could be explored.

The minutes of the previous meeting held **2<sup>nd</sup> June 2023** were **accepted as a true and accurate record**.

#### **4. Welsh Language Annual Monitoring Report 22-23**

The report was presented by the Head of People, Policy, and Transformation, the Policy and Partnership Manager and the Welsh Language Officer.

##### **Questions:**

The Committee would have liked the report presented earlier in the scrutiny calendar due to its timeframes.

- The Head of People, Policy and Transformation noted that it was the first report published and would be tricky to get it published any earlier in the municipal year.

The Committee felt that the report did not present the achievements of the previous 12 months as efficiently as could have been done, and noted the target of having 1 million Welsh speakers in Wales by 2050. The Committee felt that more information in the "going forward" section of the report, and more information about the promotion of the Welsh language could be included.

The Committee asked how Newport compared to other councils within Gwent and across Wales.

- The Head of People, Policy and Transformation noted the disappointment expressed and highlighted that the layout of the report has been styled from prior feedback about bringing the report to life to how they are working against their plan,
- The Head of People, Policy and Transformation informed Committee that information from other Local Authorities was not yet available to compare but agreed that comparing against Gwent would be beneficial.
- The Policy and Partnership Manager highlighted that the report has more of a lively feel due to feedback from last year.
- The Policy and Partnership Manager Highlighted for 6 months there was no Welsh Language Policy Officer but now one was in place who was dedicated to pursuing opportunities and making use of funding.
- The Head of People, Policy and Transformation noted that they will pursue all opportunities for funding regardless of the term of funding as it all benefits Newport and its residents.

The Committee whether the Welsh Language Officer felt that meaningful change could occur as a result of their work.

- The Welsh Language Officer felt that developing partnerships and taking all opportunities would result in meaningful change.

The Committee asked for more data to be included to demonstrate the strategy's successes or challenges. The Committee accepted that the report shouldn't just be data. The Committee also asked for a breakdown of the types of children in Welsh medium schools to highlight if there were any groups missing the opportunity.

- The Policy and Partnership Manager agreed that they could speak to Education services to include the data but typically WESP data was presented separately in Service Area Plans and Mid and End of Year reports.
- The Committee would like the figures to see if the perception is wrong.
- The Policy and Partnership Manager challenged the perception of only middle class children learning Welsh and highlighted the importance of challenging and changing this perception to benefit the residents of Newport.

The Committee congratulated Officers on only receiving 5 complaints in the year relating to Welsh Language. The Committee expressed that they liked the reporting format and that it was clear and concise but felt that the volume of data was unnecessary. The Committee felt that using more meaningful data to demonstrate figures, trends and explanations rather than a volume of data which had small impact on the work done would be better for Committee's understanding of impact of the Strategy. The Committee agreed that looking at Gwent would be fair and useful.

- The Head of People, Policy and Transformation highlighted that they had to capture the requirements of the report and noted that other reports captured other things that might be useful in understanding this report, such as Service Area Plans and their Mid and End of Year reports.
- The Head of People, Policy and Transformation expressed that Newport was doing well in terms of population averages and that the data presented does tell more of a story.
- The Committee noted that this point could be discussed later to specify the recommendation.
- The Head of People, Policy and Transformation noted that any recommendations could be implemented to this report, not just the following year's.

The Committee noted that the report stated that all communities would be engaged with but highlighted that refugee, migrant and minority ethnic communities were singled out in the point below. The Committee asked why they were singled out for Welsh language promotion work.

- The Head of People, Policy and Transformation noted that the first point regarding all communities could be reworded as the purpose was to note engagement with all of Newport's communities. The Head of People, Policy and Transformation noted that the second point was specifying communities that could be reached out to. The Head of People, Policy and Transformation stressed the importance of reaching out to these communities and that it was culturally significant work which had started and would continue.
- The Policy and Partnership Manager agreed with the importance of reaching out to communities to make them feel included and a part of the Welsh culture. The Policy and Partnership Manager agreed that the first point could be reworded for clarity.
- The Senior Equalities Manager highlighted the importance of this work and the academic studies which concluded that those from minority backgrounds experience

greater barriers to access. The Senior Equalities Manager reassured Committee that they were taking steps like these to address these barriers and provide access.

The Committee felt that the Welsh Language Champion should comment on the report.

- The Head of People, Policy and Transformation informed the Committee that the Welsh language champion and Welsh language staff see the report as it is being written.
- The Committee felt that a comment from the Welsh Language Champion should be included within the report.
- The Head of People, Policy and Transformation informed Committee that the foreword in the report will have a comment from the Cabinet Member and Welsh Language Champion.

The Committee noted this report will be used as benchmarking tool and asked whether there were any mechanisms to compare to other governing bodies, not just Councils but authorities such as the Police, to see if there are any methods that Newport City Council could benefit from using.

- The Head of People, Policy and Transformation noted the benchmarking data was lapsed during Covid by Welsh Government but would improve in future reports.
- The Head of People, Policy and Transformation explained that work was done with multiple partners to ensure best practice could be expanded.

The Committee asked for an explanation of the Welsh Language Group.

- The Welsh Language Officer informed Committee that this group consists of representatives from different areas of the Council who discuss the implementation plan which involves the Welsh language, identifying any challenges or areas of success and development. The Welsh Language Officer informed Committee that the group includes representation from Social Care, HR, Senior Management and Equalities and that they meet quarterly to look at issues, develop plans, etc.

The Committee thanked Officers for their attendance.

## **5. Conclusion of Committee Reports**

- The Committee agreed that the report was a true and fair reflection of the Council's Welsh Language performance over the period and demonstrated the continued commitment to the Welsh language and areas of challenge, success and development.
- The Committee felt that the reporting style needed to be more balanced including more quantitative and meaningful data, more hyperlinks to relevant Council plans for further reading, comparative data with other comparable Local Authorities such as authorities in Gwent and Cardiff. The Committee agreed that case studies and feedback should continue to be included to portray a fuller picture.
- The Committee recommended that the priorities highlighted in Section 8 be reworded for clarity.
- The Committee felt that a comment from the Welsh Language Champion would be beneficial within the report.

## **6. Scrutiny Advisor Report**

The Scrutiny Advisor highlighted that the meeting scheduled on the 29<sup>th</sup> September 2023 had been rescheduled to the 9<sup>th</sup> October 2023.

The date of the next meeting was confirmed to be **28<sup>th</sup> July 2023 at 10am**.

#### **7. Live Event**

[The recording of the meeting can be watched here.](#)

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# Scrutiny Report

## Overview and Scrutiny Management Committee

### Part 1

Date: July 2023

### Subject Annual Information Risk Report 2022/23

Author Scrutiny Adviser

The following people have been invited to attend for this item:

Invitee:	Area / Role / Subject
Mark Bleazard	Digital Services Manager
Tariq Slaoui	Information Manager
Tracy McKim	Head of People, Policy and Transformation
Rhys Cornwall	Strategic Director for Transformation and Corporate
Cllr Dimitri Batrouni	Cabinet Member for Organisational Transformation

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked to consider the Annual Information Risk Report 2021/22 attached as **Appendix 1** and provide comments for consideration by the Cabinet Member.

### 2 Context

#### Background

- 2.1 The Council has a statutory requirement to look after the data it holds in line with General Data Protection Regulation (GDPR) and the associated Data Protection Act 2018. As a result of GDPR, the Information Commissioner’s Office (ICO) has the power to fine organisations up to 20 Million Euros or 4% of turnover. The majority of staff working from home as a result of the Coronavirus pandemic provides some specific challenges, especially with greater concerns over cyber-attacks.

- 2.2 The Information Commissioner's Office (ICO) currently has the power to fine organisations up to £500,000 for data breaches to ensure organisations take this responsibility seriously. In May 2018, the EU General Data Protection Regulation enables much higher fines of 20 Million Euros or 4% of turnover.
- 2.3 This is the eleventh Annual Information Risk Report which provides an assessment of the information governance arrangements for the Council as outlined in the Information Risk Management Policy.
- 2.4 This report is not a statutory requirement; it is written and distributed to create and continue best practice and transparency.
- 2.5 The purpose of the report is to provide that assessment and identify where further action is required to address weaknesses and make improvements.
- 2.6 Information risk is also considered in the [Corporate Risk Management Strategy](#) and Register.
- 2.7 The Annual Information Risk Report aligns directly with the Council's Digital Strategy 2022-27, which is due to be published shortly.
- 2.8 The Overview and Scrutiny Management Committee has this opportunity to comment on the draft Annual Information Risk Report and the Council's information governance arrangements.

#### **Previous Consideration of this Item**

- 2.9 The Committee previously considered the Annual Information Risk Report in [September 2022](#).

### **3 Information Submitted to the Committee**

- 3.1 Attached at Appendix 1 is the Annual Information Risk Report 2022-23. This report contains:

- Executive Summary
- Background and Purpose
- Current Positions
- Risk Management and Associated Action Plans

- 3.2 The report highlights:

- Compliance and Audit
- Information Governance culture and organisation
- Communications and Awareness Raising
- Information Risk Register
- Security Incidents
- Information Sharing
- Business Continuity
- Technology Solutions
- Records Management
- Freedom of Information
- Subject Access Requests

### **4. Suggested Areas of Focus**

#### **Role of the Committee**

**The role of the Committee in considering the report is to consider:**

- The robustness of control measures and management arrangements
- The Action plan included for on-going compliance and protection for the future and whether the planned actions are sufficient to mitigate any risks identified.

**4.2 Suggested Lines of Enquiry**

The Committee may wish to query:

- What percentage of staff attended training sessions, e.g. of the Social Service courses, how does the 66 attendees reflect against the number of potential attendees?
- Is there any explanation for the increase in Information Security Incidents and what measures can be enacted to ensure improvement in that number is made?
- Are there any areas of significant challenge that had not been pre-empted?
- Are there any significant changes that the Committee should be aware of which could have had impact on any information within the report?

**4.3 Wellbeing of Future Generation (Wales) Act**

5 Ways of Working	Types of Questions to consider:
<p><b>Long-term</b></p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?
	How will the needs of your service users potentially change in the future?
<p><b>Prevention</b></p> <p>Prevent problems occurring or getting worse.</p>	What is the objective (or the desired outcome) of this proposal?
	How are you addressing these issues to prevent a future problem?
	How have the decisions, so far, come about? What alternatives were considered?
<p><b>Integration</b></p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	Are there any other organisations providing similar / complementary services?
	Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?
	What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
<p><b>Collaboration</b></p>	Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?

Acting in collaboration with any other person (or different parts of the organisation itself).	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Council's work?
<p style="text-align: center;"><b>Involvement</b></p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	How have you involved the people who are being impacted by this decision?
	How have you taken into account the diverse communities in your decision making?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the outcome of your decision?

## Section B – Supporting Information

### 5 Links to Council Policies and Priorities

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
<b>Aims:</b>	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

5.1 The Annual Information Risk Report has strong links to Wellbeing Objective 4.

### 6. Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-27](#)

Report Completed: July 2023

# Annual Information Risk Report 2022/23

<b>Created by</b>	Information Governance
<b>Date</b>	14/7/2023
<b>Reviewed by</b>	Tariq Slaoui
<b>Date</b>	

## Document Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes / changes</b>
V0.1	24/04/2023	Tariq Slaoui	Initial draft
V0.2	21/06/2023	Tariq Slaoui	Updates to draft
V0.3	28/06/2023	Tariq Slaoui	Updates to draft
V0.4	03/07/2023	Tariq Slaoui	Updates to draft
V0.5	12/07/2023	Mark Bleazard	Draft for Scrutiny briefing
V0.6	14/07/2023	Mark Bleazard	Draft for Scrutiny meeting

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# Executive Summary

The council has a statutory requirement to look after the data it holds in line with General Data Protection Regulation (GDPR) and the associated Data Protection Act 2018. This is the eleventh Annual Information Risk Report which provides an assessment of the information governance arrangements for the council as outlined in the Information Risk Management Policy. The report highlights:

## Compliance and audit

- **Public Services Network (PSN)**
  - This has been especially challenging this year due to the timing of the IT Health Check and the impact of major projects
  - The council was not PSN compliant from 13<sup>th</sup> August 2022 but, following considerable work, PSN accreditation was achieved on 15th June 2023. It lasts until 15th June 2024
  - A new IT Health Check was carried out and various improvements made since last year mean that the council and SRS are much better prepared
- **Payment Card Industry (PCI) standard**
  - In July 2022, with the assistance of SRS, the council completed the remaining work required and were informed that we had been successful in achieving PCI compliance
  - Work has commenced to ensure we satisfy the requirements for July 2023 onwards
- **General Data Protection Regulation (GDPR) and Data Protection Act 2018**
  - GDPR came into force in the UK from 25 May 2018 as a result of the passing of the Data Protection Act 2018 in the UK. Following on from Brexit, the EU GDPR no longer applies to the UK. For organisations operating inside the UK, the Data Protection Act 2018 (DPA 2018) is applicable
- **Cyber Stock Take**
  - The council has submitted Cyber Stocktake 5 and at time of writing awaits the results

## Information Governance culture and organisation

- Last year, the Information Management Service Level Agreement (SLA) was extended for a further three years for all primary schools and now includes three secondary schools
- Quarterly meetings of the officer Information Governance Group (IGG) and Data Protection Group take place to oversee information risk management in conjunction with other stakeholders including Shared Resource Service. The IGG Terms of Reference and structure has been reviewed to improve engagement

## Communications and Awareness Raising

- The organisation continues to raise awareness with staff.
- Corporate staff training numbers have increased again and highest yearly attendance figures
- Social Services training numbers have increased
- Training is provided for schools and good attendance over the last three years
- GDPR e-learning uptake has been excellent
- MetaCompliance engagement has been very good, cyber security training can now be monitored for all IT users
- Phishing simulations were carried out in January and June 2023 and will continue regularly

## Information Risk Register

- Continues to be maintained and is referenced in the Council's Annual Governance Statement

## Security incidents

- An increase in reported incidents, possibly because of increased awareness around issues as a result of GDPR and the increase of staff working from home.
- One incident reported to the Information Commissioner's Office (ICO). The ICO took no action.

## **Information Sharing**

- Development of Information Sharing Protocols (ISP's) continues along with Data Disclosure Agreements (DDA's)

## **Business Continuity**

- There is an ever-increasing reliance on digital technology to support business activities
- The availability of systems should be improved by the completed SRS data centre move
- A more proactive move of systems to the cloud started in 2021/22 with one major system moved to the cloud in 2022/23 and a further two in progress to complete in 2023/24.

## **Technology Solutions**

- Secure and large file transfers are now provided using Microsoft Office Message Encryption and Microsoft One Drive for Business
- The existing remote access solution has been replaced with Microsoft Always ON VPN
- A Security Information and Event Management (SIEM) system and Security Operations Centre (SOC) is being implemented

## **Records Management**

- Continued roll out of EDMS solution across the council
- We have reduced the number of paper records held in Modern Records by disposing of records which have reached their retention period although other paper records are identified for archive

## **Freedom of Information**

- **Exceeded target for year, for ten out of the last twelve years and each of the last six years**
- Increase in number of requests over last two years but below previous record highs
- Continue to promote the use of open data sets and adding new ones where appropriate

## **Subject Access Requests**

- The Subject Access Request target was not met for this year due in part to a large percentage increase in the number of requests received
- In 23/24 we will be looking to introduce extensions to complex SAR's for the first time and we anticipate improved performance in terms of meeting targets because of this



# 1. Background and Purpose

As a local authority we collect, store, process, share and dispose of a vast amount of information as part of our duties. These duties are defined in the Data Protection Act 2018. The council needs to be clear and transparent about what data is processed and how to give citizens confidence that their data is being handled appropriately. Whilst the council continues to consider information risks in the broadest sense, cyber security is an important part of the council's approach due to the increased risks over recent years.

A key requirement from now on is to ensure the alignment of new Digital Strategy 2022-2027 actions to the action plan in this report and that of the Annual Digital Report

The actions outlined in this report form part of the People, Policy and Transformations service plan and are also considered in the Corporate Risk Management Strategy and Corporate Risk Register.

## 1.1. Purpose of the Report and Benefits

The purpose of this report is to provide an assessment of the information governance arrangements for the council and identify where action is required to address weaknesses and make improvements.

The benefits of this report are as follows:

- Provide an overview of the council's information governance arrangements
- Highlight the importance of information governance to the organisation, the risks faced and the current level of risk, especially around cyber security
- Where relevant this report will compare performance with previous years and with the aim of continuous improvement
- Identify and address weaknesses and develop an action plan
- This is the eleventh Annual Information Risk Report
- Reduce the risk of failing to protect personal data and any subsequent reputational and financial penalties
- Ensure that appropriate risks are escalated to the Corporate Risk Register

## 2. Current Position

This part of the report identifies the council's current position in relation to information governance; this includes a number of external compliance requirements. A new [Digital Strategy for 2022-2027](#) has been developed and this was approved by Cabinet in April 2023. Primarily the work associated with this report fits within the 'Data and Collaboration' theme of the strategy. A key requirement from now on is to ensure the alignment of Digital Strategy actions to the action plan in this report and that of the Annual Digital Report. The Digital Strategy was developed following extensive external and internal engagement. It reiterates the council's commitment to secure systems and processes so that 'people have confidence in the council's management of their data.' Whilst the council continues to consider information risks in the broadest sense, managing cyber risks is a vital part of the council's approach. Key roles and responsibilities for individuals and groups are outlined below.

### 2.1. Compliance and Audit

The council is subject to accreditation to the Public Services Network (PSN) by the Cabinet Office. The council is also required to comply with the Payment Card Industry Data Security Standards (PCI-DSS) when it handles card payments for customers. In addition, the council is subject to audit from Audit Wales to ensure appropriate information governance is in place.

#### Public Services Network (PSN) compliance

Whilst the council was PSN compliant from 13<sup>th</sup> August 2021, the authority's PSN compliance lapsed on 13<sup>th</sup> August 2022. The annual IT Health Check was carried out in July 2022 and we worked in conjunction with the SRS to develop a Remediation Action Plan (RAP). This has been particularly challenging this year due to the timing of the IT Health Check and the impact of major projects, primarily the data centre migration project led by SRS and the implementation of the new finance system. This resulted in a gap in accreditation. At time of writing, despite these significant challenges, PSN accreditation was achieved on 15<sup>th</sup> June 2023 and lasts until 15<sup>th</sup> June 2024. A new IT health Check was carried out in May 2023. The timing of this, combined with various improvements made since last year, mean that the council and SRS are much better prepared. In any case, a large amount of work is carried out on a daily basis to protect the council's systems and data and this is included in the SRS' resource allocation. Risks around cyber security remain a specific concern as highlighted by the National Cyber Security Centre (NCSC). The council is committed to continued compliance with PSN standards as detailed in the [Digital Strategy 2022-2027](#).

#### Payment Card Industry Data Security Standards (PCI-DSS)

Newport City Council has satisfied the requirements of the Payment Card Industry (PCI) Data Security Standards. The council procured assistance from an external organisation to undertake a gap analysis and subsequent plan to address any shortfalls. In July 2022, with the assistance of SRS, the council completed the remaining work required and were informed that we had successfully completed an assessment against the PCI-DSS v3.2.1 standard. This accreditation continues until July 2023 and the council has procured assistance with the aim of continued compliance as well as planning for Version 4 of the standard in 2024.

#### The UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018

The UK General Data Protection Regulation (GDPR) imposes certain requirements and responsibilities regarding data protection. The local authority must comply with the Data Protection Act 2018, which is the legislation that implements GDPR in the UK.

Under the Data Protection Act 2018, the local authority needs to ensure that personal data is handled securely and lawfully. We should document the personal data we hold and maintain a record of processing activities. In the event of a data breach, certain breaches must be reported to the Information Commissioner's Office (ICO) within 72 hours.

Data subjects have specific rights, and the local authority must provide privacy notices which communicate these to individuals. We must respond to requests for personal data, known as Subject Access Requests, within 30 calendar days. We should also identify a lawful basis for each processing activity. Consent has been strengthened, but other lawful bases can also be used. Specific guidance is available regarding children's rights and their data protection.

The Data Protection Act 2018 also requires the local authority to conduct Data Protection Impact Assessments (DPIAs) for new projects and technology implementations and we must appoint a Data Protection Officer to oversee compliance.

The local authority should be aware that significant fines can be imposed by the ICO for non-compliance with the data protection regulations. The authority has a well-established Data Protection Group, which meets regularly to address data protection matters, raise awareness among staff, and ensure proper documentation of data assets and processing activities. Data Protection is a standing item on the quarterly Information Governance Group Agenda.

## **Cyber Stock Take**

Newport City Council, along with all other local authorities in Wales, took part in the fifth Cyber Stock Take exercise designed to give an indication of each local authority's maturity in cyber security. This was compiled by means of a self-assessment questionnaire. At the time of writing this report the results of the stock take have not been received. Once received the results will be analysed to see what actions may need to be taken.

It is hoped that some weaknesses identified previously will be improved by the implementation of a SIEM/SOC solution as detailed elsewhere in this report and increased awareness raising as a result of the MetaCompliance solution implementation. Further improvements identified will be pursued.

## **Audit Wales**

Audit Wales carries out audits annually of the risks around financial systems which involve IT and Information Governance. This work generally has some recommendations that need to be acted upon. During 2022/23 Audit Wales carried out a review on cyber security arrangements of the council and on the Digital Strategy development. At the time of writing this report, an initial draft report on cyber security has been shared with the council for comments. A previous Audit Wales report on cyber across Wales was presented as a 'Part 2' item to Governance and Audit Committee report in May 2021.

## **2.2. Information Governance Culture and Organisation**

The council has been a partner of the Shared Resource Service (SRS) since April 2017. Representatives from the SRS attend various Newport City Council groups. There is also a client side role that sits within the Digital team and this relationship continues to develop and mature.

### **Information Governance Culture**

Previous staff surveys highlighted good staff awareness and the importance of data protection. Ensuring the continued effectiveness of groups and individual roles is important and is reflected in commitments in the new Digital Strategy.

## Organisation

### Senior Information Risk Owner (SIRO) role

The council's Senior Information Risk Owner (SIRO) role is part of the Head of Law and Standards role. The SIRO role is the senior officer responsible for information risks within the organisation and is part of the council's Corporate Management Team. A new post holder commenced during the year and briefing sessions have been provided to go through the role and discuss challenges. Day to day operational management is provided by the Information Management team that reports to the Head of People, Policy and Transformation. As detailed below, the SIRO role is more senior and is distinct from the Data Protection Officer (DPO) role below.

### Data Protection Officer (DPO) Role

Under the Data Protection Act 2018 the council needs to specify its Data Protection Officer (DPO). This role is incorporated within the duties of the Digital Services Manager post. As part of the Service Level Agreement (SLA) with primary schools, the Digital Services Manager post is also the DPO for these schools.

### Information Governance Group

The Information Governance Group meets quarterly chaired by the Strategic Director – Transformation and Corporate. This, and the independent SIRO role, ensures that there is no conflict of interests of the operational lead for information governance also being the chair of this group. Strategic information governance issues are discussed by this group with standard agenda items to ensure that information risks are managed appropriately. Membership of the group includes representation from the Shared Resource Service (SRS) which will be a major contributor to this work. During this year the terms of reference of the group and membership were reviewed and changes made accordingly.

**Shared Resource Service (SRS)** - The IT Service became a partner in the Shared Resource Service (SRS) in April 2017. As well as Newport City Council the SRS is made up of Torfaen County Borough Council, Monmouthshire County Council, Blaenau Gwent County Borough Council and Gwent Police. There is SRS representation on the council's Information Governance Group as well as other groups such as the Digital Board. The client-side role is managed by the Digital team and this important relationship in service delivery as well as information governance continues to develop. The SRS has a small team that provides a complementary and slightly more technical function within the SRS that works closely with the Information Management team in Newport. As detailed above, the SRS plays a vital part in achieving PSN accreditation and managing technical risks.

### Councillor Data Protection

An important aim of this report is to ensure that members and senior officers are aware of the data protection responsibilities of the council and to enable guidance to be provided. This is especially relevant given the level of cyber risks facing the council and other organisations. The annual risk report represents a useful opportunity for the Scrutiny Management Committee to comment and make suggestions on the past year's performance and improvements going forward. This has been beneficial in shaping the actions going forward. The responsible Cabinet Member, Organisational Transformation is regularly briefed on information risks and on-going activity to mitigate these.

### Information Asset Register

The development of an Information Asset Register was completed for priority systems during 2016/17. This identifies the owner of information, the information stored within the system, how this is shared and various other pieces of information. Further work is required to extend the Information Asset Register for all the information the council holds. This has commenced and is part of the work of the Data Protection Group and Information Management team. This will become a complete Record of Processing Activities (RoPA). At present the authority has updated the Education and Adult Services registers. These registers are currently being recorded into the MetaCompliance solution. A cloud services register has been developed in line with our policy of deploying solutions to the cloud.

## **Schools**

Schools are “data controllers” under the Data Protection Act and therefore need to handle data appropriately. Guidance is provided to schools by staff in Education and Information Management. A Service Level Agreement (SLA) originally just for primary schools with the Information Management team has now been extended until the end of the academic year 24/25 and this SLA now includes three secondary schools too. Regular guidance and advice has been provided to these schools as well as responding to queries raised by them. Training has also been provided as detailed below.

### **1.1. Communications and Awareness Raising**

Employees are often the weakest link in terms of causing incidents. The information security incidents section reflects this, and technical measures will never be totally effective especially given the increased sophistication of cyber-attacks including phishing. The move to more home working has increased the risk of this and so employee awareness is more important than ever. This is generally achieved via staff training together with other forms of communication to improve awareness. Our method of communicating awareness is moving to MetaCompliance and so our use of e-mail is decreasing over time.

## **Staff Guidance**

Regular reminders of good practice have been provided in the staff bulletin and on the intranet on various important subjects. During 2022/23, the council regularly reminded staff of the importance of subjects such as:

- Phishing e-mails
- Reminders of cyber threat escalation in relation to Russia/Ukraine relations
- Use of MetaCompliance
- The migration to the Always On VPN solution and removal of previous Netmotion solution
- Teams chat retention
- Phishing simulation results

The team regularly assess information from the Information Commissioner’s Office (ICO) and other sources to ensure that key messages are communicated to employees including good and bad practice. The development of the Service Level Agreement with primary schools means that information is provided to primary schools too with appropriate revision as necessary.

## **Training Courses**

The council continues to provide classroom style training to staff to provide the most interaction possible and improved learning experience. This is now provided virtually using Microsoft Teams and this has been very well received with good attendance. This complements e-Learning that is required to be completed by new starters and for refresher purposes. The content is regularly kept up to date to reflect developments in this area and relevant news coverage.

- Social Services courses
- Corporate courses
- Councillor courses
- School courses
- Other courses and presentations
- Information Management team training
- E-learning

Training courses represent a continued commitment to information security by the council with a revised delivery method using Microsoft Teams. Training is a key area as people are generally considered the weakest link in relation to information security, especially when working from home because of the Coronavirus pandemic. There will never be totally comprehensive technical measures to protect data. Training provided to staff is a key part of investigations carried out by the Information Commissioner's Office (ICO).

### **Social Services Courses**

Social Services employees continue to represent a high-risk group due to the nature of the information they handle as part of their roles and training is compulsory for these staff. Face to face training is scheduled for Social Services staff who do not have access to technology.

A breakdown per year is included below.

<b>Year</b>	<b>Number of staff who attended</b>
2022/23	66
2021/22	31
2020/21	0
2019/20	172
2018/19	157
2017/18	237
2016/17	144
2015/16	147
2014/15	182
2013/14	226

### **Corporate Courses**

These courses continue to be scheduled monthly, primarily for staff other than Social Services. The number of staff that attended the corporate course has increased 228 in 2022/23. Whilst attendance does vary a little year on year the number of staff attending remains consistent.

<b>Year</b>	<b>Number of staff who attended</b>
2022/23	228
2021/22	181
2020/21	74
2019/20	98
2018/19	105
2017/18	114
2016/17	118
2015/16	114
2014/15	152
2013/14	93
2012/13	57

Feedback from staff attending courses is gathered for each training course held and continues to be positive. The change to virtual training using Microsoft Teams has been well-received.

## Councillor Courses

Councillors, like all council staff, need to undertake mandatory e-learning before they are provided with access to the council's network. More detailed information security training is also provided. The information management team provided two training sessions for councillors in June 2023. 32 out of 51 members attended the courses which represents excellent attendance.

## Schools Courses

Schools have been engaged with the Information Management team in relation to GDPR including representation on the Data Protection Group. A service level agreement for primary schools for information management has been agreed which includes regular training. This SLA has recently been widened to include elements of cyber security awareness. As a new development in 2022/23, the SLA has also been offered to secondary schools.

Year	Number of staff who attended
2022/23	87
2021/22	119
2020/21	78

Training for primary schools, and now some secondary schools, remains a priority for the return to classrooms in September 2023.

## Other Courses and Presentations

45 staff received specific training relating to their area, such as the Additional Learning Needs team (ALN), Community Safety Wardens, Social Services duty and assessment team and the Passenger Transport Unit.

## Information Management Team Training

All four current members of the Information Management team have passed the British Computer Society (BCS) Certificate in Data Protection including three members of staff on the updated legislation. In addition to this, the Information Manager is a Certified Information Security Manager (CISM)

## E-Learning

All staff that need access to the council's computer network are currently required to undertake GDPR e-learning before they can access the network. The GDPR e-learning module provides guidance to staff on their obligations under the Data Protection Act 2018. **In 2022/23 641 staff completed the NCC GDPR e-learning module.**

## MetaCompliance Solution

In early 2022, the council procured the MetaCompliance Solution which allows us to deliver cyber security related content to users' desktops. Following on from successful user testing, the Information Management team began using the solution in July 2022. The solution is designed to improve the Council's awareness of information security and data protection by complementing existing training. It includes a suite of security awareness training capabilities including: -

- Security awareness training
- Policy management
- Phishing simulation

The following interactive training has been deployed to NCC staff across the organisation.

Course	Date	Completed	Not completed
NCC password training	July 2022	72.4%	27.6%
Phishing – The Essentials	November 2022	56.7%	43.3%

The solution also allows us to target officers and departments with appropriate content as shown below.

Course	Date	Completed	Not completed
PCI – DSS Training	March 2023	84.2%	15.8%
An introduction to FOI	June 2023	60.0%	40.0%

In January 2023, we sent out a simulated phishing e-mail to all staff to establish our understanding of the threat of phishing e-mails. The phishing e-mail appeared to be from Microsoft inviting the individual to click on a link to update their account. The individual would then be invited to submit their details via an online form.

**The purpose of this was to raise awareness of the risks associated with phishing**, accordingly we plan to carry out regular simulations in future.

Many employees informed the Information Management team and/or SRS of this e-mail. The results of the exercise are highlighted in the diagram below, 9.2% of IT users clicked the link and 4.0% of IT users input data into the form. Those who clicked the link were informed of the simulation and some brief training was provided.

The intention is improve awareness by further content and reminders on content already published.

## Information Policy Development

Policies form an invaluable way of documenting legal requirements and best practice. They provide guidance for employees to ensure information governance is integrated into the way the council operates. As well as developing new policies where appropriate, it is also necessary that existing policies are updated to ensure that they remain fit for purpose, including any changes as a result of the partnership with the Shared Resource Service (SRS). Staff are reminded of these policies where appropriate.

### Updated Policies

An extensive review of policies took place in 2019 to reflect the changes in the new GDPR legislation. As such, there has not been a requirement to make further significant changes other than general reviews to ensure that they are still valid and up to date. The following were updated this year:

- Information and IT Security Policy
- Mobile phone policy

Staff are made aware of policy changes with reminders through the regular staff bulletin. All policies use 'key messages' for ease of understanding and are published as part of the overarching Information and IT Security Policy and on the council's intranet, with appropriate version control. The Information and IT Security Policy has been reviewed and updated with some major changes. A further review of policies is required to ensure they are all up to date and valid. This is planned for the coming year.



## 2.4. Information Risk Register

An information risk register is maintained that identifies key information risks, their likelihood, impact and the measures in place to mitigate the risk. The risk register is regularly updated and shared with the Information Governance Group as appropriate to keep them informed of risks. Information risks are considered as part of the council's Annual Governance Statement and the Corporate Risk Register. Cyber Security is a specific concern that is considered along with wider information risks. The Chief Internal Auditor is a member of the Information Governance Group which helps to join up services. The control strategies for information risk are detailed within this report.

## 2.5. Information Security Incidents

All information security incidents are reported, logged and investigated. Information security incidents range from lost phones/other devices, password issues to data breaches where data is lost or passed to the incorrect recipient. Lessons need to be learned from these incidents to improve practice in future to minimise the risk of recurrence. In line with GDPR, serious incidents that meet certain criteria must be communicated to the ICO within 72 hours and data subjects informed without delay.

103 security incidents were recorded in 2022/23 compared with 80 in the previous year. It is difficult to establish whether this reflects our position or if there has been an increased level of reporting. Given the increased awareness around GDPR and internal communications relating to incident reporting procedures, it is likely that that the increase can be attributed to GDPR awareness. The move to remote, home working in March 2020 resulted in a decrease in the amount of lost/stolen paperwork as staff needed to work more digitally and relied less on paperwork. During the pandemic, there was also a significant drop in the number of incidents relating to lost or stolen devices. This is likely to be attributed to staff largely working from home using Microsoft Teams to hold meetings instead of travelling or moving around offices. However, the number of incidents relating to lost or stolen hardware increased to 22 in 2022/23 which has an impact on the total number of incidents recorded.

Details of reported incidents over previous years are provided below:

Year	Total incidents	Disclosed in Error	Lost or Stolen Hardware	Lost or Stolen Paperwork	Non secure disposal – paperwork	Other - non principle 6 incident	Other - principle 6 incident (security of personal information)	Technical security failing
2022/23	103	63	22	3	0	2	11	2
2021/22	80	58	7	1	0	0	9	5
2020/21	66	48	3	1	1	0	10	3
2019/20	62	39	11	4	1	0	6	1
2018/19	46	29	7	3	1	0	4	2
2017/18	34	18	6	4	0	0	4	2
2016/17	43	25	5	0	0	1	8	4
2015/16	62	23	12	2	0	9	11	5
2014/15	66	14	23	0	2	18	0	9
2013/14	64	14	9	6	1	8	4	22
2012/13	63	No split by category available						

Analysis by category is always to some extent subjective as incidents could easily be categorised in more than one category. Therefore, these categories should be seen as indicative only. It should be noted that not all incidents result in a breach of data. For example, phishing incidents are recorded as principle 6 DPA incidents, however, users may not have clicked the link or our technical solutions prevented the threat from escalating further.

As is the pattern in previous years, most security incidents were not of real significance. Some of the themes which are like previous years are as follows:

- Incidents arising as result of human error form most incidents. This trend is typical across local government and other sectors
- E-mails sent to the incorrect recipient or including information that that shouldn't have been included
- An increase in lost/stolen council issued encrypted devices (laptops, smartphones with no personal data so low risk)

The most significant incident during this year was:

In November 2022, an officer e-mailed unredacted adoption documents to the wrong recipient in error. The individuals affected were informed and we reported this incident to the Information Commissioner's Office (ICO) who investigated and subsequently took no action. During our internal incident investigation, actions were taken to minimise the possibility of any further occurrences.

## **2.6. Information Sharing**

Partnership and collaborative working drives sharing of increased amounts of information between the council and other organisations. The Wales Accord on the Sharing of Personal Information (WASPI) requires public sector organisations to follow agreed guidance in the development of Information Sharing Protocols (ISP's). The council signed up to WASPI in January 2011 and most recently, the authority has been consulted on a proposal for WASPI to be an approved Code of Conduct for the ICO. The authority responded positively to this and we wait for the outcome of the consultation. The Information Management team leads on this work and has developed a number of ISP's with services and other organisations. The following represents developments in 2022/23:

### **Information Sharing Protocols (ISP's)**

- Identifying the triggers – Llanwern project – June 2022
- Practitioners Forum ISP – September 2022
- Ukrainian Refugees programme ISP – June 2022

### **Data Disclosure Agreements (DDA's)**

Data Disclosure Agreements (DDA's) are for one way disclosure of information from one organisation to another. These are recommended as part of the WASPI initiative and are seen as best practice for formalising such information disclosure.

Data Disclosure Agreements have been developed as follows:

#### **DDA's in 2022/23:**

- Cardiff University – research into criminally exploited children – March 2023
- Pupil Information to Support School Health based Programmes – September 2022
- Nest Warm homes scheme – August 2022

## **2.7. Business Continuity**

There is an ever-increasing reliance on digital technology to support business activities and it is therefore important to maximise the availability of systems. Increased resilience was a factor in the decision to join the Shared Resource Service (SRS) and this should be improved by the data centre move that was completed in May 2023. Improvements to backups have also been made to provide greater resilience as this is vitally important in the event of cyber incidents including ransomware.

A more proactive move of systems to the cloud took started in 2021/22. This is designed to provide greater resilience as suppliers scale solutions for lots of customers, update systems proactively and have greater expertise to support their own systems. In March 2023 the Capita One education system was moved to the cloud and the IDOX Uniform migration is due to go live in July 2023. This is designed to provide greater availability and better business continuity/disaster recovery. The council's primary finance system is also due to move to the cloud in late 2023.

Under the Civil Contingencies Act 2004 the council has a statutory duty to put in place business continuity management arrangements. The council is committed to ensuring robust and effective business continuity management as a key mechanism to restore and deliver continuity of key services in the event of a disruption or emergency. One of the essential components of delivering this commitment is to understand how a disruptive event would impact service areas and their ability to continue their key service delivery. To achieve this, each service area is required to undertake a 'Business Impact Analysis Form For Critical Service Delivery'.

Although the programmed Corporate Business Continuity Management (BCM) work was suspended on the onset of the Coronavirus pandemic in March 2020, to assist the council's preparations and response to the pandemic, each service area assessed the potential impacts of the pandemic to their key business delivery using a Business Impact Analysis template. On the recommencement of this work, it was noted that there has been a significant change in service areas considerations in completing their Business Impact Analysis submissions pre and post pandemic.

For example, findings indicate that, where before the pandemic, the loss of the main operational building would have provided significant challenges with little mitigation available, the well tested and efficient agile working processes with which staff are now familiar provides improved resilience. However, where remote working is now cited as a contingency measure to mitigate the disruption to or loss of the main operational base, the reliance on the continuity of access to digital infrastructure such as servers, home working and internet and applications whether corporately maintained or by third parties, is now highlighted as essential and a heightened risk.

## **1.1. Technology Solutions**

Numerous technical solutions are in place to minimise risk to information and the corporate network generally. PSN and PCI compliance together with the development of business continuity requirements continue to drive technical improvements for information governance. As a result of our partnership with the Shared Resource Service and its partner organisations, the council will pursue options for collaboration and simplification wherever practical.

### **Devices**

The council now almost exclusively uses laptops for flexibility and mobility and this has been useful for increased flexible working over the last few years. Laptops will always be issued unless there is a specific reason that a desktop device is required in very limited scenarios. Windows 10 is deployed to all devices with regular updates required.

### **Microsoft 365**

The council previously migrated its e-mail solution to Microsoft 365 with e-mail in the cloud. This provides improved collaborative, agile working facilities and information security. The solution uses Microsoft Multi Factor Authentication (MFA). In addition, the Microsoft Advanced Threat Protection (ATP) solution protects against attachments and links sent in e-mails. The e-mail configuration includes the use of Transport Layer Security (TLS) to encrypt e-mail to external e-mail systems set up to the same standard which should include all local authorities and the public sector generally. Other security standards for e-mail system hygiene have also been implemented.

Microsoft Teams continues to provide instant messaging/chat facilities as well as video/audio conferencing facilities. These facilities are used extensively and enable the organisation to hold a large number of virtual meetings and informal discussions. The solution is regularly updated by Microsoft with additional features and other improvements. The latest version of the Microsoft 365 client is rolled out to all Windows devices.

### **Security Information and Event Management (SIEM) system and Security Operations Centre (SOC)**

The implementation of a Security Information and Event Management (SIEM) system and Security Operations Centre (SOC) with SRS is designed to monitor potential cyber attacks and provide improved preventative measures as a result. This has now been implemented and complements existing solutions.

### **Devices for Members**

Members have tablets and, in combination with laptop devices, provide a comprehensive solution for their role. The refresh of member laptop devices is included within the wider laptop refresh cycle so where new devices are required they are provided. Following local government elections in May 2022 tablets and mobile phones were re-issued or new devices provided where necessary.

### **Digital Champions**

The council has approximately 30 “Digital Champions” who are advocates for the use of digital technology. They provide a key contact point for services using digital technology. They were a key part of the testing of new infrastructure as part of the data centre move and other developments.

### **Remote Access Virtual Private Network (VPN) Solution**

The council now uses the Microsoft Always On VPN solution. This enables all staff who need to work from home to do so. It provides the ability to carry out password resets and Windows updates due to its “always on” connection type enhancing security. Staff are able to work from anywhere where a wireless network is available (subject to geographical restrictions), as if they were sat at their desk, which also reduces the requirement to carry paper documents.

### **Multi-Function Devices**

‘Follow Me’ print is available to all users, who are able to access council printers from any location with a device. An upgrade took place to the software that supports Multi-Function Device s (printer/copier/scanner).

### **Secure/Large File transfer solution**

Secure and large file transfers are now provided using Microsoft Office Message Encryption and Microsoft One Drive for Business.

### **Xerox Mail “hybrid mail”**

More services have been set up to use the “hybrid mail” system to streamline the production of paper and electronic outputs. This enables documents to be sent to production printers in the print room and then processed through the mail room folder/insert machine. This improves security by ensuring that print outputs are split into envelopes automatically in the folder/insert machine. The system’s use continues to increase, led by the Digital team.

### **Wireless Staff Access**

Wireless Access points are provided in many council buildings. This includes appropriate security controls in place. Following the completion of the data centre move new infrastructure will be implemented to improve Wi-Fi at key sites.

### **Wireless Public Access**

Public Wi-Fi is available in the city centre (Newport City Connect), over 50 public buildings (Newport Community Cloud) and on buses.

## **Physical Security**

Major buildings are limited to staff with physical access cards and alarmed outside of opening hours. As detailed in the physical access policy:

- IT facilities must be located in secure areas protected from unauthorised access
- Any visitors to IT secure areas must be signed in and accompanied at all times
- Computer rooms are subject to additional security measures to protect them from unauthorised access, damage and interference

The Building Access policy also require staff to display identity badges at all times.

## **Mobile Phones**

The council has a large number of mobile phones issued to staff. The vast majority are now smart phones with e-mail, internet access, Teams etc. For those that just need calls and texts, basic phones are provided as they are much cheaper. All phones are managed using a Mobile Device Management (MDM) solution to limit access and the ability to wipe phones remotely if required.

## **Tablets**

A relatively small number of tablets are in use across the organisation for specific purposes including tablets for members. These devices are managed using the same Mobile Device Management (MDM) solution as for mobile phones.

## **2.8. Records and Data Management**

Much of the information held by the council would conventionally be stored as paper copies, on network file shares or within teams and service areas. The use of an Electronic Document Management System (EDMS) provides the council with a modern, efficient, electronic system for managing documents, improving the way information and documents are used and the flow of information around the council.

EDMS has a number of benefits including security, access to information and records management by storing all service related documents securely in one place. EDMS is key to ensuring appropriate retention periods of documents stored in the system.

Developments in 2022/23 include:

- Merger of corporate and social care environments

Tens of boxes of archived files passed their destruction date during the year and these are securely destroyed. This continues to free up capacity in Modern Records although other paper files are regularly identified from other locations that offset this at times..

Newport City Council has centralised much of our systems administration as part of the Transformation and Intelligence team. This has ensured that systems, and system information are managed in an effective and consistent way.

## **2.9. Freedom of Information and Subject Access Requests**

As a public authority, the council also handles requests for information and data. There are risks associated with responding to Freedom of Information and Subject Access requests. With Freedom of Information requests, care should be taken not to include any personal information as part of responses, for instance when sending out spread sheets that might originally include personal data. Before responding to FOI and SAR requests, the authority must ensure that the response is not exempt from disclosure under the Acts.

## Freedom of Information

This is the ninth time that the number of Freedom of Information (FOI) requests has been included. The number of requests received in 2022/23 was 992 which is an increase from last year (953). It is always difficult to understand the reasons behind variation in numbers as there are a number of factors that may impact on the figures, especially issues that are of particular local or national interest e.g. Brexit. These tend to generate several FOI requests and the number tends to reflect the level of public interest. The Covid pandemic almost certainly had an impact on the number of requests since 2020/21, however, the number has risen in the last two years, and we are nearly back to previous highs in 2018/19.

Performance for 2022/23 was 91.0% of requests responded to within 20 working days. This was above the target of 88% of requests. The council has met its target for ten of the twelve years since a target was identified including each of the last six years.

A breakdown per year is included below:

Year	Number of requests	Performance (Target)
2022/23	992	91.0% (88%)
2021/22	953	89.5% (88%)
2020/21	797	90.8% (88%)
2019/20	1100	90.2% (88%)
2018/19	1167	90.1% (88%)
2017/18	1037	88.3% (88%)
2016/17	1087	84.1% (88%)
2015/16	914	92.3% (87%)
2014/15	895	87.7% (87%)
2013/14	869	87.1% (87%)
2012/13	698	90.4% (87%)
2011/12	540	84.4% (87%)

## Publishing data

Government and ICO guidance encourage the publication of data as good practice for public bodies and this is referenced in the [ICO model publication scheme](#) as part of our commitment to openness and transparency. The [transparency page](#) was developed to improve signposting of council data.

This page includes:

- Council spend over £500
- Councillor allowances and expenses
- Public health funerals
- Council pay and grading including gender pay gap information
- Pupil numbers in Newport
- Newport Matters production costs
- Housing Information
- Contact Centre statistics
- Social Media House Rules
- Links to Privacy Notices

This data is free to re-use under the terms of the [Open Government Licence](#).

## Subject Access Requests

Subject Access Requests (SAR's) are requests for personal information requested by the data subject and care needs to be given to ensure that personal information relating to other data subjects is removed. As a result of General Data Protection Regulation, fees have not been charged since April 2018. A new Data Protection Policy was developed, and this includes the rights of individuals under the Data Protection Act 2018. Specific guidance on processing Subject Access Requests is included in the policy and guidance to staff has been provided on the intranet and in staff bulletins. A personal information request form is used to identify specific subject areas for requests as well as gathering details of the requestor. It is crucial to gather proof of identity so personal data is not disclosed to a third party accidentally. The council narrowly missed its performance target for dealing with Subject Access Requests. 70.9% of requests were responded to within the deadline, against a target of 75%. Gaining access to paper records has been a greater challenge because of the Coronavirus pandemic and the subsequent move to more remote working.

Under normal circumstances, the authority has to respond to the SAR within one month. However, there are certain situations where the compliance period can be extended. This means that we can take longer than one month to respond to the SAR if the request is deemed to be particularly complex. In 2023/24 we will be looking to introduce extensions to complex SAR's for the first time and we anticipate improved performance in terms of meeting targets because of this.

Year	Number of requests	Performance (Target)
2022/23	103	70.9% (75%)
2021/22	76	71.0% (75%)
2020/21	70	60.0% (75%)
2019/20	77	77.9% (75%)

### **3. Risk Management and Associated Action Plan**

The sections above highlight the work required to address the obligations under General Data Protection Regulation (GDPR) and the associated Data Protection Act 2018. The number and complexity of services the council provides means this remains a very large task. The increase in the number of staff working from home provides some specific challenges, especially with greater concerns over cyber attacks.

#### **Compliance and Audit**

Maintaining compliance with the Public Services Network (PSN) is always a challenge. This has been particularly challenging this year due to the timing of the IT Health Check and the impact of major projects, primarily the data centre migration project led by SRS and the implementation of the new finance system. This resulted in a gap in accreditation. Despite these significant challenges, PSN accreditation was achieved on 15th June 2023 and lasts until 15th June 2024. A new IT health Check was carried out in May 2023. The timing of this, combined with various improvements made since last year, mean that the council and SRS are much better prepared. PCI compliance was achieved in July 2022 for the first time in a number of years and work has commenced to ensure continued compliance from July 2023 onwards. We await the results of cyber stock take 5. We will review the results and identify areas for improvement. We also await the formal report on Cyber Security undertaken by Audit Wales.

#### **Information Governance Culture and Organisation**

Last year, the Information Management Service Level Agreement (SLA) was extended for a further three years for all primary schools and now includes three secondary schools. Quarterly meetings of the Information Governance Group (IGG) and Data Protection Group take place to oversee information risk management in conjunction with other stakeholders including Shared Resource Service. The IGG Terms of Reference and structure has been reviewed to improve engagement.

#### **Communications and Awareness Raising**

We continue to raise awareness with staff. Corporate staff training numbers have increased again and highest yearly attendance figures. Social Services training numbers have increased. Large amount of training provided for schools with good attendance over the last three years. GDPR e-learning uptake has been excellent. MetaCompliance engagement has been very good, cyber security training can now be monitored for all IT users. Phishing simulations were carried out in January and June 2023.

#### **Information Risk Register**

The Information Risk Register continues to be maintained on an on-going basis.

#### **Security incidents**

- There was an increase in reported incidents, possibly because of increased awareness around issues as a result of GDPR. Also, the number of incidents relating to lost or stolen hardware increased to 22 in 2022/23 which has an impact on the total number of incidents recorded. One incident was reported to the ICO. The ICO took no action.

#### **Information Sharing**

The Development of Information Sharing Protocols (ISP's) continues along with Data Disclosure Agreements (DDA's) to ensure appropriate and documented information sharing.

#### **Business Continuity**

There is an ever-increasing reliance on digital technology to support business activities and maximise the availability of systems that this should be improved as a result of the completed SRS data centre move. One major system was moved to the cloud in 2022/23 with two more due to be completed in 2023/24.



### **Technology Solutions**

Secure and large file transfers are now provided using Microsoft Office Message Encryption and Microsoft One Drive for Business. The existing remote access solution has been replaced with Microsoft Always ON VPN. A Security Information and Event Management (SIEM) system and Security Operations Centre (SOC) is being implemented. Other security standards for e-mail system hygiene have also been implemented.

### **Records Management**

The continued roll out of EDMS solution across council improves information security especially around paper records. The number of paper records held in Modern Records continues to reduce by disposing of records which have reached their retention period.

### **Freedom of Information**

The council exceeded its target for the year but this always requires a large amount of effort. The council has met its target for ten of the twelve years since a target was identified including each of the last six years. The number of requests has increased over the last two years but still remains below its pre-pandemic peak. We continue to promote the use of open data sets and adding new ones where appropriate.

### **Subject Access Requests**

The Subject Access Request target was not met for this year due in part to a large percentage increase in the number of requests received. In 23/24 we will be looking to introduce extensions to complex SAR's for the first time and we anticipate improved performance in terms of meeting targets because of this.

The council maintains a strong commitment to information governance as demonstrated by the organisation and activities detailed within this report.

### 3.1. Risk Management

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Risk of data breach and potential fine imposed by the Information Commissioner's Office or reputational damage	H	L	Staff awareness raising especially around GDPR Provision of data protection training Roll out of policy management/e-learning solution Intranet content and staff bulletins Development of new policies and update of existing ones On-going role of Data Protection group and Information Governance Group The actions outlined in this report form part of the People, Policy and Transformations service plan and also considered in the Corporate Risk Management Strategy and Corporate Risk Register.	Digital Services Manager (DSM) in conjunction with Information Management team
Council is unable to make best use of, and share the data it holds due to a lack of confidence in the integrity and security of the information.	H	L	The new Digital Strategy has a specific theme of Data and Collaboration that recognises the value of data and the importance of using effectively and appropriately. Day to day operational guidance provided by Information Management team	Digital Services Manager (DSM) and Information Management team
PSN (Public Services Network) accreditation not gained	H	L	Ensure appropriate scheduling of Annual IT Health Check. Resolve vulnerabilities identified in latest Annual IT Health Check. Evidence information governance arrangements as detailed in this document. Ongoing patch management and other activities to reduce risks. Continued engagement with Members Proactive vulnerability scans run by SRS	Digital Services Manager (DSM) in conjunction with SRS
Delivery of IT Service by Shared Resource Service (SRS) provides less	M	M	Continue to strengthen relationship with the SRS and the complementary activities of SRS Security team. Security activity is a key part of SRS' workload	Digital Services Manager (DSM) in conjunction with Head of PPT / SRS management

control				
Do not meet requirements of EU General Data Protection Regulation	M	M	Staff Awareness raising especially senior management Standing agenda item at Information Governance Group	Digital Services Manager (DSM) in conjunction with Head of PPT / SRS management
PCI- DSS (Payment Card Industry Data Security Standards) compliance not achieved	M	M	PCI compliance achieved in July 2022 and working to renew in July 2023 Will work to ensure continued compliance in future.	Digital Services Manager (DSM) in conjunction with in conjunction with SRS
Technical Solutions are not available to meet the needs of service delivery and data breach occurs	H	L	Microsoft Multi factor Authentication (MFA) solution for secure access to 365 e-mail. Microsoft Office Message Encryption and One Drive rolled out. Encrypted laptop devices Multi-Function Devices (printer/copier) has increased security features Data stored on servers and not on local devices unless encrypted Review solutions, identify and plug any gaps Maintain health check and compliance requirements Review the security of cloud based technical solutions including Data Protection Impact Assessments (DPIA's) Cloud security measures	Digital Services Manager (DSM) in conjunction with Information Management team
Information is not shared appropriately and securely	H	L	Development of new Information Sharing Protocols and Data Disclosure Agreements and review of existing ones Advice and guidance	Digital Services Manager (DSM) in conjunction with Information Management team
Critical IT systems are not available to services	H	L	The SRS planned data centre move has been completed and NCC's plans to migrate systems to the cloud will improve availability and business continuity.	SRS in conjunction with Digital Services Manager and services
Information security is not considered for new projects	M	L	Data Protection Impact Assessments (DPIA's) carried out for new projects with further DPIA's required going forward. Use ICO process including screening	Digital Services Manager in conjunction with services

## 3.2 Action Plan

Action	Deadline
<b>Compliance and Audit</b>	
<b>PSN accreditation</b>	
Complete Remediation Action Plan for PSN	Jul 23
Assess results of Annual IT health Check and develop plans to address vulnerabilities	Jul 23
Make submission for PSN prioritising this work in SRS/NCC	Mar 24
Once received, review findings of final Cyber Security audit carried out by Audit Wales and take appropriate actions as necessary	TBA
<b>EU General Data Protection Regulation (GDPR) and Data Protection Act 2018</b>	
Data Protection to be discussed as standard item at Information Governance Group and Data Protection Group	On-going
Review any new forms and associated privacy notices for the organisation. This will include the legal basis and consent where appropriate	On-going
On-going development and maintenance of Record of Processing Activity (RoPA)	On-going
Conduct Data Protection Impact Assessments (DPIA's) where necessary	On-going
<b>PCI accreditation</b>	
Payment Card Industry Data Security Standard - carry out assessment and any necessary work prepare to ensure continued compliance with new PCI security standards. Develop plans for Version 4 of the standard required in 2024.	Jul 23
<b>Cyber Stock Take</b>	
Once received, review results of stock take 5 and develop action plan when results provided	TBA
<b>Information Governance Culture and Organisation</b>	
Contribute to information governance considerations across all SRS partners including Information Security Leadership Board	On-going
Quarterly meetings of the Information Governance Group to oversee information risk management in conjunction with other stakeholders including Shared Resource Services representation	On-going
Quarterly meetings of Data Protection Group to discuss operational data protection issues	On-going
SIRO and Cabinet Member to be briefed on relevant information governance issues	On-going
Members updated through Annual Information Risk Report, including review by Scrutiny Management Committee	Jul 23
<b>Communications and Awareness Raising</b>	
Regular data protection training sessions corporately, for Social Services and for SLA schools	On-going
Further policies and guidance will be developed to support the organisation	On-going
Review of information management policies	Oct 23
Provide advice and guidance to support primary schools in conjunction with Service Level Agreement	On-going
Develop and deliver training for members	Jun 23
Provide regular e-learning content via MetaCompliance solution	On-going
Monitor take up of e-learning content and monitor take up rates to increase awareness	On-going
Develop and deliver training for members	Jun 23
<b>Information Risk Register</b>	
Management of the information risk register	On-going
<b>Information Security Incidents</b>	
Investigation of security incidents and identification of issues to be followed up	On-going

<b>Information Sharing</b>	
Further Information Sharing Protocols will be developed to support collaborative working	On-going
Review existing Information Sharing Protocols	On-going
Develop additional Data Disclosure Agreements as required	On-going
<b>Business Continuity</b>	
Migration of priority IT systems to the cloud to improve business continuity	On-going
<b>Technology Solutions</b>	
As a result of our partnership with the Shared Resource Service, the council will pursue options for collaboration and simplification wherever practical	On-going
Review technical solutions to ensure they meet information governance needs including cloud-based systems	On-going
Consider the need for new technical solutions to address weaknesses	On-going
Extend use of Xerox Mail solution to improve mail distribution processes	On-going
<b>Records Management</b>	
Continued roll out of EDMS solution across council	On-going
Review options for Modern Records and storage including destruction of records past their destruction date	On-going
<b>Freedom of Information and Subject Access Requests</b>	
<b>Freedom of Information</b>	
Publication of further open data for suitable data sets	On-going
<b>Subject Access Requests</b>	
Work with services to improve performance on Subject Access Request responses including the ability to apply extensions where appropriate for complex requests	Jul 23

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# Scrutiny Report

## Overview and Scrutiny Management Committee

### Part 1

Date: July 2023

### Subject **Climate Change Plan Annual Report 22-23**

Author Scrutiny Advisor

The following people have been invited to attend for this item:

Invitee:	Area / Role / Subject
Paul Jones	Director of Environment and Sustainability
Silvia Gonzales-Lopez	Head of Environment and Public Protection
Laura Waldron	Programme Manager – Climate Change
Ross Cudlipp	Service Manager – Climate Change
Cllr Yvonne Forsey	Cabinet Member for Climate Change and Bio-diversity

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked:

1. To consider whether information submitted is adequate in providing understanding of the work being undertaken and progress being made.
2. To scrutinise and review progress demonstrated against the six Key Delivery Themes and their priorities.
3. To provide comment and recommendations on the Climate Change Plan Annual Report.

### 2 Context

#### Background

- 2.1 This is the first performance monitoring report for the Climate Change Plan.
- 2.2 In 2021, [Newport City Council declared an Ecological and Climate Emergency](#). This specified a clear Organisational Climate Change Plan would be developed in consultation with Newport City residents.

- 2.3 A Climate Change Project Board was created to oversee the development of the plan and staff and managers from across the Council were involved in the writing of a consultation draft of the plan using the [Route Map for Decarbonisation](#) as a framework. The consultation took place during November and December 2021 and responses were reviewed and the plan amended accordingly.
- 2.4 In March 2022, [Cabinet agreed the Organisational Climate Change Plan](#) which sets out the themes, priorities, actions and milestones for the period. Newport City Council [Organisational Climate Change Plan](#) (Appendix 2) spans the period 2022-27.

### **Previous Consideration of this item**

- 2.5 This is the first time that the Committee will scrutinise the performance of the Climate Change Plan.
- 2.6 The Climate Change Plan was brought to the Committee on the [23<sup>rd</sup> September 2023](#) as an introductory, informational report to inform Committee and begin the reporting process.

## **3 Information Submitted to the Committee**

- 3.1 The Climate Change Annual Report 22-23 is affixed as Appendix 1. The report includes:
- Foreword
  - Background
  - Development of Year 2 Action Plans
  - Projects and Case Studies
  - Annual Carbon Reporting
  - Glossary
  - 2023/24 Action Plans
- 3.2 It is worth noting that the carbon reporting figures included within the report are currently provisional.

## **4. Suggested Areas of Focus**

- 4.1 **Role of the Committee**



**The role of the Committee in considering the report is to:**

- Assess and make comment on
  - Whether information included is adequate in providing an understanding of the Climate Change Plan
  - The performance as demonstrated within the Climate Change Plan Annual Report 22-23.
  - Any areas within the report that the committee feel require more information or further clarification within the report.
  
- Conclusions:
  - Is the committee satisfied that the report adequately demonstrates performance for the period specified?
  - Is the Committee satisfied that it has had all of the relevant information to base a conclusion on the inclusion of general information, case studies and specific technical information?
    - Does committee feel that any further information needs to be included?
  - Do any areas require a more in-depth review by the Committee?

**4.2 Suggested Lines of Enquiry**

The Committee may wish to query:

- How many buildings does the Council own that are without solar energy that could support it? Is anything being done to address this?
- Will the Committee have sight of any new policies that are developed under this plan?
  -

**4.3 Wellbeing of Future Generation (Wales) Act**

5 Ways of Working	Types of Questions to consider:
<p style="text-align: center;"><b>Long-term</b></p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?
	How will the needs of your service users potentially change in the future?
<p style="text-align: center;"><b>Prevention</b></p> <p>Prevent problems occurring or getting worse.</p>	What is the objective (or the desired outcome) of this proposal?
	How are you addressing these issues to prevent a future problem?
	How have the decisions, so far, come about? What alternatives were considered?
<p style="text-align: center;"><b>Integration</b></p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other</p>	Are there any other organisations providing similar / complementary services?
	Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?

objectives, or on the objectives of other public bodies.	What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
<p style="text-align: center;"><b>Collaboration</b></p> <p>Acting in collaboration with any other person (or different parts of the organisation itself).</p>	Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?
	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Council's work?
<p style="text-align: center;"><b>Involvement</b></p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	How have you involved the people who are being impacted by this decision?
	How have you taken into account the diverse communities in your decision making?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the outcome of your decision?

## Section B – Supporting Information

### 5 Links to Council Policies and Priorities

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
<b>Aims:</b>	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

5.1 The Climate Change Plan Annual Report 22-23 has strong links to Wellbeing Objective 2 and 4.

### 6. Background Papers

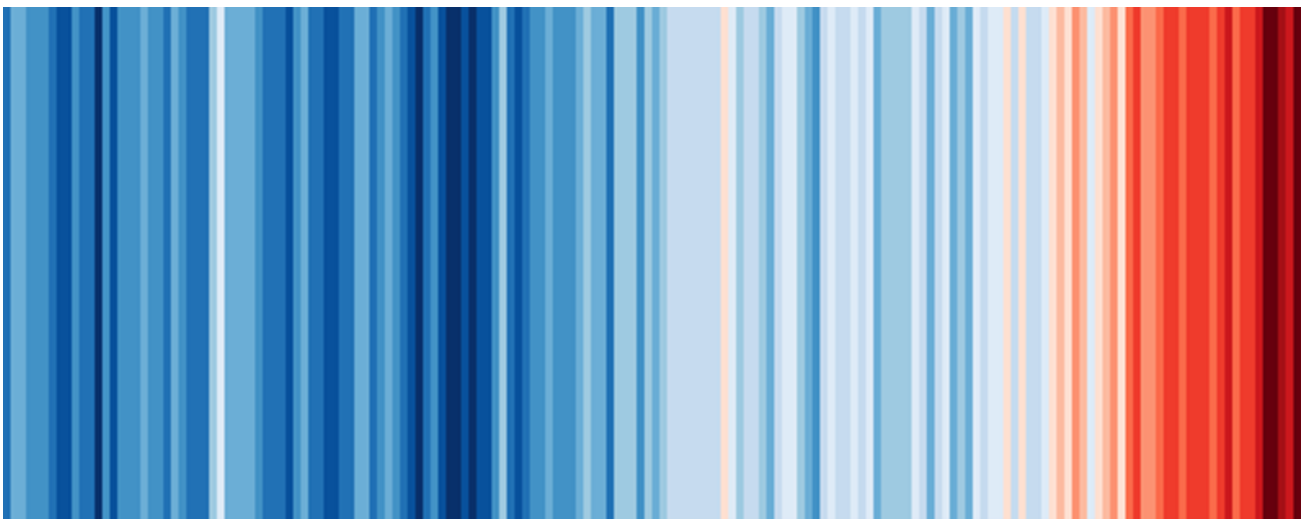
- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 22-27](#)
- [Ecological and Climate Emergency declaration](#)

- [Route Map for Decarbonisation](#)
- [Organisational Climate Change Plan](#)

Report Completed: July 2023

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# Newport City Council Organisational Climate Change Plan 2022-27 Annual Report 2022-23



This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg



**NEWPORT**  
CITY COUNCIL  
CYNGOR DINAS  
**CASNEWYDD**

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# 1 FOREWORD

*To be added*



*Councillor Jane Mudd  
Leader of the Council*



*Councillor Yvonne Forsey  
Cabinet Member for Climate  
Change & Biodiversity*



## 2 BACKGROUND

The Newport City Council Organisational Climate Change Plan runs from 2022-27. This is our annual report for 2022-23.

### 2.1 Ecological & Climate Emergency

In November 2021 the council declared an Ecological and Climate Emergency which specified that a clear Organisational Climate Change plan would be developed, in consultation with our citizens.

### 2.2 Climate Change Plan 2022-27

In March 2022, the council's Cabinet agreed our [Organisational Climate Change Plan 2022-27](#) that sets out the themes, priorities, actions, and milestones that we need to take as a council over the next five years to:

- Reach net zero carbon as an organisation by 2030.
- Review the services we provide to ensure they support the city's journey to net zero and adaptation to climate change.

This is a key document for the council and will shape our council's climate change mitigation and adaptation journey over the next five years. An [animation](#) gives an overview of the plan.

### 2.3 How was the plan developed?

A Climate Change Pro Board was set up to lead on the development of the plan. Staff and managers from across the council were involved in writing of a consultation draft of the plan using the [Route Map for Decarbonisation](#) as a framework.

A public consultation took place in November and December 2021. All responses were reviewed, and the plan was amended accordingly.

### 2.4 Aims of the plan

The plan sets out the delivery themes, priorities, actions, and milestones that we need to take as a council over the next five years to:

- ***Reach net zero carbon as an organisation by 2030.***
- ***Review the services we provide to ensure they support the city's journey to net zero and adaptation to climate change.***

### 2.5 Key Delivery Themes

To deliver our plan six delivery themes were identified similar to the those in the [Route Map for Decarbonisation](#).

The delivery themes are:

<i>Theme 1</i>				
<i>Organisational Culture &amp; Leadership</i>				
<i>Theme 2</i>	<i>Theme 3</i>	<i>Theme 4</i>	<i>Theme 5</i>	<i>Theme 6</i>
<i>Our Buildings</i>	<i>Our Land</i>	<i>Transport &amp; Mobility</i>	<i>The Good &amp; Services we Procure</i>	<i>Our Wider Role</i>

The delivery themes are all interdependent and have interconnected and overlapping relationships, with Theme 1 as an overarching theme.

## 2.6 Delivery of the Plan

Six subgroups were set up to manage delivery of projects relating to the Plan. Each group is chaired by a Strategic Director or Head of Service and attended by relevant officers across a range of service areas. The sub-groups meet every 3 months to discuss progress against the action plan for their theme and to share updates and best practice.

A Climate Change Programme Board was also set up, chaired by the Strategic Director for Environment and Sustainability and attended by the Chairs of the six themes, plus representation from our Public Relations team. The Board advise on strategic issues relating to climate change policy within the Council and provide performance management for the action plans for the six themes.

Progress against the Year 1 action plans for each of the six themes can be found as an appendix to this report.

## 3 DEVELOPMENT OF YEAR 2 ACTION PLANS

It was important to us to refresh and amend the action plans for Year 2 of the Plan for a number of reasons. Firstly, the development of the Newport Local Area Energy Plan (LAEP) (a Newport-wide plan) provided a much clearer distinction between actions which would support our decarbonisation as an organisation, which would fall under the Organisational Plan, and actions which would support the decarbonisation of the wider city, which would fall under the LAEP. Secondly, we identified that the core of the Plan needed to shift from a focus on actions which supported general awareness-raising and development of processes and policies that would support our organisational decarbonisation to a focus on specific projects that would have a measurable impact on our emissions. Thirdly, there was an appreciation that the Year 2 Action Plans were an opportunity to rationalise and streamline the actions to improve performance reporting, particularly in light of the move to MiHub for reporting.

We have also taken the opportunity to review some of the priorities associated with each theme, with some being removed (especially those which have a strong overlap with the LAEP), some being added and some being amended in light of our experience of delivering the Year 1 Action Plans.

The Wider Role theme was particularly impacted by the changes brought about as a result of the development of the LAEP. As can be seen in Appendix A, the majority of the priority areas within this theme have either been moved to other themes (as in the case of Flooding, which has now moved to the Land theme as it was thought that there was greater potential for collaboration with this group) or removed entirely (for example in the case of Placemaking and Building Control which will now be considered under the LAEP).

The Climate Change Programme Board have also recommended the removal of Action Plans from the Organisational Plan. The Year 2 Action Plans will still be made publicly available, but removing them from the body of the Plan itself means that the Plan does not need to be amended on an annual basis.

Year 2 Action Plans for the six themes can be found as an appendix to this report.

## 4 PERFORMANCE

While more detailed information on the different actions as part of 22/23 Action Plan has been included in Appendix 1, this section provides an overview of the progress made for each delivery theme, including specific examples and projects to highlight the work carried out during the past year, and the main priority areas to work on during 23/24.

### 4.1 Theme 1: Organisational Culture & Leadership

2030 Vision	<i>The climate and nature emergency will be at the heart of all our work. In our decisions we will take positive action to minimise climate and ecological impacts. We will lead by example and empower our partners, communities, and individuals to tackle the climate emergency and prioritise nature-based solutions</i>	A
Priorities	<b>Behaviours &amp; Role-Modelling:</b> Our elected members and workforce will be encouraged and supported to consider their individual contribution to becoming net zero carbon by 2030, and leaders will role model the council’s expectations.	A
	<b>Governance &amp; Performance:</b> Our democratic and corporate functions will be committed to becoming net zero carbon by 2030, and our decision-making, governance framework and performance monitoring will reflect this commitment.	A
	<b>Promotion &amp; Engagement:</b> Regularly publicise progress and achievements to embed aspirations to be net zero carbon by 2030.	A

**Financial Commitment:** To plan for the financial impacts of climate change, and to ensure that our medium to long term financial planning contributes to the delivery of the council's commitment to reduce carbon emissions where possible

A

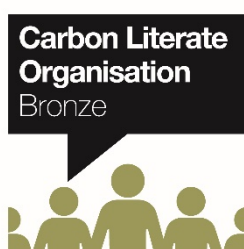
Progress against this theme has generally been good, but there are a few key actions that have not yet been completed (changes to report template, improvements to internal and external communications and confirmation of the funding model for energy efficiency projects) that mean that overall progress against the theme is Amber. However, as can be seen from the specific examples below, excellent progress has been made on training, the corporate plan and the staff network, along with a more general improvement in the visibility of Climate Change considerations within the Council as a whole.

### 4.1.1 Projects update

#### A. Cabinet Member

In May 2022, following Local Government elections, the new Cabinet was announced, with Councillor Yvonne Forsey being appointed as Cabinet Member for Climate Change and Bio-diversity. This is the first time that Newport has appointed a Cabinet Member with this specific portfolio and is a strong indicator of the seriousness with which the Administration views Climate Change and the role of the Council in responding to it. The Cabinet Member has been a key advocate for Climate Change policy across the Council and her representation at Cabinet level has been crucial in ensuring that Climate Change is properly represented in the decision-making process.

#### B. Carbon Literacy Training and Accreditation



Carbon literacy training provides an awareness of the carbon dioxide costs and impacts of everyday activities and the knowledge to enable the reduction of emissions as an individual, community and organisational basis.

Over the past year, the Leader, Chief Executive and all Cabinet Members, Strategic Directors and Heads of Service have undertaken Carbon Literacy training as well as over half of our elected Members.

We are delighted to have been awarded Bronze Accreditation Status by the Carbon Literacy Project and are planning to work towards Silver Accreditation status, which will require a much wider rollout of the training across the organisation. To support this, colleagues in our Adult Learning Team have been trained in how to deliver the sessions, which will allow us to provide training at a much lower cost, as well as to be able to support community organisations who wish to complete the training.

### C. Corporate Plan

Following the local elections in May 2022, the Council undertook extensive work to develop its new Corporate Plan for the next 5 years. In the development of the Corporate Plan we engaged with officers through a series of workshops to understand our priorities and the priorities of our citizens and businesses over the next 10 to 20 years. Across the five workshops the environmental, ecological opportunities and risks were considered and how they will impact on the delivery of our services and citizens in the city. Additionally, through the development of the Climate Change plan, we were also able to integrate the engagement and development work of the Climate Change Plan.

Through this work, the Corporate Plan integrated the priorities of its Climate Change Plan, specifically within Well-being Objective 2 Environment and Infrastructure of the city and Well-being Objective 4 an Inclusive, fair and sustainable Council. Within these objectives we have several strategic priorities focused on our external work to enhance and protect Newport's ecological environment and internal work for Newport Council to meet its Climate Change target to be net zero carbon by 2030. All of this work is aligned to the Welsh Government's policy and the Well-being of Future Generations Act goals. Further information on the Corporate Plan can be found [here](#).

### D. Staff Network



One of the key actions in the Organisational Culture and Leadership theme was to set up a Climate Change Staff Network to encourage staff members from across all service areas to contribute to the development of Climate Change policy and practice and to provide a forum for interested individuals to pursue projects outside of their day to day roles.

The Network first met in January 2023 and has appointed a Chair and Vice Chairs. The Network has already developed and launched a staff Travel Survey which will provide vitally important data to support the decarbonisation of our staff commuting and business travel.

#### 4.1.2 Next Steps

The main priorities for this theme over the next 12 months are:

- Update reporting and finance templates to encourage and promote inclusion of climate change/decarbonisation as a factor in decision-making
- Embed carbon literacy/climate change in training provision for all staff, including provision of mandatory training/e-learning
- Development of internal and external communications plan for Climate Change to ensure that we are communicating with and engaging staff and the general public

## 4.2 Theme 2: Our Buildings

<b>2030 Vision</b>	<i>To achieve net zero carbon energy and support the nature recovery across our buildings by 2030</i>	<b>A</b>
<b>Priorities</b>	<b>New Council Buildings:</b> All new building to be net zero carbon.	<b>A</b>
	<b>Building Retrofitting:</b> Deep retrofit to ensure creating net zero carbon energy buildings.	<b>A</b>
	<b>Renewable Heat:</b> Implementation of renewable heat in new buildings.	<b>A</b>
	<b>Natural Gas:</b> A commitment to significantly reduce or remove natural gas heating across our buildings.	<b>A</b>
	<b>Building Rationalisation:</b> Audit current assets to understand their long-term carbon impact with the aim of better strategic utilisation.	<b>A</b>

Decarbonising our buildings remains one of the biggest issues in reducing our organisational emissions. Good initial progress has been made in this area but the funding challenges are considerable and the age and diversity of our estate means that decarbonising heat is a particular issue as the level of retrofitting that would be required at some sites to make them suitable for the deployment of Air Source Heat Pumps is extensive. The energy crisis has also had a huge impact in this area as it has dramatically altered the business cases for the deployment of Air Source Heat Pumps. However, the Council has made investments in staff resource in this area, with the Carbon Reduction team going from 2.2 FTE at the beginning of the year to 5.2 now, which will allow the team to support more projects over the coming year.

### 4.2.1 Projects update

#### A. Egni Solar Co-op

Egni Co-op develops rooftop solar energy in Wales and has over 4.5MWp of capacity on 88 sites, including schools, community buildings and businesses and also provide an educational outreach for schools. They have previously provided, and continue to provide maintenance support, for a number of sites across Newport, including Bassaleg Comprehensive School, Caerleon Comprehensive School, Eveswell Primary School, Maesglas Recycling Centre and the Geraint Thomas Velodrome. This year they have installed the following across our estate:

- Ysgol Gymraeg Bro Teyrnnon - 35kWp
- Alway Primary School - 55kWp
- Llanmartin Primary School - 56kWp
- St Julian's Primary School (Extension) - 30kWp

This has taken the total number of NCC buildings with solar PV installed up to 39.

Egni Cooperative also facilitate the programme, *We are Energy Warriors*, at 5 NCC schools. The project engages pupils in climate change & energy reduction learning. Through a series of bilingual workshops, they are empowered to take action to reduce energy consumption. Partnered with Energy Sparks, schools are able to analyse and investigate their energy and solar data through this educational platform and take part in additional activities to become explorers, analysts, detectives and changemakers!

### **B. Asset Rationalisation Programme**

The asset rationalisation programme aims to optimise the use of the Council estate, release capital receipts from surplus assets and make best use of limited maintenance budgets. This is supported by commitments within the Corporate Plan and Council's Climate Change Plan.

As part of this work, the project board has developed a set of principles to support the decisions within this programme, and for our ongoing asset management plan. These principles also set out the core objectives for the programme within the new Strategic Asset Management Plan 2023-2027 and will include:

The Strategic Asset Management Plan places social value, fairness and sustainability at its core:

- NCC Assets should be fit for purpose, in the right location, occupied by the right services and being delivered by the right teams
- We must understand the needs of our communities; through consultation and engagement to understand where we might need assets in the future
- We will be a data and intelligence driven organisation, which will be an underpinning driver for any asset rationalisation proposals. We must adopt clarity and consistency in approach supported by robust data.
- Retained assets must run as effectively and efficiently as possible, with appropriate budgets assigned, working with our partners and meeting the requirements of the Council's Climate Change Plan.
- NCC future asset liabilities must be safeguarded when disposing of assets and decisions will consider social value e.g. through Community Asset Transfer (CAT), lease etc.

### **C. LED Lighting**

Over the course of 2022/2023, Newport City Council's Carbon Reduction Team worked with Newport Norse to implement LED Lighting upgrades across 8 sites, including 4 secondary schools and 4 primary schools, with combined projected annual carbon savings of 125.4 tonnes CO<sub>2</sub>e. This is the equivalent to circa 3% of the total carbon emissions associated with NCC's electricity emissions from Buildings.

These schemes were implemented to save revenue, reduce carbon in support of the council's climate change commitments, reduce the running and maintenance costs associated with site lighting, reduce electrical loading on site, and improve the quality and user experience of the schools.

The projects were instigated by the Carbon Reduction Team and were developed in conjunction with Newport Norse. The installations were delivered by Newport Norse and their trusted contractors.



**1. Caerleon Comprehensive and Regional Pool and Tennis Centre Air Source Heat Pumps**

Following on from low carbon heat installations in 2021/2022, NCC secured a further £510,000 of Low Carbon Heat Grant funding, to retrofit air source heat pumps to existing sites to reduce gas usage and therefore carbon emissions.

**2. Low Carbon Heat Designs**

12 sites had low carbon heat designs undertaken on them in anticipation of Welsh Government Grant applications in 2023/2024.

**3. Refit**

Commencement of a £2 million pound REfit Programme, delivering decarbonisation measures across 14 sites, due for completion at the end of 2023/2024.

**4.2.2 Next Steps**

The main priorities for this theme over the next 12 months are:

- Asset Rationalisation Programme – support the work of the Asset Rationalisation Programme Board to ensure that decarbonisation is part of the decision-making process when determining the future use of the estate
- Produce a cost estimate for decarbonisation of the estate
- Deploy the New Buildings Policy to identify minimum standards for new builds
- Draft and adopt an operational energy policy to support energy efficiency

**4.2. Theme 3: Our Land**

<b>2030 Vision</b>	<i>A city which sustainably manages and increases its natural resources, protecting, enhancing, improving and connecting the natural environment in a carbon neutral and climate and ecological responsible manner</i>	<b>G</b>
<b>Priorities</b>	<b>Ecosystem Resilience:</b> Sustainably restore, create and connect biodiversity and habitats by improving council owned land and public realm.	<b>A</b>
	<b>Trees &amp; Woodland:</b> Improve human health, environmental quality, carbon reduction and capture by sustainably managing and increasing Newport’s trees and woodland.	<b>G</b>



	<b>Urban Greenspace:</b> Increase green infrastructure in the urban/public realm to reduce environmental inequalities, for the multiple benefits of nature’s recovery, human health and wellbeing, climate adaptation, cooling and flood alleviation, providing carbon reduction and clean air.	G
	<b>Council Owned Leased Land:</b> Support the nature recovery whilst reducing carbon emissions from council owned farmland and any other leased land.	A

There has been very positive progress in this theme, with tree planting and the development of Green Infrastructure two notable successes, as can be seen in the case studies below. Moving forward, we are looking to take a much more strategic approach to the development of our land assets, supported by the Asset Rationalisation Programme (see above) and the key action referenced below, the Climate Change Audit to assess the potential of our land for developments such as tree planting, solar farms, flood defences, Green Infrastructure, etc.

#### 4.3.2. Projects update

##### A. Tree City of the World



Newport Council has received Tree City of the World status, a programme run by the Arbor Day Foundation and the Food and Agricultural Organisation (FAO) of the United Nations.

The programme is an international effort to recognise cities and towns committed to ensuring that their urban forests and trees are properly maintained, sustainably managed, and duly celebrated.

The council was recognised for its management of the city’s tree stock. This includes having policies in place for maintaining trees, as well as its work managing the impact of ash dieback disease, which has impacted trees at a number of sites in the city.

The council was also recognised for its green canopy planting ceremonies back in March 2022. All schools in the city were invited to plant a tree as part of the platinum jubilee celebrations for Queen Elizabeth II, with special ceremonies taking place at five schools.

An avenue of trees was also planted in Tredegar Park, with 80 trees being installed alongside the active travel route which runs through the park.

## *B. Bee Friendly Newport – Nature Isn't Neat*



Newport is an official Bee Friendly City accredited by Welsh Government. Over the last 4 years Newport City Council has made significant changes to how it manages its roadside verges, grasslands and green spaces. Increasing the area managed for biodiversity year on year. Supported by Welsh Government's Local Places for Nature Grant and taking part in initiatives such as No Mow May and Nature isn't Neat. Nature isn't Neat is a Gwent Green Grid project that aims to raise awareness about the importance of pollinators

across the Greater Gwent Authorities, the actions that we can all take to support them, and how these can have a positive impact on other important issues such as reducing the decline in other wildlife and mitigating the impacts of climate change. Newport City Council currently manages 45 hectares of grassland for biodiversity including locations such as High Cross Open Space, Allt-yr-yn Local Nature Reserve and 19 Hills Ringland, and approximately 30 Hectares of other grassland such as road side verges and small green spaces in residential areas.

## *C. Green Infrastructure*

Following a number of pilot projects last year to develop Green Infrastructure (GI) projects across the City, including the commissioning of an assessment into suitable locations for GI within the City Centre, Newport Council were successful in a bid, in collaboration with Natural Resources Wales, from the Welsh Government Asset Collaboration Fund for detailed designs for four developments taken from the City Centre Green Infrastructure (GI) feasibility study - Charles Street, Hill Street, George Street Bridge Approach West CC10 and Riverside Walkway, with Riverside Walkway being developed currently.

Greening and installing enhanced planting have multiple benefits, including benefits to a sustainable economy. Green Infrastructure increases biodiversity, provides benefits to people's health and wellbeing, helps cool the city alleviating heat island effect, and makes the city more visually appealing attracting more people to city centre businesses.

## *D. Newport Otter Project*

Funded by the Gwent Green Grid, we have been working with a local Otter expert to enhance and protect otters along a stretch of one of our rivers (protected location). Under the guidance of NRW and our expert we sited up the banks with the addition of whips and trees, and selected 2 locations to build otter holts. Rather than plastic or concrete holts available to purchase, wood from recently felled trees was used in the form of hollow logs as this would be a good solid structure almost prefabricated by nature. Once built, the holts were hidden, and further work took place to secure the area and protect from disturbance by walkers and dogs.

### 4.2.3 Next Steps

The main priorities for this theme over the next 12 months are:

- Climate Change audit for our land portfolio – identifying suitability of all of our land assets for solar PV, tree planting, flood prevention, rewilding, etc.
- Plant 5,000 trees
- Green infrastructure – improvements to city centre through introduction of green infrastructure at five locations
- Pocket parks – development of three pocket park sites
- Development of Sustainable Urban Drainage (SUDS) Strategy

## 4.4 Theme 4: Transport & Mobility

<b>2030 Vision</b>	<i>A city with healthy and sustainable travel choices for the people</i>	<b>A</b>
<b>Priorities</b>	<p><u>Council Emissions</u></p> <ol style="list-style-type: none"> <li><b>1. Business (Grey) Mileage &amp; Staff Commuting:</b> Reduce carbon emissions from employee commuting and grey mileage by implementing a policy of agile working, active travel and usage of public transport and ultra-low emissions vehicles (ULEVs).</li> <li><b>2. Fleet:</b> Reduce council carbon emissions by moving to a ULEV fleet.</li> </ol>	<b>A</b>
	<p><u>Wider Role</u></p> <ol style="list-style-type: none"> <li><b>1. Transport Network:</b> Managing the transport network to enable people to travel in a more sustainable way. RAG (Green)</li> <li><b>2. Land Use Planning &amp; Placemaking:</b> Ensure sustainable transport options are available from the outset in all new developments, including walking, cycling, public transport and electric charging infrastructure. RAG (Amber)</li> <li><b>3. Active Travel:</b> Reduce carbon emission by prioritising active travel across the city. RAG (Amber)</li> <li><b>4. Public Transport:</b> Encourage the use of public transport instead of car usage. RAG (Green)</li> <li><b>5. Charging Point Infrastructure:</b> Increase charging capacity across the city. RAG (Green)</li> <li><b>6. Schools:</b> Reduce carbon emissions from home to school travel. (Amber)</li> <li><b>7. Taxis:</b> Implement policies to support the move to a low emission taxi fleet. (Red)</li> </ol>	<b>A</b>

Progress in the Transport theme has been good but, as with the Buildings theme, the biggest challenges lie ahead, both from an organisational perspective (most of the ‘low hanging fruit’ for fleet electrification has already been dealt with, leaving the more complex and/or costly replacements) and for the City as a whole which will be dealt with through the LAEP (the infrastructure and behaviour change projects required to reduce emissions in a meaningful way). The development of EV charging infrastructure has been a particular success story this year, with further funding having been made available to us from Welsh Government for the next two years.

#### 4.4.1 Projects update



##### A. Plant & Fleet Vehicles

Currently, NCC own 48 cars and vans, of which 30 are fully electric (62.5%). Additionally we hire 31 cars and vans, 100% of which are fully electric. [Awaiting figures on new EV vehicles added last year]

Around [TBC] zero emission miles were driven by the council’s electric cars and light vans in the year to April 2022.

##### B. Active Travel

Through the Welsh Government’s Active Travel Fund a number of new active travel projects have been delivered to increase the availability of good quality cycling and walking routes across the city area.

Project delivery has been focussed on areas where demand for intervention is demonstrated through public consultation. This often emphasises the lack to good quality provision for walking and cycling



away from busy roads and junction crossings. This demand supported by the results of previous active travel network consultations shows the potential to address the issues through the provision of routes through parks and open spaces. This approach improves the sense of safety, creates a more pleasant environment for the user and can also provide more direct routes when compared with on-road alternatives.

The new **Devon Place bridge** provides much improved connectivity for both pedestrians and cyclist moving between the north and south of the city centre. The connecting route between the two

destinations was previously served by an underpass which is unfit for purpose. The bridge connects the Gold Tops and Queens Hill area to the city centre without the need to use the underpass. The bridge opened this year and has been built to active travel standards, enabling easy use for wheelchair users, cyclists and walkers. The scheme also includes improved paving around the transport hub and incorporates sustainable drainage features that capture rainwater and divert it to the newly installed planters.

Surface improvement taking place at **Malpas & Bettws Canal** to bring this route up to active travel standard along the section of the canal between Gwastad Gate and the boundary with Torfaen have been completed.

Lighting and benches were installed along the **Gaer Fort** route completing this project.

After several rounds of public consultation, the Active Travel Network maps review has been completed and the updated map of active travel routes (both existing and proposed routes) and final report have been approved by Welsh Government. The map routes within in it will be used to plan future active travel developments over the next five years and funding has been applied for based on these plans for projects to be delivered in 2023/24.

### *C. Solar Farm at Docksway Household Waste Centre*

A feasibility study has been completed for a 1.5MW solar array at Docksway household waste centre. A connection has been agreed with Western Power Distribution and planning approval is in progress. When built, this array will provide power for the charging hub at Docksway which charges our fleet of electric refuse vehicles.

### *D. Charging Points*



Our draft EV Charging Strategy is currently out for public consultation and will be published in the coming months. On-street residential fast chargers went live at nine locations across Newport last year targeting areas with low availability of off-street parking. A further 12 chargers have been installed in community car parks for visitor and residential use with the

support of Cardiff Capital Region. 13 additional Council sites have been EV charging enabled. Finally, we successfully bid for Welsh Government funding to deliver a further 15 on-street chargers as well as charging hubs at Kingsway Car Park and Newport International Sports Village in 2023/24.

### *E. Public Transport*

During the last 12 months Newport City Council has continued to support the transition to more sustainable modes of travel and reduce the impact of transport on the climate.

The provision of high quality bus stop infrastructure is vital to attract potential users. Following a successful Local Transport Grant Bid to Welsh Government, a further 30 shelters have been procured, including 11 bee friendly shelters. We have also procured 60 Electronic Timetable displays, which are due to be installed shortly. In accordance with our policy to utilise renewable energy sources where possible, the shelters and electronic displays are solar powered.

In addition, Newport City Council launched its £6.3m Electric Bus Grant funding scheme with support from Welsh Government. The scheme provide support for operators to increase electric bus use in the city. Whilst funding is targeted at bus routes that enter Air Quality Management Areas, there is a significant benefit to wider climate change with the use of vehicles with zero tail pipe emissions.

We continue to work with partners including Welsh Government and the Burns Delivery Unit to develop the infrastructure required to achieve modal shift to active travel and public transport. Public consultation was undertaken on proposals for the A48 / NCN 88 corridor and City Centre provision at Old Green and the Railway Station. The results of these exercises will be inform design proposals.

#### 4.4.2 Next Steps

The main priorities for this theme over the next 12 months are:

- Delivery of EV charging projects supported by Welsh Government funding – 15 on street chargers and rapid hubs at Kingsway Car Park and Newport International Sports Village
- Produce fleet replacement plan and cost of transition to fully ULEV fleet
- Implement fleet charging at Civic Centre
- Develop and implement sustainable travel plans for key Council sites, including schools

### 4.5 Theme 5: The Goods & Services we Procure

<b>2030 Vision</b>	<i>Sustainable procurement will be at the heart of ensuring that our external contracting minimises the climate and nature impact and also the carbon footprint of goods, works and services procured</i>	<b>A</b>
<b>Priorities</b>	<b>Measurement:</b> Gain a good understanding of our estimated tCO <sub>2</sub> e per annum from procured goods and services, and its emissions profile and supplier base.	<b>A</b>
	<b>Guidance, Tools and Training:</b> Develop guidance, tools and training for the organisation to support staff to reduction of carbon throughout the procurement lifecycle.	<b>G</b>
	<b>Partnership:</b> Lead by example and work with our procurement strategic partners both public and private to align climate change, carbon reduction and circular economy aspirations.	<b>G</b>

**Engagement:** Incentivise suppliers through proportionate evaluation criteria to proactively seek opportunities to reduce carbon and climate impacts.

A

The introduction of specific carbon-reduction criteria into Gateway Level 4 procurement was a major success for this theme, and the research project which began at the end of 2022/23 and which continues into 2023/24 will provide us with invaluable insight into the nature and true extent of our procurement emissions rather than just relying on the Welsh Government model of calculating emissions which is not always accurate (the categories used to differentiate suppliers are based on average emissions which may not reflect the position of a particular organisation and if suppliers are incorrectly coded in our system then the wrong average values will be used, for example). A greater focus on our procurement emissions also gives us the opportunity for better engagement on decarbonisation with our supply chain. Nearly 70% of our suppliers are local organisations with the Cardiff Capital Region (29.21% within Newport), so any decarbonisation that they undertake will also have a beneficial effect for our local emissions.

## 4.5.2 Projects updates

### A. *Changes to Procurement for Gateway Level 4.*

The main change undertaken in 2022/23 was the requirement for all procurements above £175k (Gateway Process 4) to consider climate change and implement carbon reduction measures. Strategic Directors and the Gateway Board now have the responsibility to approve large-value contracts exceeding £175k. This process was implemented to reduce the climate impact of our contracts. To support this, the Carbon Reduction Team will collaborate with Senior Responsible Officers (SROs) across all service areas and procurement colleagues to review and propose measures for modifying specifications and implementing necessary actions by suppliers throughout the contract duration, with emissions reduction as the primary focus. The Carbon-focused section of the Procurement Board Gateway Form will undergo review and approval by the Carbon Reduction Team before submission for Board approval, ensuring thorough consideration of all possible scenarios.

### B. *Procurement Research Project*

As procurement represented 51% of our carbon emissions in 2021/22, we were keen to understand more about where these emissions come from and how we can support our supply chain to decarbonise.

Initially, we identified organisations with the highest annual expenditure (41 organisations represent 50% of our annual expenditure) and initiated direct communication with them. Targets were set to inquire about their Carbon Reduction Plans and request emissions data. Large corporations responded promptly and cooperatively, providing valuable information.

Challenges arose when extending outreach to suppliers further down the supply chain. Many lacked carbon reporting experience and were uncertain about expectations. Addressing this provided an opportunity for education and support. We developed a user-friendly emissions reporting toolkit to simplifying the process and accommodate diverse needs. The toolkit was rolled out at the end of 2022/23 and will continue to be refined, ensuring its relevance and up-to-date functionality.

The toolkit includes sections for gathering general information about each organisation, such as services provided and annual turnover. To avoid duplication, organisations are asked for data specific to contracts with us. For those already reporting emissions, a request is made to input Scope 1, 2, and 3 data. Assistance is provided to those not currently reporting. A separate section captures consumption data (gas, electricity, fuel) with options for annual or monthly reporting. The spreadsheet includes carbon factors to calculate supplier emissions accurately. We have found that the emissions data we receive from our suppliers is significantly lower when compared to the spend-based methods that were previously employed.

#### 4.2.2. Next Steps

The main priorities for this theme over the next 12 months are:

- Continue working with our suppliers to gain accurate data on their emissions and continue to find ways to support them to reduce this
- Extend Gateway Level 4 processes into all Gateway Level 3 procurement
- Focus on Social Services procurement as this represents a high proportion of our annual spend



## 4.6. Theme 6: Our Wider Role

2030 Vision	<i>Leading by example and proactively supporting our communities and partners towards society wide action for nature and climate recovery</i>	G
Priorities	<b>Placemaking &amp; Building Control:</b> Reduce carbon emissions and support nature recovery by focusing on sustainable, low carbon development, influencing low carbon energy and building resilient communities.	G
	<b>Energy:</b> Identify and implement the changes needed to the local energy system to decarbonise heat, electricity and local transport and realises local renewable energy production.	G
	<b>Flooding:</b> Build climate resilience and alleviate flooding across the city using a range of measures including natural flood defences.	A
	<b>Waste:</b> Reduce carbon emissions from managing waste to become a zero-waste city and nation by 2050.	G
	<b>Digital:</b> Utilise digital solutions effectively to reduce and monitor carbon emissions.	A
	<b>Partnerships &amp; Communities:</b> Work collaboratively with partners and communities to promote the climate and nature recovery across the city.	A

Progress in this area has been generally positive, with the work being undertaken on the Replacement Local Development Plan the area which has the potential to have the biggest impact on our city-wide emissions. The development of the Local Area Energy Plan is also a substantial achievement for this year, although it is not included as a case study below as it has already been discussed above.

### 4.6.2 Projects Update

#### A. Replacement Local Development Plan

Work is currently underway on Newport's Replacement Local Development Plan (RLDP). A Local Development Plan shows how land should be used and development should take place in an area over a specified time period. Once a plan is adopted, it informs all planning decisions in an area. The current Local Development Plan was adopted in 2015. It sets out how new development will be managed and land will be used in Newport until 2026.

This plan is reviewed every year. In 2020, it was agreed that a new replacement plan should be prepared. The Climate Change Team have been working with the Planning Policy Team to ensure appropriate representation of Climate Change considerations, including no gas in new developments, biodiversity requirements and prioritisation of renewable energy.

### *B. Clean Air Day*



Newport City Councils Senior Scientific Officer Steve Manning organises an event each year in association with the national Clean Air Day initiative promoted by Global Action Planning. This year schoolchildren were invited to participate in a guided environmental walk which focussed on air quality, environmental noise, and biodiversity. The children were provided with monitoring equipment and paper materials to enable them to

investigate their local environment in its roadside setting and open space setting via a new stretch of active travel route. (see video below)

<https://youtu.be/Hlx0YCKUbCc>.

Manufacturers of monitoring instruments and council EVs were also showcased at the event start coupled with the Council Leader endorsing the event and a valuable contribution also being made by Welsh Governments Clean Air Champion Professor Paul Lewis. Clean Air Day is part of a wider range of work that Steve delivers throughout the year which includes annual reporting on air quality monitoring and action planning.

### *C. Waste*

The council is continuing its work to meet Welsh Government zero waste targets by 2050. In 2021-22 the council once again surpassed its target for municipal waste reused, recycled and composted achieving 65.17%.

A proposal to move to 3 weekly collections during 23/24 was approved in February. This is expected to increase recycling by limiting residual waste capacity and we are targeting a rate of 70% for this year.

In addition, 7 out of our fleet of 16 refuse vehicles are now fully electric.

### *D. Shared Prosperity Fund*

Funding has been approved for two carbon reduction projects through the Shared Prosperity Fund (SPF). One of these will provide funding over two years to support the decarbonisation of buildings used by the community. In addition, we have also secured funding to provide Green Skills training, e.g. installation of Air Source Heat Pumps.

### *4.6.2. Next Steps*

The main priorities for this theme over the next 12 months are:

- Further improvements to waste collection provision to increase recycling rate to 70%
- Implement The Environmental Protection (Single-use Plastic Products) (Wales) Bill to remove single use plastics from our estate and work to remove single use plastics from our supply chain

## 5. ANNUAL CARBON REPORTING

Welsh Government published [guidance](#) (May 2021) to public sector organisations to enable a consistent approach across Wales for reporting on their organisational carbon emissions. The reporting methodology considers all emissions associated with activities performed by local authorities including fuel, energy, water consumption, waste disposal, employee commuting, business travel and land use.

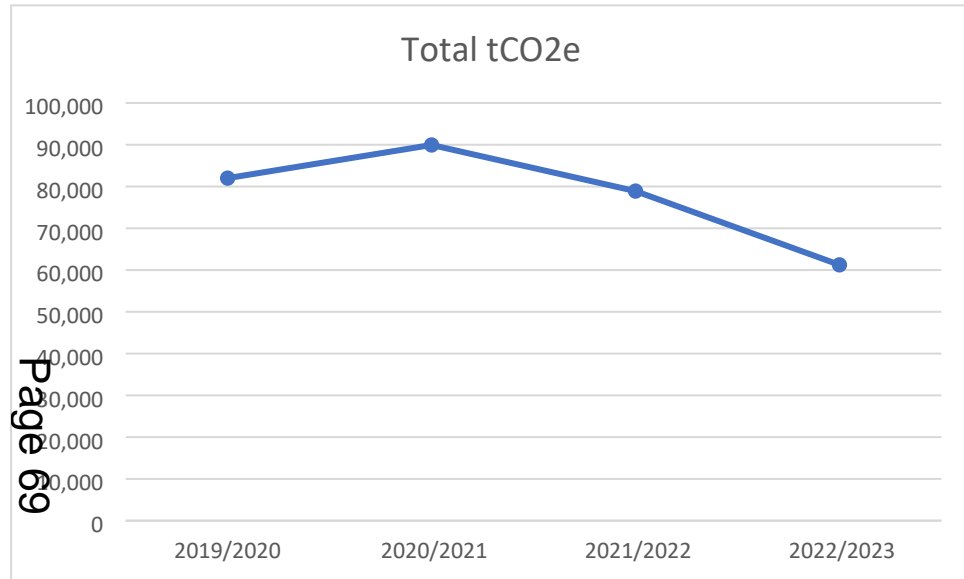
Provisional figures for 22/23 have been included in the summary table below, with Further analysis been provided for each of the delivery themes in the sections below. It should be noted that these figures are subject to change. Final figures will be published in September 2023.

	2019/2020	2020/2021	2021/2022	2022/2023
<b>Overarching</b>				
Total tCO <sub>2</sub> e	82,005	89,943	78,901	61,246
<b>Our Buildings</b>				
Total building tCO <sub>2</sub> e	15,231	11,404	12,787	11,525
Total fuel tCO <sub>2</sub> e	8,575	7,455	7,901	7,120
Total electricity tCO <sub>2</sub>	6,619	3,911	4,832	4,368
Total heat & steam tCO <sub>2</sub> e	37	37	55	38
Total water tCO <sub>2</sub> e	136	101	44	21
<b>Our Land</b>				
Total tCO <sub>2</sub> e from land assets	-1,041	-1,041	-829	-950
<b>Transport &amp; Mobility</b>				
Total transport & mobility tCO <sub>2</sub> e	5,603	2,280	4,844	4,808
Total fleet tCO <sub>2</sub>	2,184	2,066	2,298	1,979
Total business travel tCO <sub>2</sub>	299	58	143	212
Total employee commuting tCO <sub>2</sub> e	3,120	156	2,403	2,617
<b>The Goods &amp; Services we Procure</b>				
Total tCO <sub>2</sub> e	55,168	56,190	40,231	25,550
<b>Our Wider Role</b>				
Total waste tCO <sub>2</sub> e	6,908	21,009	20,279	18,576
Homeworking	n/a	n/a	1,545	1,715

## 4.1 Organisational Culture and Leadership

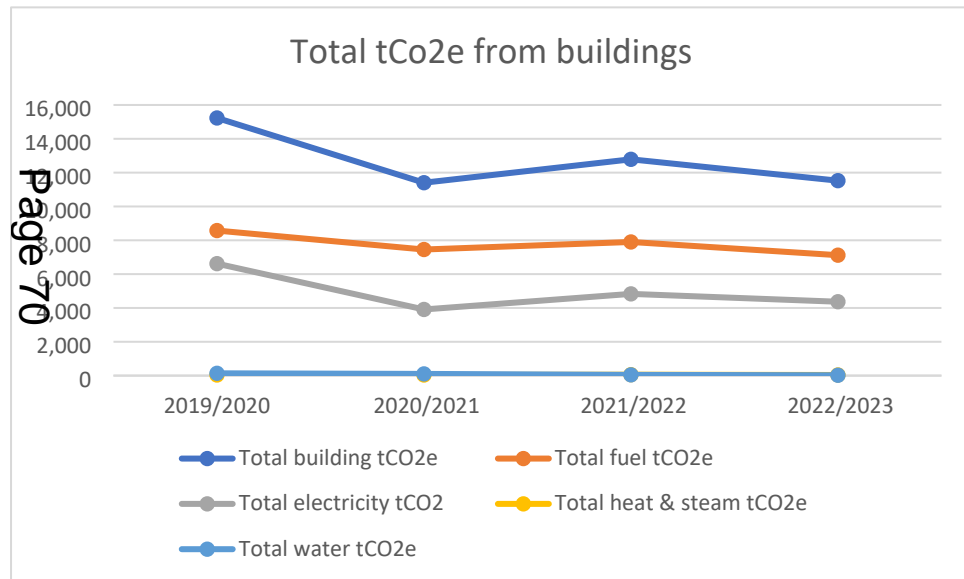
In this area, there is a reduction of 17,655 tons annual from 21/22 to 22/23. 14,681 tons of this is attributable to changes in our procurement figures, which have been caused by changes in the way that Welsh Government attributes supplier emissions.

	2019/2020	2020/2021	2021/2022	2022/2023
Total tCO2e	82,005	89,943	78,901	61,246



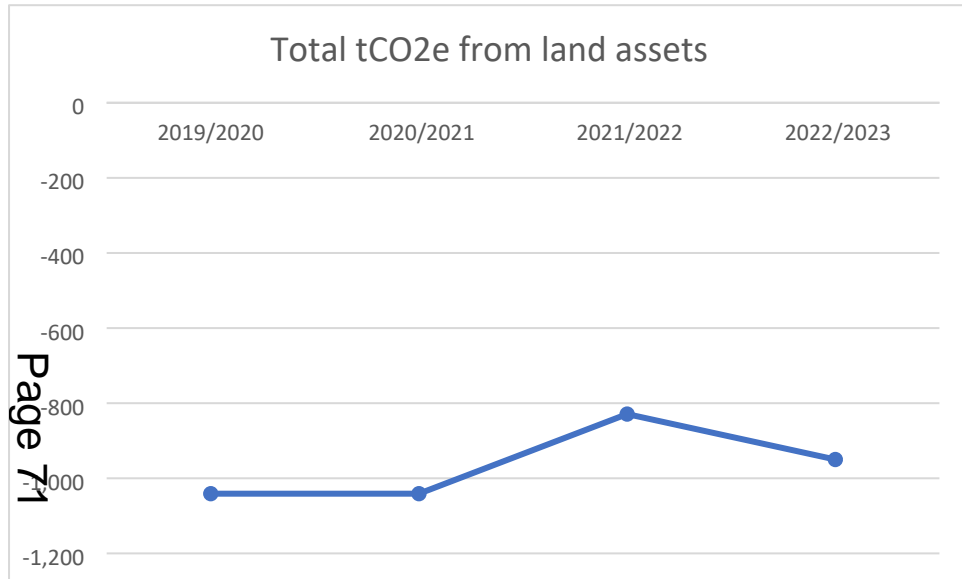
## 4.2 Our Buildings

	2019/2020	2020/2021	2021/2022	2022/2023
Total building tCO <sub>2</sub> e	15,231	11,404	12,787	11,525
Total fuel tCO <sub>2</sub> e	8,575	7,455	7,901	7,120
Total electricity tCO <sub>2</sub>	6,619	3,911	4,832	4,368
Total heat & steam tCO <sub>2</sub> e	37	37	55	38
Total water tCO <sub>2</sub> e	136	101	44	21



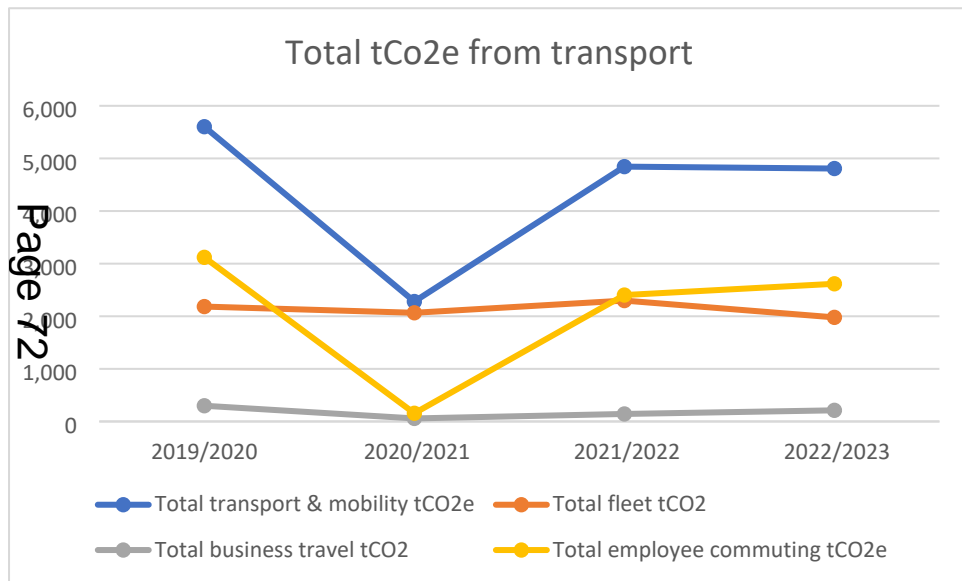
### 4.3 Our Land

	2019/2020	2020/2021	2021/2022	2022/2023
Total tCO <sub>2</sub> e from land assets	-1,041	-1,041	-829	-950



## 4.4 Transport and Mobility

	2019/2020	2020/2021	2021/2022	2022/2023
Total transport & mobility tCO <sub>2</sub> e	5,603	2,280	4,844	4,808
Total fleet tCO <sub>2</sub>	2,184	2,066	2,298	1,979
Total business travel tCO <sub>2</sub>	299	58	143	212
Total employee commuting tCO <sub>2</sub> e	3,120	156	2,403	2,617

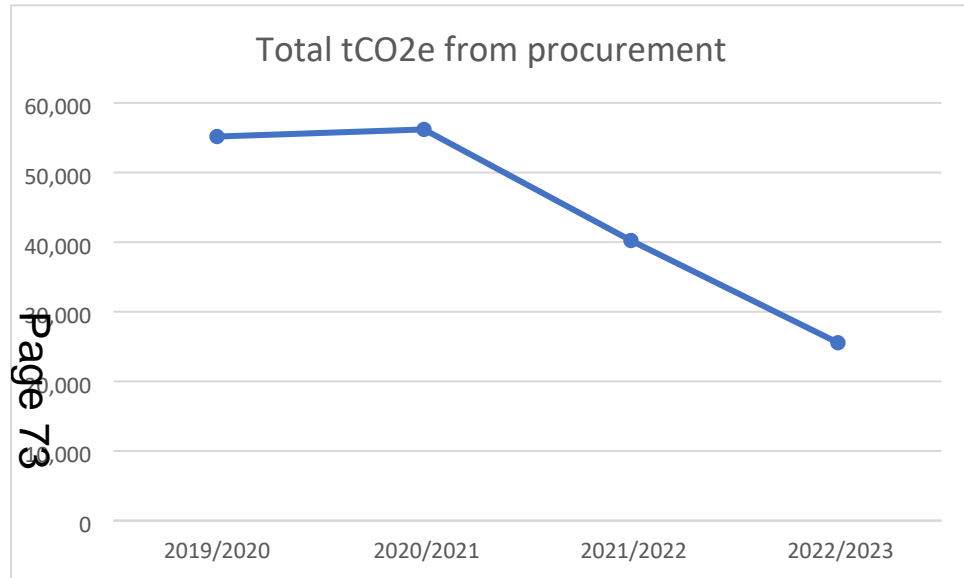




## 4.5 The Goods and Services we Procure

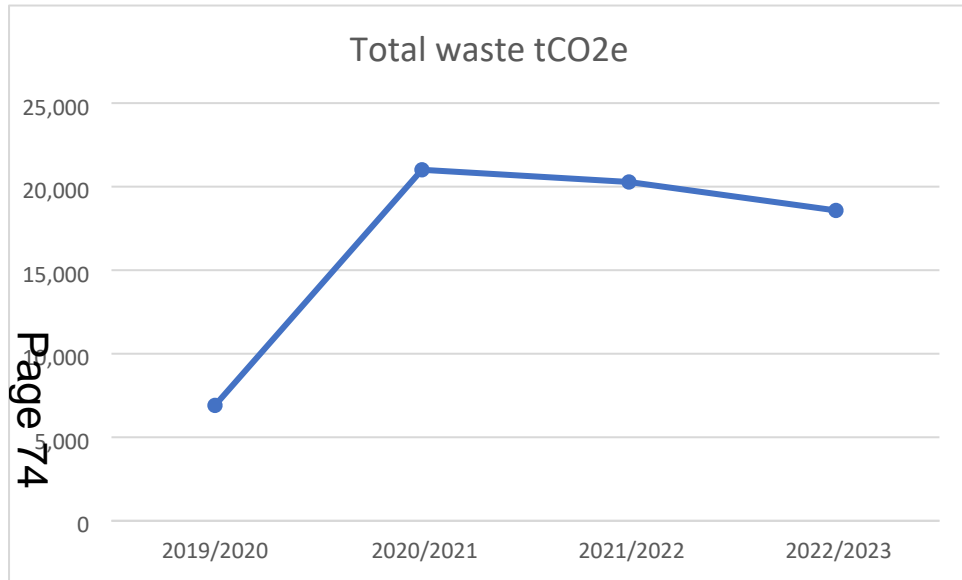
The large reduction seen in this year's figures is due to changes in the way that Welsh Government calculate supply chain emissions (Emissions Factors). We are currently attempting to understand the methodology behind these changes and will update the report with this information once it is received.

	2019/2020	2020/2021	2021/2022	2022/2023
Total tCO <sub>2</sub> e from procurement	55,168	56,190	40,231	25,550



## 4.6 Our Wider Role

	2019/2020	2020/2021	2021/2022	2022/2023
Total waste tCO2e	6,908	21,009	20,279	18,576



## 5 APPENDIX A – 2022/23 ACTION PLANS

### 5.1 Organisational Leadership and Culture

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>1. Behaviours &amp; Role-Modelling:</b> <i>Our elected members and workforce will be encouraged and supported to consider their individual contribution to becoming net zero carbon by 2030, and leaders will role model the Council's expectations.</i>	i. Develop a programme of training for elected members, managers and staff.	<ul style="list-style-type: none"> <li>Review and agree on preferred option for carbon literacy training.</li> <li>Procure carbon literacy training</li> <li>Investigate eco literacy and pilot.</li> </ul>	G
	ii. All elected members undertake eco and carbon literacy training within the first year after local elections with regular updates.	<ul style="list-style-type: none"> <li>Source funding for training</li> <li>Arrange sessions for remaining members (1 session Oct/Nov - 1 session Feb)</li> </ul>	G
	iii. All senior managers (service manager and above) undertake mandatory eco and carbon literacy training.	<ul style="list-style-type: none"> <li>Investigate number of managers to attend</li> <li>Source funding for carbon literacy training</li> <li>Arrange training</li> </ul>	G
	iv. Incorporate climate change vision and plan into the induction for every new member of staff in the Council.	<ul style="list-style-type: none"> <li>Write content for recruitment page.</li> <li>Review and amend onboarding materials to include content where appropriate.</li> </ul>	G
	v. Provide mandatory climate and biodiversity awareness training for new / existing members of staff.	See 1i-iii	A
	vi. Provide staff with information and guidance on how they can support reducing their carbon footprint for their work/life choices.	<ul style="list-style-type: none"> <li>Identify existing materials for signposting to include a carbon footprint calculator.</li> <li>Identify media to be used e.g.                             <ul style="list-style-type: none"> <li>staff newsletter</li> <li>animation</li> <li>Intranet</li> <li>Desk top background</li> <li>Reaching all staff</li> </ul> </li> </ul>	A
	vii. Lead by example and demonstrate the commitment to challenge poor practice and behaviours where the ecological and	<ul style="list-style-type: none"> <li>Provide CMs and senior leaders with information to support the decision-making process</li> <li>Provide support and information for business cases and report writers</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>Page 76</b> <b>Governance &amp; Performance:</b> <i>Our democratic and corporate functions will be committed to becoming net zero carbon by 2030, and our decision-making, governance framework and performance monitoring will reflect this commitment.</i>	climate emergency is not being properly considered in the actions of others.	<ul style="list-style-type: none"> <li>Implementation of TOMs</li> <li>Links with 2i</li> </ul>	
	viii. Embed net zero carbon, climate change and biodiversity action in our corporate values framework incorporating it into our people management activity such as recognition awards, performance management and behavioural frameworks.	<ul style="list-style-type: none"> <li>Ensure this is considered when developing the People &amp; Culture Strategy</li> </ul>	R
	ix. Support and encourage the workforce to embed carbon reduction, climate change and biodiversity action across the Council by setting up a Climate Change Network.	<ul style="list-style-type: none"> <li>Promote Climate Change Network to recruit members</li> <li>All HoS to promote Climate Change Network to engage with staff that may not be part of this</li> <li>Set up Climate Change Network</li> <li>Staff member from network to attend the Culture &amp; Leadership subgroup.</li> </ul>	G
	i. All political and corporate decisions to evaluate the climate change, ecological and carbon reduction impacts as part of the decision-making process.	<ul style="list-style-type: none"> <li>Review democratic report templates and amend to incorporate climate change and decarbonisation.</li> <li>Develop training to support this process.</li> </ul>	A
	ii. Ensure the work to develop the next Corporate Plan 2022-27 considers the commitments made in this plan and embeds our aspiration to be net zero carbon and reduce the impacts of the climate and nature emergency through the projects and objectives.	<ul style="list-style-type: none"> <li>Ensure Climate Change and decarbonisation is considered as the new Corporate Plan is developed.</li> </ul>	G
	iii. Ensure performance measures include our organisational targets towards becoming net zero carbon and reducing the impacts of the climate and nature emergency.	<ul style="list-style-type: none"> <li>Ensure carbon reporting is undertaken and reported to the Welsh Government on an annual basis.</li> <li>Add to service planning process</li> <li>Develop Climate Change reporting on MI Hub integrating with the service planning process.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	iv. Review all policies and procedures to ensure that decarbonisation and climate and nature emergency are considered.	<ul style="list-style-type: none"> <li>Contact service areas to investigate existing policies and procedures.</li> <li>Put a process in place to ensure all new policies consider climate change.</li> <li>See 4iii</li> </ul>	G
<b>3. Promotion &amp; Engagement:</b> <i>Regularly publicise progress and achievements to embed aspirations to be net zero carbon by 2030</i>	i. Report on progress against the Climate Change Plan annually (See 1 above) as part of the Corporate Annual Report / Self-Assessment.	<ul style="list-style-type: none"> <li>Add Annual Report to Cabinet and Council work programme</li> <li>Develop report</li> </ul>	G
	ii. Positively engage with our residents and communities on our journey to carbon zero. e.g. Newport Matters, messages from Leader/Cabinet Member/Chief Executive, social media, dedicated web page, interest groups etc	<ul style="list-style-type: none"> <li>Use brand and animation once finalised.</li> <li>Use quarterly reporting to prompt promotion.</li> <li>Involve comms in projects as they are developed.</li> <li>Link to participation strategy</li> </ul>	G
	iii. Recognise positive actions and behaviours demonstrated by the workforce and publicise these through our engagement channels. e.g. staff newsletter, dedicated Intranet page etc.	<ul style="list-style-type: none"> <li>Regular section in staff news</li> <li>Consider team/staff award process.</li> </ul>	A
<b>4. Financial Commitment:</b> <i>To plan for the financial impacts of climate change, and to ensure that our medium to long term financial planning contributes to the delivery of the Council's commitment to</i>	i. Consider the climate and nature emergency and carbon reduction initiatives within the Council's long term capital programme and revenue budget / Medium Term Financial Plan, maximising the use of external funding where possible.	<ul style="list-style-type: none"> <li>Corporate plan to drive budget allocation</li> <li>Ensure incorporated in to the MTFP &amp; capital programme</li> <li>Refer to Climate Programme Board to consider and take forward</li> <li>Review Capital and Treasury Management Strategy to ensure they consider climate change and the nature emergency.</li> </ul>	A
	ii. Commit to explore appropriate sources of external funding and innovative use of internal funds to drive the change required to achieve our aspiration to become net zero carbon by 2030.	<ul style="list-style-type: none"> <li>Develop a funding needs plan to identify gaps</li> <li>Ensure all sources of funding are investigated and sort.</li> </ul>	G
	iii. All business cases for transformational change programme and projects consider	<ul style="list-style-type: none"> <li>Update processes as part of the restructure and governance structure review.</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<i>reduce carbon emissions where possible.</i>	carbon reduction financial and non-financial impacts.	<ul style="list-style-type: none"> <li>Review capital bid form to incorporate carbon reduction</li> <li>See 2iv</li> </ul>	
	iv. Review all investments to ensure they are invested in ethically based funds.	<ul style="list-style-type: none"> <li>Review our existing investments</li> <li>Reflect ethically based investments in our Capital and Treasury Management Strategy</li> </ul>	G
	v. Use our influence to encourage the staff pension fund to invest in ethically based funds.	<ul style="list-style-type: none"> <li>Ensuring that the pension board are aware</li> </ul>	A

## 5.2 Our Buildings

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>1. New Council Buildings:</b> <i>All new buildings will be net zero carbon.</i>	i. Ensure commitment for building to be net zero carbon is clearly communicated to all stakeholders at the start of any new build project.	<ul style="list-style-type: none"> <li>Discuss with Newport Norse.</li> <li>Develop a written policy to be agreed by Cabinet (Lead CMs are Infrastructure &amp; Assets and Climate Change &amp; Biodiversity and also CM Education &amp; Early Years)</li> </ul>	A
	ii. Include requirements for buildings to use net zero carbon energy in the project brief.		
	iii. Include requirements for nature-based solutions and greening for all new buildings. For example, green roofs, green walls, SuDS etc		
	iv. Ensure early engagement to help develop the overall net zero carbon heating strategy for new buildings.		
	v. The Council to provide additional funding where reasonable to meet net zero carbon operational energy targets for new buildings.	<ul style="list-style-type: none"> <li>Discuss with the Capital Team and Newport Norse.</li> <li>Agree on a reasonable financial percentage to meet net zero carbon targets for new buildings.</li> </ul>	A
<b>2. Building Retrofitting:</b>	i. The Council will set appropriate business case parameters to allow the deep retrofit	<ul style="list-style-type: none"> <li>Discuss with Newport Norse.</li> <li>Engage an external provider to establish retrofit costs for all assets.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<i>Deep retrofit to ensure creating net zero carbon energy buildings.</i>	of suitable sites and to tackle a blend of challenging and more straight forward measures from the outset.	<ul style="list-style-type: none"> <li>Establish retrofit costs for all assets.</li> </ul>	
	ii. Solar PV generation will be maximised to provide the highest proportion of consumed electricity as is viable per location.	<ul style="list-style-type: none"> <li>Apply the principle to every building being retrofitted</li> <li>Collect decarbonisation proposals for sites and review solar opportunities</li> </ul>	A
<b>3. Renewable Heat:</b> <i>Implementation of renewable heat in new buildings</i>	i. Mandate within the project brief that only low carbon heating solutions are to be considered as heating sources.	Included in 1.i-iv above	G
	ii. Ensure project team / building users have received necessary training on low carbon heating solution options.	<ul style="list-style-type: none"> <li>Access &amp; develop a training package for low carbon heating options being used on site</li> <li>Deliver training</li> </ul>	A
	iii. Consider nearby buildings (Council owned / public / private) when determining energy strategy for the building heat networks.	<ul style="list-style-type: none"> <li>Map existing buildings to develop a map /opportunities list for heat networks.</li> <li>Consider other public sector buildings</li> </ul>	A
<b>4. Natural Gas:</b> <i>A commitment to significantly reduce or remove natural gas heating supplies across our buildings.</i>	i. Demonstrate commitment to wider roll out, by trialling 1-2 demonstration projects in the first year of the strategy.	<ul style="list-style-type: none"> <li>Trial low carbon heating projects</li> <li>Complete works on low carbon schools</li> </ul>	G
	ii. Develop communication strategy for explaining decision to move to low carbon heating, and how that will affect building occupants.	<ul style="list-style-type: none"> <li>Find / develop a video / content on low carbon heating to share with schools and sites</li> </ul>	A
	iii. Subsidise short term increased revenue costs for sites that have transitioned from gas heating to low carbon alternatives.	<ul style="list-style-type: none"> <li>Discuss next steps with Finance</li> <li>Agree on process moving forwards</li> </ul>	A
<b>5. Building Rationalisation:</b> <i>Audit current assets to</i>	i. Develop a prioritisation matrix for rationalising current assets owned by the Council to include: <ul style="list-style-type: none"> <li>- Current utility costs</li> <li>- Costs for deep carbonisation</li> </ul>	<ul style="list-style-type: none"> <li>Complete prioritisation matrix</li> <li>Once received, incorporate decarbonisation costings into prioritisation matrix</li> <li>Incorporate into policy developed for 1i-iv &amp; 3i</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<i>understand their long-term carbon impact with the aim of better strategic utilisation.</i>	ii. Identify properties which have significant long term carbon impacts on the Council if retained.	<ul style="list-style-type: none"> <li>Acquisitions also needs to be considered here.</li> </ul>	
	iii. Identify properties that will require the largest investment to decarbonise.		
	iv. Carry out strategic review of assets.	<ul style="list-style-type: none"> <li>Review assets and determine the appropriate guidance and sign off on decisions required for the current estate</li> </ul>	G

### 5.3 Our Land

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>1. Ecosystem Resilience:</b> <i>sustainably restore, create and connect biodiversity and habitats by improving Council owned land and public realm</i>	i. Use green infrastructure mapping and assessment to change land management practices to create, maintain and restore biodiverse, climate resilient environments and provide carbon storage.	<ul style="list-style-type: none"> <li>Create a usable mapping data base that teams can begin to populate with management plans and actions.</li> <li>Produce individual management plans for NCC sites</li> <li>Forward Chris Blandford Associates plan to develop to next level</li> </ul>	G
	ii. Review and adapt green infrastructure strategies to consider biodiversity, carbon reduction and natural flood management. (to link with urban forest strategy).	<ul style="list-style-type: none"> <li>Review SPG documents i.e. Biodiversity and development SPG</li> </ul>	G
	iii. Update the enhanced biodiversity and resilience of ecosystems plan on a regular basis in line with the Environment Act duty.	<ul style="list-style-type: none"> <li>Produce a forward plan and report on the last 3 years.</li> </ul>	G
	iv. Review the management of all Council owned land and public realm for improved quality of biodiversity and habitat creation (e.g. meadow and grassland improvement and creation etc).	<ul style="list-style-type: none"> <li>Set up a task and finish group to undertake this work</li> <li>Review current tenancy agreements</li> <li>Engage with tenants</li> <li>Reappropriation of land as per new service areas –layers to be added to GIS mapping</li> <li>Norse to list suitable land</li> </ul>	A



Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
		<ul style="list-style-type: none"> <li>Available land to go to CSAMG</li> </ul>	
	v. Manage blue infrastructure effectively to reduce the risk of flooding, provide cooling, improve air quality and provide carbon storage.	<ul style="list-style-type: none"> <li>SUDs strategy</li> </ul>	A
<b>2. Trees &amp; Woodland:</b> <i>Improve human health, environmental quality, carbon reduction and capture by sustainably managing and increasing Newport's trees and woodland.</i>	i. Ensure an overall increase of tree cover by developing an urban tree strategy and reviewing and adapting existing tree planting policies to incorporate best practice.	<ul style="list-style-type: none"> <li>Review of existing TPO and <i>NCC owned trees</i> policy. Reissue with amendments</li> <li>Review tree strategy best practice examples and create specific Urban Tree Strategy for Newport</li> <li>Team to continue with ongoing work and report back quarterly</li> </ul>	G
	ii. Improve baseline data of tree cover across the local authority area.	<ul style="list-style-type: none"> <li>Liaise with i-tree</li> <li>Review and analyse the i-tree base line provided</li> <li>Explore other potential assessment tools to verify the current level of tree cover in the Authority.</li> </ul>	G
	iii. Identify suitable locations within Council land for tree planting including reallocation of land and replanting for losses in ash woodland.	<ul style="list-style-type: none"> <li>Continue looking at the replacement of trees where Ash removal is occurring (compensation)</li> <li>Identify additional sites for tree planting and enhancement through mapping work</li> <li>Develop a palette of suitable tree species for the City</li> <li>Look to agree a policy regarding the sale of land that takes tree planting opportunities into account</li> </ul>	G
	iv. Increase tree cover In line with the findings of the iTree study by 26,000 on Council owned land.	<ul style="list-style-type: none"> <li>Planting to take place in the appropriate season</li> <li>Continue monitoring planting vs removal figures</li> </ul>	G
	v. Ensure the sustainability of tree stock by maximising opportunities to source stock of local provenance and origin.	<ul style="list-style-type: none"> <li>Identify local producers</li> <li>undertake financial vetting, provenance, and quality checks</li> <li>create select list in line with procurement</li> </ul>	G
	vi. Work with city partners to provide suitable locations within the Council land portfolio for tree planting including reallocation of	<ul style="list-style-type: none"> <li>NCC Policy regarding the sale of land to be amended to include climate change potential</li> <li>Introduce a process by which reappropriation or sale of NCC land passes by this subgroup prior to CSAMG</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	land and replanting for losses in ash woodland.	<ul style="list-style-type: none"> <li>NCC and Norse to discuss site disposal to determine whether there are any additional tree planting opportunities available</li> </ul>	
	vii. Evaluate the need and consider taking on low value land to increase tree cover and biodiversity.	<ul style="list-style-type: none"> <li>Review the acquisitions policy to support the plan and themed actions</li> <li>identify NCC land unsuitable for future development</li> <li>review S106 policy to include land suitable to support climate change activity</li> <li>Identify any project development with external grant funding that could support the aims of this work</li> <li>Explore planning applications and “offers” of open space through S106 agreement to identify land that could benefit this subgroup</li> </ul>	A
<b>3. Urban Greenspace:</b> <i>Increase green infrastructure in the urban/public realm to reduce environmental inequalities, for the multiple benefits of nature’s recovery, human health and wellbeing, climate adaptation, cooling and flood alleviation, providing carbon reduction and clean air.</i>	i. Create urban green spaces by reappropriating space and retrofitting innovations which could include: <ul style="list-style-type: none"> <li>pocket parks.</li> <li>Sustainable Drainage Systems (SuDS) / rain gardens.</li> <li>roof top spaces.</li> <li>green walls.</li> <li>water features for cooling effects.</li> <li>more porous pavements.</li> <li>wildflower planting.</li> <li>street trees and hedges in areas of high air pollution.</li> <li>invest in trees to keep urban areas cool and provide shade to protect from heat, and flooding.</li> </ul>	<ul style="list-style-type: none"> <li>Revisit and review feasibility study for the city centre</li> <li>Expand this to cover the whole city</li> <li>Input this study into existing masterplans to ensure actions from this subgroup are incorporated and any “overlap” of land use is identified</li> <li>From the feasibility study, identify areas where schemes can be implemented quickly</li> <li>Identify what external support is needed</li> <li>Identify funding sources and procurement processes to assist in the overall schemes and projects from the masterplan</li> <li>Engage with Housing Associations regarding land management</li> </ul>	G
<b>4. Council Owned</b>	i. Review Council owned land and identify opportunities to work with tenants to	<ul style="list-style-type: none"> <li>Identify potential tenants and groups</li> <li>Identify lease holders</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>Leased Land:</b> Support the nature recovery whilst reducing carbon emissions from Council owned farmland and any other leased land.	reduce carbon emissions and improve biodiversity and carbon capture.	<ul style="list-style-type: none"> <li>Review associated landowners and managers i.e., housing association,</li> <li>Review terms and conditions of lease and licences</li> <li>Engage with Tredegar House regarding land management</li> </ul>	
	ii. Make aware and encourage tenants to take up initiatives to reduce carbon emissions and improve biodiversity and carbon capture.	<ul style="list-style-type: none"> <li>RC and CRT to identify measures that could be incorporated into new leases and/or licences</li> <li>Discuss the potential of these measures with existing tenants</li> </ul>	A

## 5.4 Transport and Mobility

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>Page 83</b> <b>Business (Grey) Mileage &amp; Staff Commuting:</b> Reduce carbon emissions from employee commuting and grey mileage by implementing a policy of agile working, active travel and usage of public transport and ultra-low emissions vehicles (ULEVs).	i. Reduce commuting by single use car by implementing a new operating model including hybrid home working and use of local public sector hubs: <ul style="list-style-type: none"> <li>Identified employees to work average of 40% work 60% home.</li> </ul>	<ul style="list-style-type: none"> <li>Sign off home working policies</li> <li>Sign of funding by cabinet and exec board</li> <li>Develop proposals for parking at the civic centre</li> <li>Presentation to exec board on car parking</li> </ul>	G
	ii. Increase participation in active travel including cycling, walking and use of public transport: <ul style="list-style-type: none"> <li>Increase promotion of cycle to work scheme and extend to e-cycling bikes.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to publicise</li> </ul>	G
	<ul style="list-style-type: none"> <li>Review potential to offer cycle to work scheme throughout year.</li> </ul>	<ul style="list-style-type: none"> <li>Agree with benefit provider</li> </ul>	G
	<ul style="list-style-type: none"> <li>Extend our discount schemes to all bus and train providers.</li> </ul>	<ul style="list-style-type: none"> <li>Negotiate with bus providers re possible discount schemes</li> </ul>	A
	<ul style="list-style-type: none"> <li>Promote employee benefits scheme for active travel i.e., outdoor leisure shops that sell cycling/walking kit.</li> </ul>	<ul style="list-style-type: none"> <li>Agree with benefit provider</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
Page 84	<ul style="list-style-type: none"> <li>Install/ provide storage, showers / changing, lockers at main sites.</li> </ul>	<p><i>Funding under the new normal</i></p> <p><i>Burns money could be available here</i></p> <p><i>Secure storage -cycle hangers</i></p> <p><i>Also need to think about depot</i></p> <ul style="list-style-type: none"> <li>ATNM should provide information on locations of suitable routes and storage sites.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Promote cycle hire/safe routes to work.</li> </ul>	<ul style="list-style-type: none"> <li>Develop the travel <a href="#">page</a> on intranet</li> <li>Promote through articles in bulletin.</li> </ul>	G
	<ul style="list-style-type: none"> <li>Consider introducing car sharing and park and ride if beneficial.</li> </ul>		A
	iii. Review and update Travel & Subsistence Policy to promote carbon reduction initiatives: <ul style="list-style-type: none"> <li>Hire cars should always be ULEV.</li> </ul>	<ul style="list-style-type: none"> <li>Already reviewed</li> <li>Agreement by the Employment Partnership Forum</li> <li>App to be designed to book fleet</li> </ul>	A
	<ul style="list-style-type: none"> <li>Reduce car mileage allowance for petrol/diesel vehicles incrementally over 5-year period (but retain current mileage rates for ULEV).</li> </ul>	<ul style="list-style-type: none"> <li>No action currently – long term action</li> </ul>	G
	<ul style="list-style-type: none"> <li>Allow home to work claims to prevent unnecessary journeys to a workplace to start work (especially if ULEV).</li> </ul>	<ul style="list-style-type: none"> <li>Include in the new Travel &amp; Subsistence Policy. See 1i</li> </ul>	G
	<ul style="list-style-type: none"> <li>ULEV fleet vehicles to be used for business travel when required.</li> </ul>	<ul style="list-style-type: none"> <li>Develop App for booking</li> <li>Purchase vehicles</li> </ul>	A
	<ul style="list-style-type: none"> <li>Consider incentives for active travel including on street bike hire fees when in place.</li> </ul>		A
	iv. Develop and implement sustainable travel plans for key Council sites.	<ul style="list-style-type: none"> <li>Identify key sites that require travel plan and create a template sustainable travel plan.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	v. Ensure sustainable transport options are available from the outset of a Council new builds.		G
2. <b>Fleet:</b> Reduce Council carbon emissions by moving to a ULEV fleet.	i. Develop a 5-year plan for fleet renewal and charging capacity.	<ul style="list-style-type: none"> <li>Develop a financial plan for replacement of vehicles which will form part of the budget setting going forward</li> </ul>	A
	ii. Replace vehicles and plant with ULEV as they come up for renewal.	<ul style="list-style-type: none"> <li>All vehicle and plant procurement includes consideration for an electric alternative</li> </ul>	G
	iii. Investigate the feasibility of the conversion of existing vehicles		G
	iv. Provide manual and electric bikes for staff to undertake site visits and inspections as part of Council fleet.	<ul style="list-style-type: none"> <li>Could link to on street bike hire</li> </ul>	A
	v. Increase charging capability at Council sites as the fleet increases.	<ul style="list-style-type: none"> <li>To develop a costed plan for roll out of EV infrastructure for the Civic, schools &amp; social services sites</li> <li>Survey remainder of Social Services sites</li> <li>Commission surveys for schools</li> </ul>	G
	vi. Investigate the feasibility of energy banks on site to store electricity for contingency.	<ul style="list-style-type: none"> <li>Review the business case for battery storage taking into account energy price increases</li> </ul>	G
	vii. Link charging capability to solar source and other small-scale renewables.	<ul style="list-style-type: none"> <li>Share the business case with CSAMG for increase of solar PV at Telford depot</li> <li>Review the feasibility of solar car ports across our estate</li> </ul>	A
	viii. Develop a vehicle disposal policy.	<ul style="list-style-type: none"> <li>Policy in place just to be reviewed to be fit for purpose</li> </ul>	G
3. <b>Transport network:</b> Managing the transport network to enable people to travel in a more	i. Prioritise walking, cycling and public transport in line with the sustainable travel hierarchy by: <ul style="list-style-type: none"> <li>Tackling illegal parking (already in place).</li> </ul>		G
	<ul style="list-style-type: none"> <li>Apply for moving traffic offence powers.</li> </ul>	<ul style="list-style-type: none"> <li>Decision taken to apply for the powers.</li> <li>Council report seeking approval for an application to be made to WG</li> <li>Commencement of application process with Welsh Government</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
sustainable way.	<ul style="list-style-type: none"> <li>Tackle pavement parking in line with WG legislation.</li> </ul>	<ul style="list-style-type: none"> <li>No action required at this stage</li> </ul>	G
	<ul style="list-style-type: none"> <li>Adopting new hierarchy of road users as contained in the highway code.</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of the “Sustainable Transport Hierarchy” as set out in Llwr Newydd. The hierarchy will apply to all transport related infrastructure projects, activities, policies and plans by the council</li> <li>All future policies and plans to be prepared in line with these principles where applicable</li> <li>Existing policies and plans will be reviewed in line with the new principles</li> </ul>	G
	<ul style="list-style-type: none"> <li>Implement 20 mile an hour limit.</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing of exceptions</li> <li>Confirm exceptions with TfW</li> <li>Collection and review of sign /line asset data</li> <li>Planning for resigning of network</li> <li>Early removal of unnecessary or redundant signage</li> <li>Commence TRO processes for revocations and exceptions</li> </ul>	G
<b>Land Use Planning &amp; Placemaking:</b> Ensure sustainable transport options are available from the outset in all new developments, including walking, cycling, public transport and electric charging infrastructure.	i. Ensure all new developments maximise sustainable travel opportunities.	<ul style="list-style-type: none"> <li>Undertake a dip sample of planning applications to ensure that sustainable travel is being proposed.</li> <li>Ensure Movement and Transport is a main topic area of the LDP.</li> <li>Review AQ SPB / ST SPG in line with review timescales.</li> </ul>	G
	ii. Review the Local Development Plan and other planning guidance to strengthen sustainable travel policies.		G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>5. Active Travel:</b> Reduce carbon emission by prioritising active travel across the city.	i. Improve and expand the current active travel network across the city to connect communities.	<ul style="list-style-type: none"> <li>Complete annual programme of improvement measures funded through Active Travel Core allocation and standalone WG and other grants.</li> <li>Identify other potential sources of funding to implement schemes i.e. S106 and SPF grants.</li> <li>Extend the network following approved statutory and non-statutory plans</li> </ul>	G
	ii. Engage with communities to develop the next Active Travel Network Map to inform the improvements and expansion priorities.	<ul style="list-style-type: none"> <li>Priority programme of schemes to be developed to enable team to focus bidding for the next 5 years</li> <li>Develop visuals for specific schemes to enable community engagement.</li> <li>Work with schools and highways to incorporate 'Safe Routes' on ATNM</li> </ul>	G
	iii. Use the Active Travel Network map to develop a new accessible public cycle map.	<ul style="list-style-type: none"> <li>Production and Publication of map available through web site and in hardcopy format</li> </ul>	A
	iv. Promote active travel routes and choices across the city.	<ul style="list-style-type: none"> <li>Complete package of promotion work that stated in 2021. This includes:               <ul style="list-style-type: none"> <li>videos of AT routes available,</li> <li>interviews with users to encourage behaviour change,</li> <li>info on journey times between destinations,</li> <li>mapping available for all including school specific and remote access</li> </ul> </li> <li>Link with behaviour change group to promote through events in City</li> </ul>	G
	v. Implement a city-wide bike hire scheme (to include e-bikes).	<ul style="list-style-type: none"> <li>Sign off business case and source funding for in year for whole scheme.</li> </ul>	A
	vi. Remove barriers to active travel by way of secure cycle parking / cycle hubs, drop curbs, improving Illegal parking and improving safety.	<ul style="list-style-type: none"> <li>Complete 'Gap' Project – cycle storage in city centre</li> <li>Begin roll out of on and off-street cycle hangers including Cycle hangers in multi-story car parks</li> </ul>	G
<b>6. Public Transport:</b> Encourage the use of public transport instead of car usage.	i. Improve travel information at bus stops to encourage the use of public transport.	<ul style="list-style-type: none"> <li>Review current timetable infrastructure and information at stops and the bus station, including Real Time provision</li> </ul>	A
	ii. Implement the Flexi-pilot scheme (Demand responsive service).	<ul style="list-style-type: none"> <li>Maintain 3 current Newport City Council DRT schemes,</li> <li>Continue to work with TfW on their pilot scheme (TfW contract and fund Fflecsi)</li> </ul>	G
	iii. Set up a regional bus network (Reference Network).	<ul style="list-style-type: none"> <li>Work with funders to maintain core bus network</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	iv. Continue to support the socially necessary bus network.	<ul style="list-style-type: none"> <li>Work with funders to maintain supported for the socially necessary bus network</li> </ul>	G
	v. Continue to promote the use of public transport to reduce emissions.	<ul style="list-style-type: none"> <li>Work with stakeholders to promote public transport use</li> <li>Develop initiatives within Newport to promote the use of public transport</li> <li>Continue to provide improved infrastructure to act as a Shop Window</li> </ul>	G
	vi. Provide sustainably powered bus infrastructure (bus shelters solar powered) where possible.	<ul style="list-style-type: none"> <li>Ensure all new shelters are provided with solar power to minimise environmental impact and cost of mains connection</li> </ul>	G
	vii. Work in partnership on promoting and reducing the barriers to using public transport such as safety, cost and accessibility	<ul style="list-style-type: none"> <li>Work with key partners to reduce barriers</li> </ul>	G
<b>7. Charging Point Infrastructure:</b> Increase charging capacity across the city.	i. Increase public charging units across the city considering strategic sites to fit with the wider network.	<ul style="list-style-type: none"> <li>Map out existing public charger locations in Newport</li> <li>Identify locations for additional rapid charging hubs</li> <li>Identify funding opportunities</li> <li>Explore NCC sites with existing PV to help reduce demand on the grid</li> <li>Track charger numbers in relation to LAEP targets</li> </ul>	G
	ii. Develop an on-street charging installation policy for Newport.	<ul style="list-style-type: none"> <li>Review existing policies adopted by other LAs</li> <li>Develop a Newport specific policy</li> </ul>	G
	iii. Increase the number of residents without off street parking that are in a 5-minute walk of a charging point.	<ul style="list-style-type: none"> <li>Identify the highest density areas of properties without off-street parking</li> <li>Map out existing public charging points in Newport</li> <li>Look at local infrastructure in the area</li> <li>Investigate funding opportunities</li> <li>Develop a roll out plan</li> </ul>	G
	iv. Work in partnership with the region to develop a regional approach to EV charge point infrastructure.	<ul style="list-style-type: none"> <li>Continue working with CCR to roll out EV charging infrastructure throughout Newport</li> <li>Explore the opportunity of keeping consistent networks throughout the area to make charging easier for residents</li> </ul>	G
<b>8. Schools:</b> Reduce carbon emissions from	i. Roll out active travel programmes schools as funding becomes available.	<ul style="list-style-type: none"> <li>Undertake initial mapping exercise for of programmes in place currently</li> <li>Look at which schools could have improved safe routes to be included in the next Active Travel map</li> </ul>	G



Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
home to school travel.	ii. Improve safe active travel links to schools.	<ul style="list-style-type: none"> <li>Walking route assessments for schools</li> <li>Develop active travel maps for schools.</li> </ul>	G
	iii. Roll out anti-idling campaigns at schools as funding becomes available.	<ul style="list-style-type: none"> <li>Closer engagement with schools through AQMA groups and as an AQAP measure will underpin uptake of anti-idling.</li> </ul>	G
	iv. Pilot traffic free streets near schools.	<ul style="list-style-type: none"> <li>Work with Sustrans to engage with stakeholders</li> <li>Linked to moving traffic offences</li> </ul>	A
	v. Utilise the public transport network for home to school transport where possible.	<ul style="list-style-type: none"> <li>Identify opportunities to utilise public transport network and issue season tickets to eligible pupils</li> </ul>	G
	vi. Analyse results of home to school taxi and bus contract study to agree date when ULEV will become mandatory.	<ul style="list-style-type: none"> <li>Link to regional work already undertaken CENEX &amp; CCR</li> </ul>	A
	vii. Ensure that sustainable transport options are available from the outset in all new schools, including walking, cycling, public transport and electric charging infrastructure.	<ul style="list-style-type: none"> <li>Ensure all planning applications are reviewed by AQ officer</li> </ul>	G
	<b>Taxis:</b> Implement policies to support the move to a low emission taxi fleet.	i. Develop a ULEV taxi pilot.	<ul style="list-style-type: none"> <li>Develop a further data led EV taxi trial / loan scheme.</li> </ul>
ii. Install charging points for taxis			R
iii. Reduce emissions from taxi fleet by implementing minimum requirement of Euro 6 vehicles for licencing.			A
iv. All new license taxis to be ULEV			A

## 5.5 The Goods and Services we Procure

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>1. Measurement:</b> <i>Gain a good understanding of our estimated CO<sub>2</sub>e per annum from procured goods and services, and its emissions profile and supplier base.</i>	i. Undertake initial baselining exercise to gain an estimation of the carbon emissions from procurement.	Compete annually	A
	ii. Develop a measurement tool to give more detailed information of the areas of focus (could be facilitated via the social value tool below).	<ul style="list-style-type: none"> <li>Investigate other measurement tools</li> <li>Work with procurement and understand how the current social value tool works</li> </ul>	G
	iii. Work with suppliers to review and measure carbon footprint of existing contracts.	<ul style="list-style-type: none"> <li>Develop questionnaire for use</li> <li>Pick approx. four key contracts and engage with the suppliers for completion of questionnaire</li> </ul>	A
	iv. Use this information gained in iii to inform future direction for new tender specifications, carbon questionnaires and TOMs requirements.	<ul style="list-style-type: none"> <li>Develop new tender templates and documentation for use across the procurement Gateway Process.</li> <li>Carbon reporting will be required for contracts in line with WPPN 06/21. WPPN 12/21 will be used to help inform new specifications and questionnaires.</li> <li>Agree the value of contracts that will require carbon reporting.</li> </ul>	G
<b>2. Guidance, tools and training:</b> <i>Develop guidance, tools and training for the organisation to support staff to reduction of carbon throughout the procurement lifecycle.</i>	i. Develop and build on the Council's procurement gateway process to fully consider climate change, carbon reduction and sustainability.	<ul style="list-style-type: none"> <li>Develop and start using new template forms.</li> <li>Add forms to intranet pages.</li> </ul>	G
	ii. Consider climate change and carbon reduction action at the early stage of the procurement planning process and contract development by: <ul style="list-style-type: none"> <li>developing a new tender action timetable template and</li> <li>using annual forward work plans to help inform on upcoming tenders.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and start using new template forms.</li> <li>CR Team to assist and review CR measures in project proposals prior to Gateway sign off.</li> <li>Procurement Team to update and start to use updated Tender Action Timetable.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	iii. Implement a social value tool (e.g. National TOMs) that considers climate change and carbon reduction to assist with evaluation.	<ul style="list-style-type: none"> <li>• Agree tender value for carbon questionnaire and TOMs</li> <li>• Develop and start using National TOMs and carbon questionnaire for tenders above agreed value.</li> </ul>	G
	iv. Provide appropriate training to undertake the new processes for: <ul style="list-style-type: none"> <li>• procurement staff</li> <li>• staff/managers undertaking the procurement process</li> <li>• gateway decision makers</li> </ul>	<ul style="list-style-type: none"> <li>• Produce material to inform and train colleagues in new Gateway Processes</li> </ul>	A
	v. Use networking and collaboration to seek out best practice and idea sharing.	<ul style="list-style-type: none"> <li>• Attendance at National Procurement Network (PT)</li> <li>• Carbon Reduction Team to share invitations to relevant groups, meetings, and webinars as they are advertised.</li> </ul>	G
<b>3. Partnership:</b> <i>Lead by example and work with our strategic partners both public and private to align nature recovery, climate change, carbon reduction and circular economy aspirations.</i>	i. Ensure Newport Norse are fully engaged in this carbon net zero agenda and conduct procurements accordingly.	<ul style="list-style-type: none"> <li>• Discuss with Capital Board about non educational projects also featuring in this process.</li> </ul>	G
	ii. Consider if Newport Norse tendering requires the same carbon scrutiny in line with revised procurement gateway processes.		G
	iii. Engage with other key partners (including strategic suppliers) to seek out carbon reduction opportunities during the lifetime of contracts.	<ul style="list-style-type: none"> <li>• Identify which contracts are to be prioritised first</li> </ul>	A
	iv. Ensure collaborative contracts include carbon reduction measures and that collaborative contract management includes the ability to capture lifetime data and seek continuous improvements.	<ul style="list-style-type: none"> <li>• Work with lead contracting organisations prior to signing up to collaborative contracts, and ensure measures meet with NCC requirements before committing.</li> <li>• Procurement team make sure that any collaborative contracts address this – this work is ongoing with other LAs</li> <li>• Procurement will monitor arrangements and make sure that carbon reduction measures are in place</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>4. Engagement:</b> <i>Incentivise suppliers through proportionate evaluation criteria to proactively seek opportunities to support the nature recovery and reduce carbon and climate impacts.</i>	i. Use the Welsh National TOMs as scorable evaluation criteria in medium & high value tenders.	<ul style="list-style-type: none"> <li>Amend guidance and tender documentation to include a new Climate/Carbon section detailing the drive to net zero and the expectations on our suppliers.</li> <li>Amend guidance and tender documentation to include scorable questions which will be evaluated and will feed into overall evaluation</li> </ul>	A
	ii. Brief potential suppliers on the carbon reduction need for each procurement.	See 4i <ul style="list-style-type: none"> <li>Undertake supplier events or other communication methods to inform suppliers of CR requirements.</li> </ul>	A

## 5.6 Our Wider Role

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Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
<b>Placemaking &amp; Building Control:</b> <i>Reduce carbon emissions and support nature recovery by focusing on sustainable, low carbon development, influencing low carbon energy and building resilient communities</i>	vi. Ensure all developments are fully aligned with Planning Policy Wales 11, the Well-being of Future Generations (Wales) Act 2015 and the Placemaking Wales Charter.	<ul style="list-style-type: none"> <li>Review LDP annual monitoring report to highlight any issues with conformity (published Oct).</li> </ul>	G
	vii. Ensure sustainable transport options are available from the outset in all new developments, including walking, cycling, public transport and electric charging infrastructure by: <ul style="list-style-type: none"> <li>Ensuring all new developments maximise sustainable travel opportunities.</li> <li>Reviewing the Local Development Plan and other planning guidance to strengthen sustainable travel policies.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a dip sample of planning applications to ensure that sustainable travel is being proposed.</li> <li>Ensure Movement and Transport is a main topic area of the LDP.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	viii. Encourage our partners to move towards carbon neutral new developments which consider the nature and climate emergency and incorporate nature-based solutions.	<ul style="list-style-type: none"> <li>Ensure that the requirement for sustainable development is included in the vision and objectives of the Replacement LDP.</li> <li>All pre-app responses to include a link to nature-based solution information</li> <li>Undertake a dip sample of planning applications to ensure that nature-based solutions are being proposed by Ecology lead.</li> </ul>	G
	ix. Encourage developments to include local heat networks within major developments.	<ul style="list-style-type: none"> <li>Monitor number of planning applications that include heat networks.</li> </ul>	G
	x. Identify a renewable energy target for Newport and ensure sufficient land is allocated to meet that target.	<ul style="list-style-type: none"> <li>Target set out in LAEP</li> <li>Planning and Climate Change Team to work together to ensure this is contained in the new LDP.</li> </ul>	G
	xi. Ensure developers meet national flood risk requirements for new developments.	<ul style="list-style-type: none"> <li>Monitor number of applications that do not meet all flood risk tests.</li> </ul>	G
<b>Energy:</b> <i>Identify and implement the changes needed to the local energy system to decarbonise heat, electricity and local transport and realises local renewable energy production.</i>	i. Develop a Local Area Energy Plan for the Newport area which will inform, shape and enable the transition to net zero carbon energy for a whole area aligned with regional energy strategies and governance arrangements.	<ul style="list-style-type: none"> <li>Agree Local Area Energy Plan at June Cabinet</li> </ul>	G
	ii. Deliver first phase of the Local Area Energy Plan, which indicates priority energy interventions to meet our power, heat and transport needs for the city.	<ul style="list-style-type: none"> <li>Recruit programme manager.</li> <li>Develop short-term and long-term plan for delivery.</li> <li>Develop a plan for funding arrangements to support and enable the delivery of the LAEP.</li> <li>Work with other LAs to develop energy opportunities at scale.</li> <li></li> </ul>	G
	iii. Work to a single vision and plan with public and private sector partners to deliver on a range of projects across heat, power and transport to decarbonise the local area and region.	<ul style="list-style-type: none"> <li>See point 2i</li> <li>Apply for shared prosperity funding</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	iv. Support the Welsh Governments renewable local ownership energy target <a href="#">energy-generation-in-wales-2019</a>	<ul style="list-style-type: none"> <li>Investigate opportunities for renewable energy development on NCC land</li> <li>Look at opportunities for private wires/networks</li> <li>Map out all public sector sites for opportunities to share energy</li> </ul>	G
	v. Raise awareness and enforce the minimum energy efficiency standards for rental properties. (An Energy performance certificate (EPC) rating of A to E is required on these properties to comply with the law).	<u>F&amp;G EPC properties</u> <ul style="list-style-type: none"> <li>Deliver enforcement outcomes related to enforcement notices.</li> <li>Ongoing monitoring of new illegal properties entering the market.</li> </ul> <u>No EPC properties</u> <ul style="list-style-type: none"> <li>Deliver enforcement outcomes related to those landlords operating without an EPC.</li> <li>Ongoing monitoring of new illegal properties entering the market.</li> </ul>	G
<b>3. Flooding:</b> Build climate resilience and alleviate flooding across the city using a range of measures including natural flood defences.	iv. Develop a sustainable drainage strategy for Newport and maximise opportunities for SuDS.	<ul style="list-style-type: none"> <li>Hold regular workshops with the SAB to develop a draft SuDS design guide for NCC</li> </ul>	G
	v. Update flood risk management plan and strategy in line with national strategy.	<ul style="list-style-type: none"> <li>Await publication of new WG template for the new local flood risk management strategies</li> <li>Flood Risk Officer to start working on existing WG draft template</li> </ul>	G
	vi. Apply for Welsh Government grant funding for schemes as it becomes available.	<ul style="list-style-type: none"> <li>To compile bids for grant funding for submission to WG for 2023/24</li> <li>Manage progress of the small-scale revenue funded drainage schemes approved for 2022/23.</li> <li>To compile bids for capital grant funding requirements for 2023/24</li> <li>Manage progress of the existing capital schemes approved for 2022/23.</li> </ul>	G
	vii. Investigate any problems with existing assets and update the flood asset databases.	<ul style="list-style-type: none"> <li>Ongoing investigation of flooding incidences including carrying out WG revenue grant funded CCTV surveys and desilting in known problem areas.</li> <li>Where further works are identified a list of potential schemes can then be compiled for future capital/revenue grant funding bids to WG.</li> <li>Ongoing update of Geoenvirom flood asset database, including revenue grant funded asset condition surveys.</li> </ul>	G
	viii. Work with partners Welsh Waters, NRW and other local authorities upstream	<ul style="list-style-type: none"> <li>Consult with LAs within the South East Wales Flood Risk Management Group, other SABs, DCWW, NRW and WG regarding flood risk.</li> </ul>	G

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	to influence decision making relating to flood defences.		
<b>4. Waste:</b> <i>Reduce carbon emissions from managing waste to become a zero-waste city and nation by 2050.</i>	i. Lead by example and embed waste minimisation and circular economy principles and practice across the Council departments.	<ul style="list-style-type: none"> <li>Input into other themes of climate change plan where appropriate – especially procurement</li> <li>Replace recycling hubs in Civic with new bins purchased April 2020 for consistency.</li> </ul>	G
	ii. Continue to align with Welsh Government ambitions to reduce landfill waste and increase recycling	<ul style="list-style-type: none"> <li>Recycling rate for 21/22 is 67% - to sustain and improve this into 22/23.</li> <li>Identify methods to target and achieve 70% recycling for 2024/25</li> <li>Increase recycling in flats and also non-domestic recycling</li> <li>Continue to work with reuse organisations (Wastesavers, Repair Café, Remake Newport etc.) and support third sector, charity and voluntary projects to reduce waste.</li> </ul>	G
	iii. Work with the Welsh Government to ensure appropriate monitoring is in place to encourage reduction in all waste.	<ul style="list-style-type: none"> <li>Continue to complete statutory reports</li> </ul>	G
	iv. Replace refuse fleet vehicles with ULEV as they come up for renewal.	<ul style="list-style-type: none"> <li>Trailing vehicles as they become available.</li> <li>Work to resolve vehicle and charging issues.</li> </ul>	G
	v. Support our communities to become plastic free “Plastic free Newport”	<ul style="list-style-type: none"> <li>Review progress against NCC Plastic Motion</li> <li>Link with procurement to eliminate single use plastics across contracts – especially in schools and council premises</li> <li>Follow up with plastic free schools – Jubilee Park, Glasllwch, Gwent Iscoed, Maindee, Caerleon primary and secondary, Ringland</li> <li>Make all public access NCC buildings water refill stations.</li> <li>Identify community interest groups / activities</li> </ul>	A
<b>5. Digital:</b> <i>Utilise digital solutions effectively to reduce and monitor carbon emissions.</i>	i. Develop a new digital strategy that fully considers the Council’s climate change commitments and net zero aspirations. <ul style="list-style-type: none"> <li>Actively considers climate change and associated actions</li> <li>Supports the “new normal” way of working and associated actions.</li> </ul>	<ul style="list-style-type: none"> <li>Digital Strategy to be completed</li> <li>NCC web site re-development commences</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	<ul style="list-style-type: none"> <li>- Provide technology solutions that reduce the need for customer and staff travel.</li> <li>- Maximise the use of digital solutions to reduce paper usage including digitising paper records where possible</li> <li>- Minimise data storage to reduce infrastructure requirements and reduce energy consumption.</li> </ul>		
	ii. Migrate to more energy efficient technology solutions including data centre and cloud provision taking advantage of economies of scale in terms of cooling efficiency.	<ul style="list-style-type: none"> <li>• Priority IT system cloud migrations</li> <li>• SRS migrating partners to Vantage Data centre in 22/23</li> </ul>	G
	iii. Maximise the use of digital solutions such as Internet of Things (IoT) network to measure climate change action and carbon emissions. For example, air quality, flood risk, carbon emissions	<ul style="list-style-type: none"> <li>• Further testing of Internet of Things (IoT) network</li> </ul>	G
	iv. Providing information and data to facilitate organisational and individual informed decisions around climate change and carbon emissions.	<ul style="list-style-type: none"> <li>• Continued development of the Newport Intelligence Hub (NIH)</li> <li>• Work across council to share relevant data</li> </ul>	G
	v. Work with IT Partner, Shared Resource Service (SRS) Wales to consider climate change measures across service delivery and take appropriate actions to reduce energy usage and reduce carbon and waste.	<ul style="list-style-type: none"> <li>• Develop programme of relevant activities with SRS</li> </ul>	A
	vi. Consider climate impact and carbon reduction when purchasing IT equipment.	<ul style="list-style-type: none"> <li>• Develop and review policies and associated actions</li> </ul>	A



Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	vii. Embed reduce, reuse, recycle principles in IT policies and practices.	<ul style="list-style-type: none"> <li>Review policies and associated actions</li> </ul>	A
<b>6. Partnerships &amp; Communities:</b>  <i>Work collaboratively with partners and communities to promote the climate and nature recovery across the city.</i>	i. Work with our partners to ensure communities feel connected to nature and have easy access to safe, quality green and blue spaces for health, well-being, play and recreation and empower communities to take an active role in decision making and managing local green spaces.	<ul style="list-style-type: none"> <li>Continue to deliver the aims and objectives of the Green and Safe intervention under the current Wellbeing Plan</li> <li>Continue to engage with Gwent Green Grid and other Gwent Local Authorities to identify projects where a regional approach would be beneficial</li> <li>Develop a Local Action Plan (Environment) which will identify opportunities to work with Partners under the new Wellbeing Plan (2023-28)</li> <li>Deliver Community Gardens project</li> <li>Explore options for development of Green Infrastructure in City Centre and wider urban areas</li> </ul>	A
	ii. Ensure communities and One Newport partnership partners are fully engaged in the development and implementation of the Newport wide climate strategy.	<ul style="list-style-type: none"> <li>Work with partners to design and develop a community and business engagement action plan</li> </ul>	A
	iii. Ensure key stakeholders including local businesses are fully involved in the development of the Local Development Plan	<ul style="list-style-type: none"> <li>No further action required – all already in place.</li> </ul>	G
	iv. Work with partners and communities across Newport and Monmouthshire to ensure nature recovery, remembering that our natural resources have a key role to play in climate change mitigation and adaptation and developing a Local Nature Recovery Action Plan (LNRAP)	<ul style="list-style-type: none"> <li>Work with Gwent LA partners</li> <li>LNP engages with local communities to determine local priorities</li> </ul>	A
	v. Ensure all stakeholders including the industrial cluster and the residential sector are fully engaged in the	<ul style="list-style-type: none"> <li>Become part of SWIC to ensure engagement with industry.</li> <li>Engage with WPD regarding the connection of new generation assets</li> <li>Engage with WWU regarding the hydrogen network required to support industry and the potential for hydrogen fuelled vehicles</li> </ul>	A

Priorities	To achieve this, we will....	Actions required in 2022-23	RAG
	development and implementation of the Local Area Energy Plan.	<ul style="list-style-type: none"> <li>Collaborate and support the delivery of the SE Wales Regional Transport Plan.</li> <li>Collaborate across LAs across Wales to develop opportunities for investment in energy projects at scale.</li> </ul>	
	vi. Embed climate change mitigation and adaptation opportunities into the air quality action planning process with communities and stakeholders.	<ul style="list-style-type: none"> <li>Section on Climate change: its strategic mitigation and air quality synergies in AQAP.</li> <li>Completion of draft AQAP for December scrutiny by cabinet member.</li> <li>Continue work with AQ groups across AQMAs and look at extending messages beyond AQMA communities.</li> <li>Extend Labour manifesto commitment to annual Clean Air Day events to include Climate Change relationships as part of these events where possible.</li> </ul>	G

## 6 APPENDIX B – 2023/24 ACTION PLANS

### 6.1 Organisational Leadership and Culture

Priority Area	Action	Date
<b>1. Behaviours &amp; Role-Modelling:</b> <i>Our elected members and workforce will be encouraged and supported to consider their individual contribution to becoming net zero carbon by 2030, and leaders will role model the Council's expectations.</i>	i. All (Senior)HR Business partners to undergo Carbon Literacy training and HR to identify other teams that would benefit from training	Mar 24
	ii. Embed carbon literacy/climate change in L&D provision for senior managers and other staff, including provision of mandatory training/e-learning.	Mar 24
	iii. Continue roll-out of carbon and eco literacy training for elected members	Mar 24
	iv. Deliver All Member session on Climate Change (organisational and LAEP)	Dec 23
	v. Support and develop the work of the Climate Change Staff Network	Mar 24
	vi. Explore options for senior leadership to continue to role-model behaviour – e.g. follow up on commitments from Carbon Literacy training	Mar 24
<b>2. Governance &amp; Performance:</b> <i>Our democratic and corporate functions will be committed to becoming net zero carbon by 2030, and our decision-making, governance framework and performance monitoring will reflect this commitment.</i>	i. Review democratic report templates and amend to incorporate climate change and decarbonisation.	Dec 23
	ii. Climate Change annual report – cross-pollination with other reports and comms.	Nov 23
	iii. Explore inclusion of climate change implications/adaptation within service plans	Mar 24
	iv. Develop reporting and performance management relating to Climate Change Plan (MiHub)	Mar 24
<b>3. Promotion &amp; Engagement:</b>	i. Internal communications plan – staff and members. Include communications toolkit. Look at how WFG embedded within organisation.	Dec 23

<i>Regularly publicise progress and achievements to embed aspirations to be net zero carbon by 2030</i>	ii. External communications plan. Include communications toolkit.	Dec 23
	iii. Undertake an audit within schools to create an overview of what is currently happening within schools and use the findings to inform future professional learning and resources.	Jul 23
	iv. Capture Case Studies and examples of work taking place in school in order to share practice.	Dec 23
	v. To further promote the work of Newport City through promoting school based workshops on offer and adding Climate Change to the school calendar of days to acknowledge. Also promote other relevant resources to schools.	Mar 24
	vi. Work with other internal groups to spread climate change links, e.g. strategic equalities and Welsh language. Carry out mapping exercise to see where links could be made.	Sep 23
	<b>4. Financial Commitment:</b>	i. Framework for investment in Climate Change
<i>To plan for the financial impacts of climate change, and to ensure that our medium to long term financial planning contributes to the delivery of the Council's commitment to reduce carbon emissions where possible.</i>	ii. Embed ESG principles into investments and pensions	Mar 24
	iii. Review finance templates and forms to ensure that climate change is included where relevant	Sep 23

## 6.2 Our Buildings

<b>Priority Area</b>	<b>Action</b>	<b>Date</b>
<b>1. New Council Buildings:</b> <i>All new buildings will be net zero carbon.</i>	i. Adopt and adhere to New Build policy	June 23
	ii. Ensure capital costs for Net Zero Carbon buildings are met	Mar 24
	iii. The next NCC new build project initiated to be Net Zero Carbon in construction (embodied carbon) as well as operational energy as a test case	Mar 24
	iv. Quantify carbon impact of new builds and street lighting added since our carbon reporting baseline year and examine if this data could be used to project future emissions.	June 23

<p><b>2. Building Retrofitting:</b> <i>Deep retrofit to create net zero carbon energy buildings.</i></p>	i. Write and adopt a policy statement and approach for building retrofit	Sep 23
	ii. Low Carbon Heating – Move from fossil fuelled heating to low carbon heating on a further 5 buildings	Mar 24
	iii. Identify priority list of assets for retrofitting. (partially dependant on 3. i)	Sep 23
	iv. Undertake retrofit surveys in line with PAS 2038 to inform the optimised retrofit approach on 20 buildings. (partially dependant on 2.iii)	Mar 24
	v. Increase our installed PV capacity to 3MW	Mar 24
	vi. Retrofit 3 battery storage systems within our estate and a pilot project to inform future roll out	Mar 24
<p><b>3. Building Rationalisation:</b> <i>Audit current assets to understand their long-term carbon impact with the aim of better strategic utilisation.</i></p>	i. Produce cost estimate for decarbonisation of the estate	June 23
	ii. Support development of Asset Rationalisation Programme Board and associated Project Boards to ensure that Climate Change is represented at appropriate levels	Mar 24
	iii. Ensure that review of SAM Plan includes appropriate climate/decarbonisation elements	Dec 23
<p><b>4. Operational Energy:</b> <i>Reduce the use of energy across our estate in ways that do not require capital expenditure</i></p>	i. Draft and adopt an operational energy policy	Sep 24
	ii. Develop and issue quarterly comparative energy and cost reporting for key buildings and services – report exceptions	Sep 23
	iii. Schools – add energy usage to agendas for next business manager and cluster meetings to discuss energy usage	June 23
	iv. Schools – explore funding options to get all sites signed up to Energy Sparks	Sep 23

	v. Complete implementation of energy mitigation project (monitored by DMT)	Mar 24
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## 6.3 Our Land

<i>Priority Area</i>	<b>Action</b>	<b>Date</b>
<b>1. Land Portfolio:</b> <i>Audit current assets to understand their long-term potential carbon impact with the aim of better strategic utilisation.</i>	i. Support development of Asset Rationalisation Programme Board and associated Project Boards to ensure that Climate Change is represented at appropriate levels	n/a
	ii. Create accurate land ownership data base for use in this project – amendments to freehold base layer which has only 95% accuracy.	August 2023
<b>2. Ecosystem Resilience:</b> <i>Sustainably restore, create and connect biodiversity and habitats by improving Council owned land and public realm</i>	i. Working group to establish carbon / climate / bio-diversity enhancement potential of our owned land (links to 1.i)	April 2023
	ii. Mapping overlays of Green Infrastructure Assessment onto accurate NCC ownership data base created in (1.iii) to identify significant GI	December 2023
	iii. Create a standardised management plan format for all NCC land in ownership and management to identify opportunity for tree planting	December 2023
	iv. Biodiversity and development SPG to be reviewed and revised to cover works taking place over next 3 years and until the publication of the RLDP	Mar 2024
	v. Produce interim (annual) review of Section 6 report	Mar 2024
<b>3. Trees &amp; Woodland:</b> <i>Improve human health, environmental quality, carbon reduction and capture by sustainably managing and increasing Newport's trees and woodland.</i>	i. Plant 5,000 trees per year	Mar 2024
	ii. Baseline data of tree canopy cover to be reviewed and recalculated using accurate aerial information	December 2023
	iii. Urban Tree Strategy completed and published	December 2023

	iv. NCC tree policy reviewed, updated and published and NCC website revised and updated	October 2023
	v. Undertake ward by ward assessment of the 'other' land in ownership to identify tree planting opportunities, verges, pockets and in other control.	December 2023
<b>4. Urban Greenspace:</b> <i>Increase green infrastructure in the urban/public realm to reduce environmental inequalities, for the multiple benefits of nature's recovery, human health and wellbeing, climate adaptation, cooling and flood alleviation, providing carbon reduction and clean air.</i>	i. Green infrastructure – improvements to city centre public realm through introduction of green infrastructure at five locations	December 2023
	ii. Pocket parks – development and design detail of three pocket park sites from green infrastructure assessment	Mar 2024
	iii. Wildflower/tree planting – maintenance of Bee Friendly pollinator sites to aid carbon capture	August 2024
	iv. SUDs – further SUDs schemes completed in city centre	October 2023
<b>5. Flooding</b> <i>Build climate resilience and alleviate flooding across the city using a range of measures including natural flood defences.</i>	i. Develop a sustainable drainage strategy for Newport and maximise opportunities for SuDS.	June 2023
	ii. Update flood risk management plan and strategy in line with national strategy.	Mar 2024
	iii. Apply for Welsh Government grant funding for schemes as it becomes available	Mar 2024
	iv. Investigate any problems with existing assets and update the flood asset databases	Mar 2024

## 6.4 Transport and Mobility

Priority Area	Action	Date
<b>1. Business (Grey) Mileage &amp; Staff Commuting:</b> Reduce carbon emissions from employee commuting and grey mileage by implementing a policy of agile working, active travel and usage of public transport and ultra-low emissions vehicles (ULEVs).	i. Reduce commuting by single use car by implementing new initiatives and behavioural change	Mar 2024
	ii. Increase participation in active travel including cycling, walking and use of public transport	Mar 2024
	iii. Develop and implement sustainable travel plans for key Council sites, including schools (potential for help from Sustrans)	Mar 2024
	iv. Provide manual and electric bikes for staff to undertake site visits and inspections as part of Council fleet – potential link to city-wide cycle hire scheme through Burns	Mar 2024
	v. Undertake staff survey to understand commuting and travel behaviour	June 23
<b>2. Fleet:</b> Reduce Council carbon emissions by moving to a ULEV fleet.	i. Produce fleet replacement plan and cost of transition to fully ULEV fleet	Mar 2024
	ii. Begin reporting on number of electric miles driven vs conventional miles and the benefits resulting from this	Mar 2024
	iii. Produce a plan for electrifying remaining 11 diesel vans	Mar 2024
	iv. Operate at least 1 electric sweeper	Mar 2024
<b>3. Charging Point Infrastructure:</b> Increase charging capacity across council sites.	i. Implement fleet charging at Civic Centre	Mar 2024
	ii. Ensure all schools that have or are visited by NCC fleet vehicles either have charging point infrastructure installed or a plan in place for installation	Mar 2024
	iii. Establish a process for allowing staff to pay for the use of Fleet chargers	Mar 2024



	iv. Undertake an estate review to find locations where resident charging could be installed	Dec 2023
	v. Include EV charging guidance in specification for NCC construction projects	Dec 2023

## 6.5 The Goods and Services we Procure

Priority Area	Action	Date
<b>1. Base Existing Supply Chain</b> <i>A one-off exercise to establish our supply chain emission for a baseline year (21/22 or 22/23) depending on the availability of data.</i>	i. Baseline the emissions for the top 50% of our spend for 22/23 (47 suppliers).	Aug 2023
	ii. Develop educational materials for all existing suppliers on carbon reduction and supporting NCC on achieving NZC by 2030.	Aug 2023
	iii. Develop and issue a toolkit for suppliers to provide data for 22/23 and for 23/24.	Aug 2023
	iv. Baseline emissions for the bottom 50% of our spend for 22/23.	Aug 2023
<b>2. Measurement and targeting</b> <i>Develop processes to support NCC staff and suppliers to measure and reduce supply chain emissions for 23/24 and into the future.</i>	i. Develop a measurement tool to give more detailed information of the areas of focus.	Aug 2023
	ii. Engage with strategic suppliers to seek out carbon reduction opportunities during the lifetime of contracts.	Aug 2023
<b>3. Organisational Processes for Procurement</b> <i>Develop and implement process to reduce the carbon intensity of each procurement the council makes. .</i>	i. Develop documentation and processes to support implementation of decarbonisation processes currently integrated into Gateway Level 4 into all Gateway Level 3 procurements.	May 23
	ii. Develop on decarbonisation-specific sections of tender and gateway process documentation to embed measurement tool detailed in 2. above.	Mar 2024
	iii. Explore implications of extending decarbonisations processes into Gateway Level 2	Mar 2024

<b>4. Social Services</b> <i>Social care spend represents X% of our annual spend and X% of our emission. WG have a specific focus on SC decarbonisation which NCC will replicate.</i>	i. Roll out the <b>reporting</b> toolkit to NCC’s social care providers.	Aug 2023
	ii. Undertake decarbonisation audits of all commissioned and non-commissioned care homes and fleets to give guidance on where carbon and financial savings can be made.	Mar 2024

## 6.6 Our Wider Role

<b>Priority Area</b>	<b>Action</b>	<b>Date</b>
<b>1. Waste:</b> <i>Reduce carbon emissions from managing waste to become a zero-waste city and nation by 2050.</i>	i. Increase recycling rate to 70%	Mar 24
	ii. Include additional climate change/decarbonisation actions in revised Waste Strategy	Mar 24
	iii. Identify solutions to increase the number of eRCVs in our fleet	Mar 24
	iv. Trial project to work with Newport City Homes to incentivise increased recycling rate for households	Mar 24
	v. Implement The Environmental Protection (Single-use Plastic Products) (Wales) Bill to remove single use plastics from our estate and work to remove single use plastics from our supply chain	Mar 24
	vi. Implement a system to more accurately record waste collected from NCC sites.	Mar 24

## 7 APPENDIX C - GLOSSARY OF TERMS

**Biodiversity** is all the different kinds of life you'll find in one area—the variety of animals, plants, fungi, and microorganisms like bacteria that make up our natural world. Each of these species and organisms work together to maintain balance and support life.

**Building Retrofit** is changes to a building after construction to improve energy efficiency or decrease energy demand.

**Carbon Literacy** is an awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis.

**Carbon Neutral** is a state of net zero carbon emissions.

**Carbon Sequestration** is the process of capturing and storing atmospheric carbon dioxide. It is one method of reducing the amount of carbon dioxide in the atmosphere with the goal of reducing global climate change. Forests and other forms of plant life absorb carbon dioxide from the air as they grow and bind it into biomass.

A **Circular Economy** is achieved by designing products smartly with their whole life cycle in mind, re-using and repairing to extend their useful life, and then when their life is deemed over, remanufacturing to create new products from old.

**Climate Change** includes global warming and the “side effects” of warming, e.g. melting glaciers, heavier rainstorms, more frequent drought.

**Climate Change Mitigation** means avoiding and reducing greenhouse gas emissions and increasing greenhouse gas capture and storage.

**Climate Change Adaptation** is altering our behaviour and way of life to protect our families, our economies, and the environment in which we live from the impacts of climate change.

The **Climate Emergency** is a situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it.

**Deep Retrofitting** is a major or whole building retrofit to achieve a near net-zero energy building

**Ecology** is the relationship between living things and their environment.

**Ecosystems** are all the living things in an area and the way they affect each other and the environment.

**Ecosystem Resilience** is the capacity of an ecosystem to respond to a disturbance by resisting damage and recovering quickly.

**Global Warming** is the Earth’s rising surface temperature and is one symptom of the much larger problem of human-caused climate change.

The **Greenhouse Effect** is a warming of Earth’s surface caused by greenhouse gases.

**Greenhouse gases (GHG)** are the thin layer of gases surrounding the Earth. These gases include both naturally occurring and human-derived greenhouse gas such as carbon dioxide, methane, water vapour and nitrous oxide.

**Green Infrastructure** is a network of multi-functional green space and green features, which can deliver quality of life and environmental benefits for communities. It includes parks, open spaces, playing fields, woodlands, street trees, allotments, private gardens, green roofs and walls, SuDS and soils.

*Natural Resources* are natural assets or raw materials occurring in nature. Earth's natural resources include light, air, water, plants, animals, soil, stone, minerals, and fossil fuels.

*Nature-Based Solutions* are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits.

*Net Zero* is achieving a balance between the amount of greenhouse gas emissions produced and the amount removed.

*Procurement* is the act of purchasing goods or services.

*Scope 1 Direct Emissions* arise from sources that are owned or controlled by the council including emissions from our plant and vehicle fleet and fuel.

*Scope 2 Indirect Emissions* arise from the generation of purchased electricity and heating. The energy is generated elsewhere, however as a user the council is responsible for these emissions.

*Scope 3 Indirect Emissions* arise from sources that are not owned and not directly controlled

by the council; however, they are related to our activities. This includes emissions from the supply chain, such as goods we have purchased and services that we have outsourced. It also includes emissions from the water we consume, our waste services, employee commuting and business travel.

*Solar PV (Solar Photovoltaics)* is the generation of electricity using energy from the sun. Modern solar panels produce electricity from daylight and do not require direct sunlight, although more electricity is produced on bright sunny days.

*Sustainable Drainage Systems (SuDS)* are designed to manage stormwater locally, to mimic natural drainage and encourage its infiltration and passive treatment. SuDS are designed to both manage the flood and pollution risks resulting from urban runoff and to contribute wherever possible to environmental enhancement and place-making.

*Sustainable Procurement* is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment. It

considers the social, economic and environmental consequences of what is procured through all stages of its life cycle. This includes considering design, resource extraction and sourcing, manufacturing and production, transportation, service delivery, operation and maintenance, reuse, recycling and disposal. It is also about questioning whether the purchase requires to be made at all. It also considers the capacity of suppliers to address these consequences throughout the entire supply chain.

*Sustainable Transport Options* are walking, cycling, public transport and electric vehicles. Not all options are equally sustainable.

*Tonnes of Carbon Dioxide Equivalent (tCO<sub>2</sub>e)* is a measure used to compare the emissions from various greenhouse gases based upon their global warming potential. For example, the global warming potential for methane over 100 years is 21. This means that one million metric tons of methane emissions is equivalent to 21 million metric tons of carbon dioxide.

*Ultra-Low Emission Vehicles (ULEVs)* are vehicles that emit less than 75g of CO<sub>2</sub> per km from the exhaust



# Scrutiny Report

## Overview and Scrutiny Management Committee

### Part 1

Date: July 2023

### Subject **Scrutiny Adviser Report**

**Author** Scrutiny Adviser

The following people have been invited to attend for this item:

Invitee:	Role
Samantha Schanzer (Scrutiny Adviser)	Present the Committee with the Scrutiny Adviser Report for discussion and update the Committee on any changes.

## Section A – Committee Guidance and Recommendations

### Recommendations to the Committee

The Committee is asked to:

**1. Action Plan**

Consider the Actions from previous meetings (**Appendix 1**):

- *Note the responses for the actions;*
- *Determine if any further information / action is required;*
- *Agree to receive an update on outstanding issues at the next meeting.*

**2. Committee’s Work Programme:**

Consider the Committee’s Forward Work Programme Update (**Appendix 2**):

- *Are there any amendments to the topics scheduled to be considered at the next Committee meeting?*
- *Are there any additional invitees that the Committee requires to fully consider the topics?*
- *Is there any additional information that the Committee would like to request?*

## 2 Context

### Background

### Action Sheet

2.1 Attached at **Appendix 1** is the Action Sheet from the Committee meetings. The updated completed actions are included in the table.

- 2.2 Any actions that do not have a response will be included on the Action Sheet at the next meeting to ensure that the Committee can keep track of outstanding actions.

### **Forward Work Programme**

- 2.3 Attached at **Appendix 2** is the Draft Forward Work Programme for the year 2023-24.
- 2.4 The purpose of a Forward Work Programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services.
- 2.4 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages ([www.newport.gov.uk/scrutiny](http://www.newport.gov.uk/scrutiny)).
- 2.5 The Centre for Public Scrutiny's Good Scrutiny Guide recognises the importance of the forward work programme. In order to 'lead and own the process', it states that Councillors should have ownership of their Committee's work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.

### **3 Information Submitted to the Committee**

- 3.1 The following information is attached:

**Appendix 1:** Action Sheet from Previous Meetings;

**Appendix 2:** Draft Forward Work Programme

**Appendix 3:** Scrutiny Topic Referral

### **4. Suggested Areas of Focus**

**Role of the Committee**

### The role of the Committee in considering the report is to:

- **Action Sheet from Previous Meetings - Appendix 1**
  - Consider the responses to the actions from the meeting;
  - Are you satisfied that you have received the necessary information?
  - Are there any further issues arising from the responses that you would like to raise?
  - For the actions that do not have responses – these actions will be rolled over to the next meeting and reported back to the Committee.
  
- **Draft Forward Work Programme - Appendix 2**

Consider:

  - Are there any amendments to the topics scheduled to be considered at the next Committee meeting?
  - Are there any additional invitees that the Committee requires to fully consider the topics?
  - Is there any additional information that the Committee would like to request?
  
- **Scrutiny Topic Referral - Appendix 3**

Consider:

  - Does the referral meet the criteria as set out within the referral form?
  - Does the referral fit with the priorities within the work programme?
  - Should this referral be accepted or rejected based on the criteria and other information?
  - If accepted, which Scrutiny committee is best placed to deal with this referral e.g. Performance Scrutiny Committee for Place, People or Partnerships or Overview and Scrutiny Management Committee?
  - How should this piece of work be undertaken?

## Section B – Supporting Information

### 5 Supporting Information

- 5.1 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.
- 5.2 The latest Cabinet work programme was approved by the Cabinet on a monthly basis for the next 12 months and includes the list of reports scheduled for consideration. Effective forward planning by both Cabinet and Scrutiny needs to be coordinated and integrated in relation to certain reports to ensure proper consultation takes place before a decision is taken. A link to the Cabinet work programme is provided [here](#) to the Committee as part of this report, to enable the Committee to ensure that the work programmes continue to reflect key decisions being made by the Cabinet.

### 6. Links to Council Policies and Priorities

- 6.1 Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services, contributes to the delivery of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner.

6.2 This report relates to the Actions from Committee's which support the achievement of the Scrutiny Committee, in accordance with the Law and Regulation Service Plan, Objectives, Actions and Measures and the Wellbeing objectives:

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
<b>Aims:</b>	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

## 7 Wellbeing of Future Generation (Wales) Act

7.1 The Wellbeing of Future Generations Act 2015 which came into force in April 2016 sets the context for the move towards long term planning of services.

### 7.2 General questions

- How is this area / policy affected by the new legislation?
- How will this decision / policy / proposal impact upon future generations? What is the long term impact?
- What evidence is provided to demonstrate WFGA has been / is being considered?
- Evidence from Community Profiles / other data?
- Evidence of links to Wellbeing Assessment / Objectives / Plan?

### 7.3 Wellbeing Goals

- How are the Wellbeing goals reflected in the policy / proposal / action?
  - *A prosperous Wales*
  - *A resilient Wales*
  - *A healthier Wales*
  - *A more equal Wales*
  - *A Wales of cohesive communities*
  - *A Wales of vibrant culture and thriving Welsh language*
  - *A globally responsible Wales*

### 7.4 Sustainable Development Principles

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
  - **Long Term**  
*The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs*
  - **Prevention**  
*How acting to prevent problems occurring or getting worse may help public bodies meet their objectives*
  - **Integration**



*Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies*

- **Collaboration**

*Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives*

- **Involvement**

*The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.*

## 8 Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-2027](#)
- The Corporate Assessment and [follow up assessment](#).

Report Completed: July 2023

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**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  
ACTION SHEET**

	<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome</b>
1	Conclusion of Committee reports	Send comments and recommendations to officers	Samantha Schanzer	Complete
2	Electric Vehicle Charging Strategy	Provide an answer regarding definitive numbers of charging points in Newport or highlight work being done to collect this	Ross Cudlipp	Chased – 15.06.23
3	Minutes of the Previous Meeting	Chase a response from the University	Samantha Schanzer	Raised with Manager – 08.06.23

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# Scrutiny

## Overview and Scrutiny Management Committee Draft Work Programme: June 2023 to May 2024

Meeting	Agenda Items
02/06/2023	<ul style="list-style-type: none"> <li>• Corporate Safeguarding Annual Report</li> <li>• EV Charging Strategy</li> <li>• Consultation Update (Information only)</li> </ul>
23/06/2023	<ul style="list-style-type: none"> <li>• Welsh Language Annual Report</li> </ul>
28/07/2023	<ul style="list-style-type: none"> <li>• Information Risk Report</li> <li>• Climate Change Annual Report</li> </ul>
08/09/2023	<ul style="list-style-type: none"> <li>• Annual Digital Strategy Report</li> </ul>
09/10/2023 1pm	<ul style="list-style-type: none"> <li>▪ Annual Corporate Wellbeing Self Assessment</li> <li>▪ Strategic Equalities Plan Annual Report</li> </ul>
27/10/2023	<ul style="list-style-type: none"> <li>▪ Transformation Plan / Budget Consultation Plans / Development of MTFP</li> <li>▪ Air Quality Action Plan</li> </ul>
01/12/2023	<ul style="list-style-type: none"> <li>• Scrutiny Annual Report</li> </ul>
19/01/2024	<ul style="list-style-type: none"> <li>• MTFP and Revenue Budget – Consultee Meeting</li> </ul>
08/03/2024	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
26/04/2024	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

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