

Climate and Ecological Emergency Action Plan				
No.	Action	Detail	Status	Next steps
GM General Management				
GM1	Main policy and strategy document framework in place to help address the climate and ecological emergency (CEE)	Environmental Policy and Sustainability Strategy adopted and reviewed for ongoing relevance and effectiveness. The Sustainability Strategy inextricably links social, economic and environmental considerations into the Council's decisions on how it helps address the climate emergency.	Documents adopted are reviewed by Standing Orders Sub-Committee and Finance and Governance Committee during each financial year. CEE Action Plan under development.	Annual review at May Full Council.
GM2	Climate and Ecological Emergency Committee (CEEC) operational and effective	Councillor membership established. Officer support in place including qualified lead officer. Name changed to better reflect scope. More work needed to focus the work of the CEEC and ensure it makes decisions differently from other committees.	Ongoing Inclusion of members of the public increases the opportunity for different decisions. Consideration is being given to increasing the number of members of the public on CEEC. CEEC agenda to include manageable breakdown actions	Annual review at May Full Council of terms and conditions and inclusion of public members. Consider the inclusion of 'Nature' at the table: What decision would Nature make if it had a vote at the CEEC? This is being included in agendas of CEEC in future. Terms of reference being reviewed for inclusion of increased numbers of members of the public.
GM3	Effective influence over other Committees etc., needed	CEE declared in the interests of current and future generations and the wider planet.	Ongoing Climate consideration built	Annual review at May Full Council.

		More work needed to ensure the CEEC holds other committees to account and ensures they do not undermine the CEE declaration.	into terms of reference for other Committees etc.	
GM4	Finance and resource established	Initial budget established for Committee and subsequently reviewed. Acceptance that increased investment is required and that each change must be informed and carefully assessed. Budget for staffing and repairs and maintenance reflects the need to address sustainability and implement suitable grounds maintenance.	Budget and delegations to be reviewed annually and when significant developments arise e.g. EM3.	Annual review of budget and delegations built into each Committee from 2022-23; these reviews to feed into the annual budget review by Finance & Governance Committee.
GM5	Administration efficiency	Offices new build and modern airflow management. Town Hall development, and any changed offices and operational/grounds facilities will need consideration.	Needs review when any related developments and when design and capital works for Town Hall underway. Particularly challenging in retrofitting measures into a listed building. Flexible, home and multi-site working support effective use of office space.	From 2023 onwards there are anticipated changes to operational and office arrangements.
GM6	Environmental Status and Standards	To work towards achieving standards set for environmental management systems in ISO 14001:2015 (or any relevant successor standard) and other measures designed to help: • Fulfil compliance obligations	ISO 14001 is a long-term ambition but will be taken into account when developing measurements, systems, and records. This will be progressed on an	ISO 14001 to be considered further in 2024-25 once grounds operations, office arrangements and benchmarking in place and stabilised. Earth Protector Status etc.,

		<ul style="list-style-type: none"> • Achieve environmental objectives • Enhance environmental performance <p>To obtain Earth Protector Status and similar where these help identify and progress CEE actions.</p>	<p>informal basis rather than through external accreditation and will incorporate the best and most proportionate aspects insofar as they make sense in addressing the CEE i.e. obtaining awards will not divert resource from addressing the CEE.</p> <p>Earth Protector Status established and related actions progressed or under consideration.</p> <p>Nuclear Free Local Authority Status being considered.</p>	<p>incorporated into agendas as appropriate to ensure on track.</p>
GM7	Procurement	<p>Financial Regulations and procurement controls incorporate environmental factors.</p> <p>Maintain a list of contractors with good environmental credentials.</p> <p>Local purchasing to be considered where this is environmentally-positive.</p> <p>Choosing environmentally accredited companies where reasonably possible (ISO14001).</p>	<p>Furthering the formal introduction of ethical and environmental practices into investment, procurement and energy supplies policies and practices. This will also influence policy in other areas.</p> <p>Ethical banking is being progressed and work underway to address</p>	<p>Annual review of Financial Regulations at May Full Council plus Committee scrutiny.</p>

		<p>Where purchasing is necessary and reuse is not an option, purchasing products that can be reused, recycled and biodegrade (preferring the most environmentally-positive option).</p> <p>Incorporate full life-cycle thinking when assessing sustainability.</p> <p>Energy procurement to align with EM3.</p>	<p>utilities. In terms of construction and work, supply chains are more challenging in 2023 owing to increased costs and decreased contractor availability.</p>	
GM8	Maintain records	<p>Records of relevant completed and ongoing activities and projects to be maintained. Purposes to include performance and audit support and communications with the public and press.</p>	<p>Record-keeping affects many areas of the Council's work and has a multiplicity of outcomes which need to be accommodated appropriately within the records. Primarily aimed at evidencing and tracking projects undertaken which are chosen specifically for their environmental benefit. This can be expanded when measures are agreed following work with consultants and in preparation for formal certification.</p> <p>Minutes kept for CEEC and other relevant committees.</p>	Review following EM3
GM9	Project and contractor management and works	<p>Officers will oversee/manage any projects/works to ensure suitable environmental measures executed</p>	<p>There is an existing Environmental Policy but decision-making is</p>	To be progressed insofar as reasonably possible including as part of the move to new grounds

		where possible; this depends on the nature of the decision made by Council and its Committees.	vulnerable to non-environmental factors. However, CEEC is building into its agendas 'Nature's vote' and further work is being considered to increase the profile of environmental concerns on Committees and Full Council.	maintenance arrangements and applied wider as needed.
GM10	Emergency planning and contamination/pollution control	<p>An emergency plan and business continuity plan which will take account of the need to ensure that any adverse environmental impacts and resource waste are minimised. This will help community resilience.</p> <p>Contamination and pollutants within the control of the Council shall be addressed as far as is reasonably possible. This might include prevention, removal or containment as relevant.</p> <p>Specific reactive plans to be developed to address the peculiarities of specific impactful incidents as they arise e.g. for specific pandemics and specific floods.</p>	Initial work undertaken on emergency and business continuity plans which is to be recommenced once staffing capacity is sufficient.	<p>Communications Officer in post in 2022-23 and emergency and business continuity plans to be progressed in conjunction with Suffolk Resilience partners in 2023-24.</p> <p>Specific measures such as geoenvironmental surveys underway at relevant sites to help inform future management.</p>
GM11	Annual review	Internal audit of environmental performance annually. This is likely to be an increasingly sophisticated analysis year on year.	Once CEE Action Plan adopted, an internal audit by the Clerk will be reported annually thereafter to May Full Council with quarterly	Adoption of CEE Action Plan potentially at May 2023 Full Council.

			reports to the CEEC.	
PPE Public and Partner Engagement				
PPE1	Stronger together	Recognises that the Council can only do so much alone. The public and partner organisations will be actively sought out where this is productive and effective for both reactive and proactive purposes.	Active and ongoing links to be sought in 2023-24. Focus on improving the environmental outputs on land and activities within the Council's control. Environmental engagement list of main contacts to be maintained.	Communications Officer in post from 2022-23 who will support the administrative and communications aspect of this work.
PPE2	Influence and promotion	<p>The Council's own activities and land are significant but limited. However, the Council has platforms and opportunities available to influence and provide information. Influencing the activities of the public and partners significantly increases the Council's potential environmental reach.</p> <p>The influence over other public authorities will include those activities identified within this CEE Action Plan, such as encouraging the waste authority to increase recycling but will not be restricted to these matters.</p>	<p>This extends to influencing the public's own activities as well as their buy-in to the Council's work. This might include press and other communications and events. As with other activities of the Council, ensuring this work is delivered in an environmentally-positive way is crucial or it will be counter-productive.</p> <p>Additionally, the Council is well-placed to influence partners, suppliers etc. It can use its position as a local authority and its economic and</p>	<p>Communications Officer in post ready for 2022-23.</p> <p>Office Administrator and Deputy Clerk supporting events and budget to support events secured.</p> <p>Initiatives underway to encourage public respect to the environment e.g. litter-picking, increased bins, and a bulky waste initiative.</p> <p>A successor annual event to the Big Green Weekend to be considered, working with partners.</p> <p>The Big Green Weekend planning will be progressed with early planning for 2024-25.</p>

			procurement power.	
PPE3	Expertise	Recognises that improving the Council's environmental footprint will require access to a number of experts including grounds, horticultural, buildings and carbon footprint measurement.	An initial allocation of budget to consultancy and environmental concerns, will be reviewed as needed. This to help ensure that the Council moves forward productively, appropriately and efficiently avoiding undue costly and adverse environmental impacts.	Budget reviewed within CEEC and as part of the annual review. Expertise being accessed includes for Energy Performance Certificates (EPCs) and waste management companies.
EM Energy Management				
EM1	Assessment of carbon footprint – data collection and audit	Contractor appointed to establish energy consumption. The aim is to be able to monitor and reduce use, and implement appropriate and sustainable energy supplies where possible e.g. renewable energy. Particular challenges exist for tenanted properties and those subject to planning controls e.g. listed buildings.	Ongoing as the nature of the Council's land and activities will change. Additionally, political, legislative, technical and environmental changes might alter the context.	Data required assessed and prepared for submission to contractor. Stage 1 completed in 2022. Stage 2 will follow the obtaining of EPCs for all relevant sites as part of identifying needed actions to improve energy use. The assessments to date do not cover projects or specific building renovations and these require bespoke consideration.
EM2	Assessment of carbon footprint – recommendations and report	Based on EM1 data. Requires completion of Stage 2. Benchmarks and actions identified.	See EM1	See EM1 Determine the extent of tenant assessments after completion of EPCs.

EM3	Emissions reduction	<p>Based on EM2. Will need to consider whether further site-specific consultant support is required. Likely to involve a range of specialist contractors in changes to energy sources, such as solar photovoltaics and insulation. Budget consideration needed.</p> <p>Increase sustainability and self-reliance and reduce reliance on the grid and energy suppliers.</p>	See EM1	<p>See EM1</p> <p>Relationship with Gazprom ceased and no piped gas supplies supported.</p> <p>Reviewing energy suppliers for the most ethical and sustainable supply.</p>
EM4	Undesirable consequences	<p>Where alternative or new energy is considered, due consideration shall be given to undesirable consequences such as light pollution, impact on bats and other wildlife, and unethical or environmentally poor supply/manufacturing practices or end of life disposal. Compliance with the Council's Sustainability Strategy and full life-cycle thinking (including end of life disposal) will help keep this target on track.</p>	<p>Sustainability Strategy adopted. Further work on environmental aspects of procurement and other aspects of the Council's work needed.</p> <p>Identified new light at Denes Oval tennis courts only.</p> <p>Gazprom contract ceased and reimbursement of overpayments being sought.</p> <p>Increase energy and material costs alongside environmental imperatives should increase the focus on sustainable propositions.</p>	<p>The main focus in 2022-23 and 2023-24 will be the transition to new grounds maintenance arrangements where there will be considerable opportunities to increase environmental positives owing to greater direct management and control.</p>

EM5	Staffing work arrangements	<p>Flexible and home working and TOIL system in place to ensure service needs addressed in the most efficient way.</p> <p>Increased use of online platforms and IT for efficiency and mileage reduction.</p> <p>Office electric vehicle, charging point and bicycle being considered at an appropriate time.</p> <p>Staff encouraged to walk, cycle or use public transport where reasonably appropriate to do so (taking account of factors such as efficiency and safety).</p>	<p>Decision to put on hold purchasing electric vehicle until there are ethical and technical improvements.</p> <p>Return to in-person meetings has increased mileage and resource use. However, staff working arrangements have been reviewed to increase flexibility.</p> <p>Steps taken to ensure staff are aware of relevant environmental and procurement policies.</p> <p>Cycle lock-up available at work.</p>	<p>Measures being implemented to increase use of online communication platforms and outcome-assessed work practices.</p> <p>Further assessment of electric vehicle options will be made as and when there are ethical and technical improvements.</p> <p>Pilot of E-cargo bike undertaken and to be considered for suitability for inclusion in equipment purchase for 2023-24.</p> <p>Promotion to staff of cycling to be undertaken including any financial and health benefits.</p> <p>Flexible working system embedded.</p> <p>Essential car allowance terms incorporate encouragement to use efficient and environmentally positive forms of transport so that car reliance is minimised.</p>
EM6	Councillor arrangements	<p>Increased use of online platforms and IT.</p>	<p>Return to in-person meetings has increased mileage and resource use. However online platforms have been maintained for</p>	<p>Roll-out of laptops supports online meetings and councillor engagement more broadly. Not all councillors using which creates some security concerns. The 2023 elected</p>

			<p>some meetings.</p> <p>Amplification improvements underway and being considered to support in-person meetings at Hamilton House but with increased capacity for remote access to meetings.</p> <p>Meetings which are not required to be in-person could remain online and to a large extent this remains the case with a significant mileage, time and resource saving.</p>	<p>councillors will be expected to hold laptops and access information appropriately and securely.</p> <p>Longevity and mobility of amplification to be considered.</p>
EM7	Influence	<p>Encourage other decision-makers to source and manage energy effectively, including through, where relevant and appropriate, direct engagement, responses to consultations, partnership work and contributions to infrastructure and campaigns.</p> <p>Promotion to the public of related Council activities and opportunities such as to optimise energy use, benefit from local events/shops, and use sustainable transport.</p>	Ongoing including through CEEC. All staff aware.	Communications Officer in post from 2022-23.
RWM Resource and Waste Management				

RWM1	Reduce consumption	<p>The highest priority is to reduce waste through not using resources unnecessarily. This applies to the Council's administration, land and building management, and services. This might include keeping the office and governance paper-free, not using pesticides or single use plastic bottles, an effective maintenance regime to reduce repair and replacement costs, minimising meetings in person, and public education measures.</p> <p>Reducing the amount of waste that goes to landfill is essential. However, the Council's ambition is more challenging than establishing and beating benchmarks; it wishes to see a complete shift to full life-cycle thinking, exemplary guardianship of resources and optimum efficiency.</p>	Audit of Council offices complete. Extending this policy wider including to contractors and tenants will be progressed following the carbon benchmarking and grounds contract review and as leases and building repairs and projects arise.	Ongoing with an anticipated reduction in wasteful expenditure.
RWM2	Reuse	Where resources are used or reach their end of life, there might be a further use available e.g. a damaged bin being used as a planter.	While this will be ongoing give the amount of product in use, end of life, life cycle and sustainability thinking will need to be built into new projects, acquisitions and contracts.	Ongoing with an anticipated reduction in wasteful expenditure.
RWM3	Recycle	Where product end of life is reached and reuse is not reasonably possible, recycling should take place where appropriate.	Office practices are aligned with this policy but this will need to be broadened to the Council's wider work, contractor and tenants	Ongoing with an anticipated reduction in wasteful and non-compliant expenditure and contract arrangements.

		Procurement should emphasise recycled and recyclable products. Over time there should be a reduction in the number of items being recycled owing to embedded sustainability practices leading to less 'waste' and, of those items disposed of, the proportion which are recyclable should increase.	when opportunities arise, as above.	Photocopying assessment underway to assess paper/print use.
RWM4	Awareness	Publicity is being used to try and steer public behaviour against vandalism and in favour of environmentally-friendly activity such as reducing pesticide use or increasing wild areas. This is problematic where this is perceived as an excuse for decreasing activity while not decreasing the council tax. Vandalism of trees, open spaces, equipment and buildings is a major factor in creating waste and sets back the environmental programme considerably.	A Communications Officer has been appointed with the expectation that, among other things, they can significantly influence public thinking on the role of the Council and environmental issues.	Communications Officer in post from 2022-23. A roll-out of signs is taking place to help raise public awareness e.g. about wild areas.
RWM5	Litter and contamination	Council policy is to increase litter bins to try and decrease pollution. Further work is needed to address other potential contaminants including 1) pre-existing contamination, such as landfill and asbestos, 2) vandalism, 3) grounds maintenance and 4) repair, construction and project-specific materials.	This is a work in progress. Significant increase in new bins recently. Providing recycling bins alongside general waste bins on sites is currently ineffective and a significant challenge. Asbestos is being removed	Ongoing roll-out of more litter bins and greater emphasis needed on public education to reduce and manage their own waste (WM1) and decrease pollution. Councillor and partner working group is exploring waste management across Lowestoft including a bulky waste initiative which pays for those on low or no income to have their

			<p>from sites or managed on site where removal is not reasonably practicable.</p> <p>The grounds maintenance contract is under review.</p> <p>There is no clear framework for projects which enables officer 'enforcement' of environmentally positive clauses.</p>	<p>bulky items removed. This to be reviewed in light of concerns that it encourages a throw away culture.</p> <p>Contract reviews will lead to a greater emphasis on litter and contamination controls.</p> <p>Work of Environmental Support Officer to be embedded on a long-term basis.</p> <p>New waste management arrangements being embedded in 2023-24.</p> <p>Increased resource supporting composting and mulching which are an important aspect of waste management.</p>
RWM6	Water – pond management, trees, office	<p>Historically pond management was not included in the grounds contract. Hence management has been reviewed and pond health has needed a significant uplift.</p> <p>With an increased emphasis on tree planting, a considerable watering programme is needed.</p> <p>The current offices were a bespoke design and have efficient facilities and compliance checks. However, they do</p>	<p>The current focus is on ensuring the ponds are, as far as is reasonably possible, in an optimum condition from a habitat, sustainability and safety perspective. Working with specialists to achieve this baseline, and establish a deliverable monitoring and maintenance programme which can be incorporated in future grounds</p>	<p>Incorporate ponds maintenance in grounds procurement.</p> <p>Vandalism log maintained and staff checks in place which pick up tree/watering problems on sites.</p> <p>Town Hall development incorporates requirements to consider and address environmental imperatives such as water management and water feature assessment.</p>

		<p>not incorporate significant water-saving controls (such as auto-switch off taps, aerated water for showers and toilet cistern devices).</p>	<p>maintenance arrangements.</p> <p>Tree watering is essential but invests one important resource in order to obtain a long-term benefit from another important resource. Anything that reduces the effectiveness of this water use is considered on an ongoing basis (time of year for planting, checks for split watering bags, vandalism etc.,)</p> <p>Reviewing the infrastructure at the current office and any future Council premises is essential (including the Town Hall and any warehousing). The Town Hall is the biggest capital development project with the most to gain from incorporating the best water and energy efficient construction, design and use.</p> <p>The use of water butts,</p>	<p>Water Management Policy under development.</p>
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			water bags, sprinkler systems is being considered including any health and safety implications. Pond leak repairs conducted.	
RWM7	Energy consumption	This will align with the hierarchy in RWM1 to RWM3. Appropriate investment is required in order to reduce use and achieve sustainable energy supplies.	See Energy Management.	See Energy Management.
BLM Building and Land Management				
BLM1		Increased use of recycled material in projects and new builds e.f. recycled ocean plastic in Bentley and St Margaret's Plain play areas and benches.		
BLM2	Sustainability and full life-cycle thinking	Any new installations or changes to sites will take account of full life-cycle thinking; this applies as much to planting as it does to buildings e.g. consideration include water usage for tree planting and manufacture and disposal impacts for solar panels	This is challenging at a time of increased cost, and low resource and contractor availability. Procurement of surveys to better inform budgets and enhanced proactive management.	Approved contractor assessment underway. Environmental assessments to be added in 2023-2024. Surveys on tree health and type taking place from July 2023. Due to report autumn.
BLM3	Significantly improve biodiversity	This includes improving, protecting and creating habitats, undertaking suitable wildlife and planting for the location	Wild areas identified. Annual bulb planting	Ensure new grounds workers receive environmental induction.

		and managing invasive species and contamination risks. Creating or enhancing wildlife corridors is an important aspect of this.	established. Changes to grounds maintenance arrangements with greater direct management will provide opportunities such as to increase habitat value and decrease littering.	Increase litter-picking and waste management (and related promotion and use of volunteers). Increase work with tenants in 2023-2024.
BLM4	Compliance	Full compliance with applicable environmental legislation will ensure that certain standards are maintained including to maintain/enhance biodiversity and to prevent damage to biodiversity.	Maintain knowledge of environmental legislation and initiatives (Clerk has IEMA membership and Practitioners status)	Review compliance including with voluntary imposition of relevant standards and statuses in 2023-2024.
BLM5	Influence & Planning	Regardless of whether this is a 'material consideration', responses to relevant planning applications and Tree Preservation Order notifications, and (planning and non-planning) consultations shall include a comment about any perceived or actual adverse or positive impact on biodiversity. The Neighbourhood Development Plan to identify suitable locations for development with full consideration of environmental sensitivity. An important focus of the Plan to be the protection of environmentally important spaces.	The Committee no longer has Environment in its title. However, this consideration is incorporated in the terms of reference for the Planning Committee and relevant comments are regularly included in the recommendations to the planning authority. Also include related considerations in consultation responses.	Ongoing.
BLM6	Biodiversity Register	A Register shall be kept of all sites considered to be actually/potentially to be important for biodiversity (with or	Not commenced and best methodology being considered.	A register of assets is maintained including all land. In the absence of any indication otherwise all parks and

		without an expert opinion). Such Register to include an assessment of importance for biodiversity and an assessment of any measures to provide optimum biodiversity, taking account of any relevant expert audits.		open spaces will be considered important for biodiversity.
BLM7	Biodiversity audit	Especially where development of sites is planned which might significantly disrupt or provide opportunities for biodiversity, an expert audit shall be obtained where this can reasonably and reliably be secured to support a net gain in biodiversity.	Ongoing.	To be considered at the Town Hall and any complementary land.
BLM8	Reducing damaging and unnecessary use of pesticides	Pesticides will only be used when there is no viable alternative.	Increased direct management of sites should mean better delivery.	To be considered on an ongoing basis in the changed grounds maintenance arrangements. Consideration to be given to alternatives to pesticides e.g. using vinegar.
BLM9	Increase awareness of biodiversity	Increase awareness of the importance of biodiversity and the Council's related activities (including creating and enhancing wildlife corridors). Increase awareness of Council sites where there can be increased public enjoyment of nature (e.g. wildlife corridors).	Involved the public in initiatives such as bat and bird box.	Communications Officer in post from 2022-23.
BLM	Office			
BLM	Grey water	Consider the reuse of water for landscaping through rainwater		

		collection and the use of grey water where reasonably possible and where legionella and other health and safety concerns are reasonably manageable.		
	ELECTRIC TOOLS?			
TPE Transport, Plant & Equipment				
	Vehicles	<p>Alternatives to and reductions in use of fossil fuel vehicles are actively encouraged, whether such use is directly or indirectly connected with LTC, including (but not limited to):</p> <ul style="list-style-type: none"> • Public attendance at LTC events or facilities • Activities and meetings conducted • Staff/contractor travel to work • Administration and payments connected with LTC services 		
	Electric vehicles- visitors and staff.			
	Electric vehicles – contractors and public transport			