

APPENDIX 2 Decarbonisation Action Plan 2024

Key

Completed	Going well with Good Progress	Making Reasonable Progress
Making Poor Progress	Not Yet Started	New Action

Corporate and Cross-cutting Actions

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
C1	Carbon Emissions for 2023/24.	Identify emissions values via data capture for Scope 1, 2 and 3 emissions as prescribed by Welsh Government.	Decarb Team	Submission Date 2 nd September 2024	COMPLETED: CO2 emissions data submitted to WG	<ul style="list-style-type: none"> -Part of annual WG reporting requirements. -Data collection, calculations and submission to be undertaken by Decarbonisation Team. <p>Report for 2023/24 submitted to Welsh Government Operational Emissions: 23,150,857 kgCO2e Supply Chain Emissions: 75,481,201 kgCO2e Land Use Emissions: -7,386,283 kgCO2e Total Emissions: 91,245,775 kgCO2e</p>
C2	Establish carbon baselines for individual service areas in line with WG reporting	Identify emissions values via data capture for Scope 1, 2 and 3 emissions. Identify key carbon contributors to the baseline with individual service area responsibility	Decarb Team	31 st March 2023	Individual base line emissions data prepared for each service area	<ul style="list-style-type: none"> -Calculations to be undertaken by Decarbonisation Team. -Presentation to be provided to Leadership Group explaining process, aims and timescales <p>Service Area baselines developed to include 2023/24 emissions.</p>
	Establish carbon baselines for areas of corporate responsibility	Identify emissions values via data capture for Scope 1, 2 and 3 emissions. Identify key carbon contributors to the baseline with	Decarb Team	31 st March 2025	Individual base line emissions data prepared for each	The operational move to corporate landlord, corporate fleet and corporate offsetting models has affected the delivery of this project.

		individual corporate responsibility			area of corporate responsibility	Rather than presenting emissions to service areas, moving forward it is strategically more rational to divide emissions by corporate responsibility so that those with the overarching agency over the emissions has the responsibility for reducing them.
C3	Establish Carbon Budgets with agreed savings for individual service areas using carbon baseline data	Agree targets for carbon reduction for service areas with corporate management team	CMT & Services co-ordinated by Decarb Team	November 2025	Individual emissions budgets agreed with each area of corporate responsibility	Carbon budgets for the areas of corporate responsibilities will be developed in partnership with the respective services and aligned to the Asset Management and Vehicle Replacement strategies
C4	Establish energy usage patterns across corporate buildings	Analyse energy usage patterns to develop understanding of how network capacity can be maximised across all corporate buildings	Decarb Team & Property Services	30 th September 2023	Portfolio of corporate building energy use patterns with detail on available capacity	<p>- Initial data analysis to be completed in partnership with Data Science Academy and Cardiff University</p> <p>Project completed establishing usage patterns and energy headroom of corporate buildings where half-hourly energy consumption data was available. Outputs of project to be presented to Reduce Working Group to feed into the Asset Efficiency workstream.</p> <p>New projects looking at energy usage will fall under the Reduce and Produce pillars.</p>
C5	Raise awareness of carbon literacy	Develop carbon literacy approach/program	Decarb Team	November 2024	Accredited carbon literacy training Program for training delivery Decarb champion "train the trainer" network established	<p>Initial cohort of 39 officers have completed carbon literacy training.</p> <p>In July 2024, Heather Richardson delivered a Decarbonisation specific Stand Up for Mobilising Team Caerphilly to highlight the</p>

						<p>importance of including carbon considerations in business cases and decision making.</p> <p>Mobilising Team Caerphilly Weekly Stand Up 10 July 2024</p> <p>A Carbon Literacy course specifically for elected members and senior leaders has been developed with Cynnal Cymru and is currently going through the CLP accreditation process.</p> <p>Further Carbon Numeracy courses are being developed with the Multiply team in Adult Education. All courses are due to be launched in November 2024</p>
C6	Work towards becoming a Carbon Literate Organisation	Obtain a Bronze Carbon Literate Organisation award	Corporate Responsibility	30 th March 2024	(i) Registered training initiative with CLP (ii) Organisational Leader certified as Carbon Literate	<p>- Submit evidence to CLP that requirements for Bronze award have been met</p> <p>Bronze Carbon Literate Organisation status achieved</p>
C7	Work towards becoming a Carbon Literate Organisation	Obtain a Silver Carbon Literate Organisation award – 15% of workforce Carbon Literate	Corporate Responsibility	31 st March 2027	(i) 15% of workforce Carbon Literate	Courses have been developed which will be delivered by both the Decarbonisation and Adult Education teams to rapidly increase the proportion of the workforce that is Carbon Literate.
C8	Work towards becoming a Carbon Literate Organisation	Obtain a Silver Carbon Literate Organisation award – 15% of workforce Carbon Literate	Corporate Responsibility	31 st March 2027	(ii) Carbon Literacy integrated into performance management	<p>Initial discussions with workforce development have taken place. General awareness training on climate change is included in the upcoming Thingi e-learning platform.</p> <p>Once CL programme in place, further discussions will take place on how to integrate this into the HR records of employees.</p>

C9	Work towards becoming a Carbon Literate Organisation	Obtain a Silver Carbon Literate Organisation award – 15% of workforce Carbon Literate	Corporate Responsibility	31 st March 2027	(iii) Visual promotion of organisation's carbon literacy	Deputy Leader and Member for Climate Change Cllr Jamie Pritchard recorded a promotional video highlighting the importance of Carbon Literacy which accompanied a press release after the Bronze Carbon Literate Award. Carbon Literate employees include a tag on their email signatures to highlight their accreditation. Further comms will be released as further progress is made with the CL programme.
C10	Work towards becoming a Carbon Literate Organisation	Obtain a Silver Carbon Literate Organisation award – 15% of workforce Carbon Literate	Corporate Responsibility	31 st March 2027	(iv) Publication of one-page case study	
C11	Develop skilled workforce	Complete skills audit to identify skills gaps within workforce	HR/Decarb Team	31st March 2025	Toolkit for skills assessment Integration into HR portal Integration into My Time Extra	Project stalled due to resource capacity. Focus has been on building general awareness of Carbon Literacy and climate change as a pre-cursor to understanding what is needed in each role.
C12	Develop skilled workforce	Develop training programmes with our educational partners to upskill workforce	HR/Decarb Team Employability Team	30 th September 2024	Development pathway for green skills Integration of green skills into ways of working	181 learners registered on green skills training database through SPF Green Skills interventions
C13	All Council Strategic Policy Documents to have decarbonisation at their heart.	Decarbonisation to be incorporated into the Integrated Impact Assessment	Transformation Team	30 th September 2023	Updated IIA which incorporates decarbonisation specifically	<ul style="list-style-type: none"> - Decarbonisation section of IIA drafted and agreed - Guidance on how to complete IIA developed - Guidance held on Decarbonisation Intranet pages <p>Decarbonisation considerations form part of the MTC business case process.</p>

						Discussions to be held over updates to the IIA to include Decarbonisation. Decarbonisation Officers have reviewed tools for including carbon considerations in decision making processes.
	Development of Business Case Template for Decarbonisation	Decarbonisation and wider environmental issues to be given prominence in business cases to show true value of decarbonisation	Decarbonisation Team	30 th May 2025	Updated Business Case and Co-Benefits Tool	Decarbonisation Team will continue to collaborate and lobby Welsh Government for a mechanism by which decarbonisation considerations and emissions savings are sufficiently prioritised within business case development and decision making processes.
	FOSSIL FUEL DIVESTMENT					
C14	Examine opportunities to decarbonise the authority's investments.	Work with pension schemes and managers to reduce investment with fossil fuel based and high emissions businesses.	Corporate approach		25% reduction in carbon exposure relative to the respective benchmark on £1.13bn of its assets (which equates to c. 30% of total assets)	<p>The Wales Pension Partnership (WPP) has now implemented a decarbonisation overlay on all of its equity sub-funds. The WPP launched its Active Sustainable Equity (ASE) sub-fund in June 2023 and the Greater Gwent Fund invested £150m in this product. The WPP is working closely with its advisors in preparing an "All Wales Climate Report" which is intended to highlight the collective exposure of investments and to demonstrate decarbonisation progress over many years. The Greater Gwent Fund has continued to selectively invest in renewable energy infrastructure throughout the UK.</p> <p>It should be noted that carbon emissions associated with investments are not reportable as</p>

						part of organisational emissions and so have no impact on the 2030 targets
	Continue to monitor opportunities to decarbonise authority investments through 2025/26	Work with pension schemes and managers to reduce investment with fossil fuel based and high emissions businesses.	Corporate approach	2025/26	Review of investments	

REDUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
R1	Reduce Working Group to regularly meet	Working Group to regularly meet to update and agree on delivery of action plan	Decarb Team / Property Services	Nov 23 – Nov 24	COMPLETED	Working Group established, meeting monthly 12 meetings held between November 2023 and November 2024
R2	Develop actions and delivery plan	Review Reduce section of action plan. Develop and agree new actions and delivery plan	Reduce Group	30th November 2023	COMPLETED	Review completed and updated action plan agreed January 2024.
	EXISTING NON DOMESTIC BUILDINGS					
R3	Identify buildings for upgrade works		Energy Team/ Reduce Working Group	21 st December 2023		Benchmarked energy use against averages and compiled asset data to assess requirements for each building. Prioritisation of buildings based on future uses.
R4	Develop Programme of works for initial delivery of upgrades		Energy Team/ Reduce Working Group	31 st March 2024	Ty Penallta Heat Pump LAEF Scheme	Average costs of installation for various technologies extrapolated from asset survey data to estimate high level costs for delivery of a programme. Ty Penallta Low Carbon Heat Grant £1.3 million to bring back into use failed Ground Source Heat Pumps so that Ty Penallta is no longer reliant on gas boilers.
R5	Provide energy efficiency training to key building staff.	Provide training on Building energy management systems and good housekeeping techniques.	Property Services	Ongoing	Training delivered at 13 sites over 2024	Multiple sessions predominantly across schools; key staff within these buildings given training and ongoing support.
R6	Asset Efficiency Corporate Landlord	Assess and identify opportunities for portfolio rationalisation	Property Services			Asset efficiency workstream now known as Corporate Landlord. Service portfolios being reviewed alongside Mobilising Team Caerphilly in: Libraries Leisure Services Parks Tourism

						Main Corporate Administrative Offices
	Asset Management Plan	Create a roadmap, plan and programme to decarbonise the operational estate in line with 2030 Net Zero commitments.	Property Services	July 2025		New Asset Management Strategy 2025 – 2030 has been written with 4 key objectives. Decarbonisation objective to run a smaller, greener, smarter estate. This strategy has been approved and adopted by Cabinet. Asset Management Strategy 2025-2030
R7	Agile Working	Review ways of working to allow implementation of the agile working strategy to maximise efficient use of buildings	Property Services	Ongoing	COMPLETED	Work now being driven through asset management group
R8	Community Asset Transfer	Assess and identify opportunities for community asset transfer	Property Services			New approach formed; policy reviewed; first 3 schemes have been released.
	EXISTING HOUSING STOCK					
R9	Target Energy Pathways and carry out a whole stock assessment	Undertake Target Energy Pathways to each CCBC owned property and formulate a whole stock assessment	Housing	March 31 st 2027		This is in line with WHQS23 Waiting for approval for smart intelligence software to support modelling all target energy pathways. Also, in discussions to outsource some of our stock for Target Energy Pathway modelling to work towards achieving WG targets.
R10	Optimised Retrofit Programme 3.2	Install energy efficiency measures in sheltered housing schemes.	Housing	Ongoing	2 schemes complete, (Maesteg & Oaklands) which consist of 58 dwellings. Maesteg Post EPCs are 50% A rating and 50% high B rating as anticipated.	Through the Optimised Retrofit Programme, we are undertaking a fabric first and PV approach to Maesteg and Oakland to address the cold issues the tenants were experiencing, this is in line with PAS2035 and PAS2030. EWI, PV, MVHR's, low energy windows and doors. We will now monitor and evaluate the properties using the environmental sensors installed during the retrofit to ensure the individual dwelling are reacting positively to the retrofit

					<p>Undergoing 156 dwellings for Solar PV with roof renewal to the majority due to damage and age of roofs. March 31st completion date. Expected EPC will be all high Bs.</p>	<p>measures installed and provide a healthy environment for the residents. Oaklands, post EPCs have not been completed. We will follow the same process as above.</p> <p>Scheme 3 was undertaken to renew the defective existing EWI of the 34 dwellings in Panside, in conjunction with energy efficiency measures as appropriate taking a whole house approach. Unforeseen structural works due to weathering damage has caused delays to the project. Post completion EPCs are expected to B.</p>
R11	Optimised Retrofit Programme 3.3	Survey properties to be included in next year's Decarbonisation programme	Housing	Ongoing		<p>Currently undergoing the PASS2035 retrofit process, including Retrofit Assessments, Design and Coordination in preparation for April 2025 start on site (The projects include Cefn Ilan 28no's & Panside 44no's)</p> <p>PV scheme will be phased and continue on from ORP 3.2 as phase 2. Properties suitable for roof renewal and integrated PV have been identified and those with new roofs will receive roof mounted PV. This will be ever evolving as the needs of the properties change, in line with our maintenance and repairs strategies.</p>
R12	Triple Glazing Window Replacement Programme	Improve energy efficiency of Council owned domestic properties through the UPVc triple glazing window replacement programme	Housing	2024/25	<p>90 properties complete to date.</p> <p>Solar windows have provided additional support to hit 200 property targets set for the end of the financial year.</p>	<p>We are both manufacturing our own triple glazing and outsourcing and have an install programme of 200 properties this financial year.</p>

R13	Energy Performance Certificates	Survey all CCBC owned homes to establish their energy rating and to identify least energy efficient stock.	Housing	Ongoing		<p>Continuous flow of updating out of date EPCs.</p> <p>Updating current EPCs where necessary energy improvements have been installed which will impact its current rating.</p> <p>All retrofit/decarb schemes will have significant EPC improvements.</p> <p>Currently aiming to onboard a consultancy to undertake a task of completing EPCs properties that are currently on outdated and/or have had works completed that will improve their scores.</p>
	NEW DEVELOPMENT – HOUSING					
R14	Ensure maximum energy efficiency of new Caerphilly Homes to lower costs for customers and reduce maintenance requirements.	Introduce new build specifications that aim to minimise heat loss, introduce efficient internal heating systems and reduce overall levels of carbon.	Caerphilly Homes	<p>Completed</p> <p>Autumn 2025</p> <p>Winter 2026/27</p>	<p>18 Passivhaus homes</p> <p>45 Later Living Apartments</p> <p>92 Homes</p>	<p>Caerphilly Homes have received planning approval for a 45 later living scheme at Ty Darran, Risca and 92 homes at the former Oakdale School site. All new homes will be built on both sites will be built with energy efficiency and lower costs for customers in mind. A report has been provided by Wilmott Dixon which discusses the ethical sourcing of the materials contained in photovoltaics and batteries together with the recycling options.</p> <p>Castle Court, Bargoed, Trethomas, Risca and Rhymney are all part of the next phase of the development programme. Outline planning is imminent on James Street, Trethomas. A full planning application submitted prior to Christmas 2024 for Castle Court, Crosskeys and 3 x sites in Bargoed and is due early 2025.</p>
R15	Introduce carbon friendly construction methods in	Secure partnership arrangement with local steel	Caerphilly Homes	Complete	COMPLETED	Building to Building Regulations 2025 is a core part of the Caerphilly Homes

	“Caerphilly Homes” new build programme.	frame off-site modular build company to build new homes in Caerphilly County borough.				Development and Governance Strategy. It is an accepted practice that all new homes will be low carbon and compliant with WDQR standards (including energy efficiency requirements).
R16	Implement Modern Methods of Construction	Investigate and develop other off- site modular construction methods (e.g. Timber frame) for use within the Caerphilly Homes new build programme. Work collectively with zoned RSL's to Introduce more modular off site construction techniques to reduce carbon used in construction.	Caerphilly Homes	Ongoing		Caerphilly Homes is part of the All Wales Net Zero Timber Frame group and will be offering a site to include in an all Wales project shortly. UWHA have opened a new MMC factory in the borough with ambitions to increase the number of homes they build using MMC techniques. Timber frame for the Cwm Ifor developments (R25) were built in UWHA's MMC factory. Welsh Government now incentivises the use of MMC in new developments through the Social Housing Grant programme and, as a result, the Council expects to see an increase in the number of new homes developed using MMC.
	NEW DEVELOPMENT – NON DOMESTIC					
R17	Sustainable Communities for Learning Programme	Ensure all new capital investment for schools through the programme support net zero commitments and meet required standards for decarbonisation in the choice of materials, transport and construction techniques.	Sustainable Communities for Learning (jointly funded with Welsh Government)	Build in Progress Build in Progress Design in Progress Design in progress	Trinity Fields Y Cwmpawd, Pontllanfraith Plas y Felin Primary School Llanfabon Infants	Extension & upgrade of existing building Adapting and refurbishing existing building RIBA Stage 1 design; working with Aecom closely through design stage Llanfabon infants site transition to primary; extension to accommodate additional numbers and refurbishment of existing building

				Design in Progress	Ysgol y Lawnt & Upper Rhymney Primary	New development to accommodate both schools
	TRAVEL AND TRANSPORT					
R18	Reduce the number and size of and mileage driven by our fleet vehicles	Undertake review of fleet vehicles with services to understand vehicle usage to enable plan for more efficient use of fleet vehicles	Policy Team/ Fleet Management	31 st January 2024		Fleet made up of 557 vehicles as of September 2024 which is a slight increase from LY but decrease from 620 in 2020. Review of service area vehicle use is continuing through the MTC programme.
R19	Waste collection round re-configurations (route optimisation)	Review current collection routes to assess the feasibility of re-balancing collection routes.	Waste Management	2024/25	Lower emissions from waste vehicles	Zoned waste collections are active from w/c 28 th October 2024. This will ensure the majority of residents have all of their collections on the same day and optimise routing for the waste collection vehicles, reducing mileage and therefore emissions. Consultants have analysed route data and vehicle requirements to identify the charging needs for an electric vehicle fleet for waste at a new depot.
R20	Reduce the use of petrol and diesel vehicles through the transition to Ultra Low Emission Vehicles	Transition first 100 fleet vehicles to ULEV	Decarb Team/ Fleet Management Services	31 st March 2025		Use of EVs increased 1789% from LY; there are now 19 fully electric vehicles in the fleet. Diesel still remains the main fuel used by the fleet with only a 0.18% decrease.
R21	Home-based vehicle charging solution to enable transition to ULEV	Undertake pilot to agree solutions for home-based vehicle charging	Decarb Team/ Fleet / Housing	July 2024		The Optrak study initially intended to look at home-based charging solutions but as the project progressed it became clear that it was of more use to use the analysis to understand our fleet as a whole to inform the service review work. Home-based vehicle charging options have been investigated but there have currently been no decisions made on a solution.

R22	Reduce 'grey fleet' work mileage made by staff.	Review Grey Fleet mileage claims. Develop and implement robust travel hierarchy, policies and actions to reduce emissions.	HR / Transformation Team	31 st March 2025		HART mileage has been analysed through project with Cardiff University; awaiting results. Hope to inform electric pool vehicle pilot. WLGA toolkit for reducing grey fleet emissions reviewed with a view to utilising methodology.
R23	Reduce travel to work (commuting miles)	Collect and analyse commuting data through use of staff survey to gain understanding of commuting patterns	HR / Decarb Team	31 st July 2024		Staff survey has been developed; it has been requested that this be included in wider staff survey but this has now stalled. Preference to include in data collection as part of wider grey fleet project.
INFRASTRUCTURE						
R24	Streetlighting Energy Efficiency	Continue with programme of part light lighting in the county borough.	Engineering	COMPLETED	22/23 Emissions 797,618.96 kgCO2e 23/24 Emissions 962,921.81 kgCO2e	LED replacement completed January 2021. Cabinet approved continuation of reduction in street lighting operating hours in November 2022
R27	Material use	Use natural materials where suitable and recycled products where possible such as bollards, bins, benches and curbs on street scene projects.	Engineering	Ongoing		Action deemed more suitable for the BUY group and the work undertaken here compliments the actions with that section of the Action Plan.
WASTE MANAGEMENT						
R25	Investigate opportunities for reducing waste within the local authority.	Reduce waste collected by the authority, reducing reportable emissions from the collection and disposal of this waste.	Corporate approach/Communications	Ongoing		We have implemented pre-sort requirements on our HRCs for residual waste and resurrected existing kerbside residual waste restriction policies. Our food caddy liner incentive is working well with a clear positive impact on tonnage. During the period January to March 2024 there had been a 11% increase in food waste tonnage compared to the same period last year. The early indications for the period April to May is that the increase is 25%. This improvement removes this waste from residual waste streams.

R26	Digital Offer	Paperless office and operational practices to be introduced through waste management's new digital solution	Waste Management / IT	31 st March 2025		<p>The Authority has committed to introducing a complete digital solution for waste. This will include back office and front-line functionality and capabilities that will allow for more efficient and paperless methods of working.</p> <p>InCab will be implemented from 28th October with other operational modules to be introduced in the New Year. Additionally, we have some resident engagement tools planned to be implemented from December this year</p>
R27	Assess opportunities to collect separately presented recycling	Less contamination and selling direct to market will improve the value chain of our recyclates.	Corporate / Waste Management	Ongoing		<p>Modelling work undertaken with WRAP as part of the Route Map & Draft Waste Strategy to identify material streams, contamination reduction, performance and carbon impacts, commercial and economic impacts etc. There is more work to be done, but we are well positioned in relation to understanding the benefits and operational impacts of this change</p>

PRODUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	FUNDING	OUTCOME/OUTPUT	DELIVERY NOTES
P1	Produce Working Group to regularly meet	Working Group to regularly meet to update and agree on delivery of action plan	Produce Group	Nov 23 – Nov 24	n/a	COMPLETED	The group will meet on a four (4) weekly basis, with meetings administered and co-ordinated by the Decarbonisation Team. Produce Group met 7 times between November 2023 and November 2024
P2	Develop actions and delivery plan	Review Produce section of action plan. Develop and agree new actions and delivery plan	Produce Group	30 th November 2023	n/a	COMPLETED	Review completed and updated action plan agreed January 2024.
P3	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to energy generation.	Produce Group	2024/25	WG LAEP Funding £10,000 annual resource grant	COMPLETED	Completed as part of the LAEP development.
	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to energy generation.	Produce Group	2025/26			
P4	Establish baseline for renewable energy generation by CCBC	Identify all renewable energy generation across the authority	Produce Group/ Decarb Team	30 th November 2023		693,479 kWh generated through PV	Completed as part of WG annual carbon emissions reporting submission
P5a	Roof mounted PV on council buildings – Corporate Buildings	Install PV systems on suitable council building roofs	Property Services	31 st March 2024			No new installations over 2024 PV installation feasibility being included as part of considerations within Building Decarb Programme to be developed through Reduce Group.
P5b	Potential for Roof mounted PV on new and existing Council Housing stock	Potential to install PV systems on suitable housing	Caerphilly Homes	Ongoing			Existing Housing Stock – FabricFirst approach; existing stock condition surveys being completed and will identify environmental / energy opportunities; Plan to get to 92A EPC by 2033 – current scoring doesn't benefit renewables – SAP11 will improve this; being driven by WHQS23 programme. With thought given to sustainable and ethical sourcing of

						<p>intended systems/materials. 3 pilot projects ongoing e.g. Maesteg Complex of 27 flats In Bryn Carno 86 properties in total, including 36 Council properties, are undergoing a replacement scheme to reinsulate homes and remedy defective EWI. WG are funding the work to privately owned properties and Caerphilly Homes is funding work to its stock and taking the opportunity to also install PV panels. The scheme commenced on site in early 2024 with full completion planned for Summer 2025. The scheme is being delivered in accordance with PAS2035 and will achieve an A rating.</p> <p>New Housing Developments – Fabric First approach also; ability to make homes as energy efficient as possible at the outset, potentially reducing need for solar PV's. Professional external advice obtained (including M&E) considering design layouts (form factor), site capacity and a range of building services/fabric modelling with use of integrated PV's, where required, to meet WG's minimum EPC.A threshold standard; With thought given to sustainable and ethical sourcing of intended systems/materials.</p>
P6	Green hydrogen production & use	Undertake feasibility study on opportunities for green hydrogen production and use	Decarb team / Transformation			<p>Bid decision for further consultation due 20/2/24; SPF pipeline PID submitted; without grant funding it will not be viable. Housing – all boilers installed now are hydrogen ready; Worcester are looking at Hydrogen systems – some concerns over the ability to use existing boilers with 20% hydrogen mix; There are a few housing trials being completed privately</p> <p>Update: Project progressing. Number of workstreams and bids for funding. Two feasibilities being undertaken in relation to</p>

							water for hydrogen from Coed Top. Funding bid for large fleet study in progress.
P7	Cwm Ifor Solar Farm	Undertake work to gain planning approval for solar farm	Transformation Team	31 st March 2024			See separate action plan/OBC Waiting for planning; work has been done with the SAB team to come to some agreements. Update: approval has been granted for the solar farm to be marketed for sale.
P8	Cwmcarn Forest Drive Hydro-electric Scheme	Reassess design and cost options for hydro-electric scheme	Decarb Team / Regeneration / Property Services	31 st March 2024		Business Case completed Project on hold	Quotes have been received for turbines; Gemma (WGES) will run some financial modelling; NG have agreed that we can have the connection but we do not yet have this formally in writing; NRW have agreed to a 27kW turbine in principle as long as reasons for larger turbine are outlined Funding – SPF; What model will look like without SPF funding to also be completed. Update: scheme on hold due to considerable investment for little financial gain and investigation into future of Cwmcarn Forest Drive.
P9	Mine water heating	Review sites and opportunities for mine water heating with Coal Authority	Decarb Team / Caerphilly Homes	31 st March 2024			Still waiting on report from Coal Authority (due end November) Feasibility of scheme at Pontlottyn for St Clare's Sheltered Housing has been discussed with CA Housing also looking at sites on Aberbargoed Plateau and Western Drive, Bargoed Will need to consult and engage with other off-takers in the area as most schemes are larger scale than just what we have been looking at. November 24 Update: mine water proposal received for Pontlottyn scheme. HNDU funding being investigated.
P10	Private wire	Evaluate feasibility of hardwire from anaerobic digester to Tredomen Campus	Transformation Team/Property Services	31 st March 2024			Went to Cabinet 21 st February 2024 – Exempt; press release will be issued once all agreed at Cabinet to ensure clear and concise information goes to the public regarding this. Update: HoT's nearly complete. Planning application being drawn up by Bryn Group. Easements and PPA will be drawn up.

P11	Produce green on shore wind energy.	Undertake feasibility for a wind turbine on Gelligaer Common with the commoners	Transformation Team	On Hold			Gelligaer Common – NG grid connection – nothing more than 1MW before 2036; no potential for private wire at the site at the moment; Commoners keen for 1 turbine but currently not stacking up Update: potential opportunity through a private company for wind turbines on Fochriw common being investigated.
P12	Produce green on shore wind energy.	Discussions with RWE and a decision made on taking a commercial stake in wind farm	Regeneration / Transformation	31 st March 2024			RWE – offered equity stake in wind farm – 6 turbines, 30MW; 4 would be in CCBC and 2 in Merthyr; Couldn't have more than a 20% stake combined across the two authorities; at heads of terms stage; community benefits haven't transpired as well as we'd like so becoming a purely financial decision; PEDW planning decision due to size; PEDW have requested further information from RWE and so they have suspended consideration of the bids for 16wks. Allan has requested a meeting with RWE, Abundance and Merthyr Tydfil Council to discuss.

OFFSET

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
O1	Offset Working Group to regularly meet	Working Group to regularly meet to update and agree on delivery of action plan	Offset Group	Nov 23 – Nov 24	COMPLETED	Working Group established, meeting monthly 10 meetings held between November 2023 and November 2024
O2	Develop actions and delivery plan	Review Offset section of action plan. Develop and agree new actions and delivery plan	Offset Group	31st July 2023	Action plan developed 2023/24 actions Of 9 active actions: 7 completed (O12)	Offset Pillar Action Plan reviewed, updated and agreed by Working Group

					2 making good progress (ongoing actions) 2 making reasonable progress 1 action not yet started	
O3	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to carbon offsetting.	Offset Group	31 st March 2024	COMPLETED	Overview of policies included in external report assessing Caerphilly CBC offsetting requirements – see O6 below
	Review drivers, policies and strategies	Identify and assess local, regional and national strategies related to carbon offsetting.	Offset Group	2025/26		
	Nature Based Land Investment Tool	Collaborate with City Science on the development of a Nature Based Land Investment Tool	Offset Group	September 2024 - May 2025	Toolkit to assess land investment options	
O4	Identify opportunities for afforestation on CCBC land in the county borough.	Review land holding across the authority to identify opportunities for tree planting and habitat management.	Offset Group and Services	31 st March 2024	Form developed for registering interest in using land for tree planting CCBC Tree Planting Request Form	Process flow for identifying land and delivering offsetting projects developed and agreed by Offsetting group. Ynys Hywel and Parc Cwm Darran identified as sites for 2023/24 planting season
O5	Identify opportunities for afforestation on CCBC land in the county borough.	Review land holding across the authority to identify opportunities for tree planting and habitat management.	Offset Group and Services	31 st March 2025		Further planting opportunities at YH will be limited due to ecological constraints Housing sites reviewed; 2 out of 3 suitable from initial ecological survey; discussions ongoing with Housing re: use of land Priority tip sites for planting identified; ready for site visit/ecological surveys; trees available from Stump up for Trees. Property and Econ Dev land holdings initial desktop reviewed for opportunities for offsetting

						Opportunities identified at Rhymney War Memorial Park as part of planned drainage improvement works
O6	Habitat management	Review land holding across the authority to identify opportunities for reintroduction of wetland/grassland habitats Work to reduce active management and revert to natural processes to store carbon and improve biodiversity	Countryside	31 st March 2024		<p>Through the LDP and other initiatives sites are being investigated for re-wetting; grassland restoration is being revisited.</p> <p>August 2024 update Engagement with Gelligaer and Methyr commoners to look at heathland restoration and water management on council owned land on the common. Will form part of assessment process for site identification and selecting the most appropriate carbon offset Reviewed corporate grassland management strategy</p>
O7	Develop business case for offsetting programme	Collate data, write brief and commission study to produce business case.	Offset Group	31 st March 2024	City Science toolkit Meeting with WLGA re: business case for offsetting	<p>City Science completed a study and developed a toolkit which identifies £costs and carbon costs/benefits of tree planting projects on the organisational footprint. This toolkit is a step in the Offset Land Review Process in assisting with a business case. City Science and CCBC are collaborating on an Innovate UK project looking at a wider ranging tool for nature based assessment.</p> <p>Further work on business case development for decarbonisation including land use will now sit</p>

						under Corporate & Cross-Cutting Actions
O8	Data Methodology	Investigate improvement of land use carbon emission calculation methodologies, implement accurate methodologies and lobby Welsh Government to improve emissions reporting	Decarb Team	31 st March 2024		WG are developing a data map layer which will provide more accurate assessments of land use type across Wales. CCBC Officers have contributed to the development and testing of the DataMapWales layers for offsetting calculations. Discussions have been held with WG regarding how emissions are reported and offset.
O9	Data collection	Establish database and mechanism for collating the number of trees planted on CCBC land	Decarb Team	31 st July 2023	COMPLETED All those involved with tree planting asked to complete form to add to internal GIS layer. CCBC Tree Planting Register	Form developed for data collection, to be utilised for all planting to ensure data is held centrally Form has been shared with members of the group and is live on the Decarbonisation section of the new intranet August 2024 update GIS layer created to track tree planting projects around the borough. Form in use for capturing planting projects not coordinated by Offset group – to be shared further.
O10	Develop and implement tree planting programme Implementation – Year 3	Develop phased and costed programme of tree planting to achieve target of 300,000 trees by 2030 Implement planting programme for planting season 2023/24	Countryside/ Parks/Decarb Team/PSB Partners	31 st March 2024	17,000 trees planted by contractors at PCD top tip; 1,000 trees planted by volunteers. 2,000 trees planted by volunteers at Wyllie 4,350 trees planted at various other sites	Planting completed at PCD, Wyllie and other sites around the borough

O11	Develop and implement tree planting programme Implementation – Year 4	Develop phased and costed programme of tree planting to achieve target of 300,000 trees by 2030 Implement planting programme for planting season 2024/25	Countryside/ Parks/Decarb Team/PSB Partners	31st March 2025	32,500 tree target	Housing sites identified. Ecological surveys on 3 housing sites completed identified 2 suitable locations; liaising with Housing on process for using the land Tip sites and Econ Dev sites also identified with opportunity for planting Initial discussions underway to plant as part of drainage improvement works at Rhymney War Memorial Park; specific areas to be identified.
O12	Implementation – Year 5 -9	Implement planting programme for planting season 2025/26	Countryside/ Parks/Decarb Team/PSB Partners	31st March 2030	Annual target of 32,500 trees	Not yet started

BUY

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	OUTCOME/OUTPUT	DELIVERY NOTES
B1	Buy Working Group to regularly meet	Working Group to regularly meet to update and agree on delivery of action plan	Buy Group	Nov 23 – Nov 24	COMPLETED	<p>Working Group established, meeting monthly</p> <p>Decision taken to change meeting occurrences so that full group meetings occur every other month; Decarb and Procurement to catch up in between.</p> <p>4 full group meetings</p> <p>3 sub group meetings</p>
B2	Understanding the carbon emissions associated with supply chain	Undertake detailed spend analysis with service areas	Decarb Team / Procurement	FY 2023/24	<p>Assessments completed in partnership with services to understand detail of spends</p> <p>COMPLETED</p>	<p>- Analysis of spend and refinement of data to calculate accurate emissions and develop understanding</p> <p>Jan 2024</p> <p>Analysis of 22/23 spend data from spikes cavell has been completed to align the spend with UK SIC codes used for carbon emissions reporting</p> <p>Next step is to have discussions with services as part of baseline presentations</p> <p>May 2024</p> <p>Analysis of 2023/24 spend data to be completed</p> <p>October 2024</p> <p>Analysis of spend data completed – The Third Party Spend team, in collaboration with the Decarbonisation team, has incorporated the carbon footprint data related to the authorities’ third party spend. This analysis will be presented to the authorities’ Heads of Service over the coming months (as part of the wider MTC approach), where we will identify</p>

						work streams aimed at reducing both costs and carbon footprint.
B3		Identify carbon emissions and embodied carbon related to goods and services to prioritise target areas	Decarb Team		<p>Prioritisation of spend categories determined by carbon implications</p> <p>COMPLETED</p>	<p>- Utilisation of refined data collected during service area assessments to identify key target areas</p> <p>Jan 2024 Top 25% of spend with most carbon emissions has been identified for each service area as part of the work developing carbon baselines</p> <p>May 2024 Analysis of 2023/24 spend data to be completed</p> <p>Analysis of current and previous years have highlighted that certain spend categories are consistently the highest for organisational emissions – this is relative to high spend. Agreed that the Buy group will focus on: Social Care Construction & related materials Food IT Products & Services Road Transport These categories are also consistent across the Welsh Public Sector</p>
		Identify work streams across the Authority to reduce carbon footprint and third party spend.	Third Party Spend Team (MTC Project)	FY25/26 & FY26/27 - ongoing	Processing data and arranging meetings with Heads of service.	<p>October 2024 Financial and carbon footprint data have been integrated to present to the authorities' Heads of Service. We aim to meet with each Head of Service by the end of this financial year. During these meetings, we will identify work streams to target cost savings, efficiencies, and reduce our carbon footprint.</p>

B4		Identify key opportunities for intervention within upcoming and existing contracts	Procurement/ MTC/ Decarb	Ongoing	List/Plan of upcoming contracts List/Plan of existing contracts	<p>- Assessment of upcoming contracts matched with identified target areas for carbon reduction</p> <p>- Assessment of existing contracts with opportunity for intervention within contract management</p> <p>Jan 2024 Procurement have identified a list of upcoming contracts which might be suitable for this work e.g. Home to School Transport Forward Work Plan is regularly reviewed to identify opportunities. Fortnightly updates with Procurement team</p> <p>May 2024 Identify which contracts within FWP will fall into MTC programme and which will instead be reviewed through the Buy group mechanisms.</p> <p>October 2024 Decarbonisation and Procurement have engaged with Castell Howell and other food suppliers to better understand the steps being taken to reduce the emissions from the production of their food and understand how to calculate emissions from this spend.</p> <p>EdTech suppliers have been engaged to supply Carbon Reduction Plans to begin conversation around emissions through their supply chains.</p> <p>Decarbonisation and Procurement have integrated considerations of carbon</p>
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						<p>emissions and data collection through the development of the Caerphilly Leisure Centre project</p> <p>Social Care Decarbonisation included in recent provision of extra care tender questions. This has built on further engagement and work with social care providers listed in B11 below.</p>
B5	Working with Services	<p>Provide training on the fundamentals of carbon emissions reporting related to goods and services that service areas procure.</p> <p>Develop and update Intranet Resources on the Procurement and Decarbonisation pages that will provide services with advice, guidance and signposting.</p>	Decarb Team	June 2024	<p>All staff with procurement responsibilities to have received training Staff responsible for procurement within service areas understand principles of carbon emissions within goods and services</p>	<ul style="list-style-type: none"> - Develop training specific for service areas focused on the key target areas of spend - Agree delivery framework - Agree delivery timeframe <p>Jan 2024 Initial awareness raising to form part of the baseline presentations Further guidance and resources uploaded to the Decarbonisation intranet page Further training delivery to be agreed</p> <p>May 2024 Resources on carbon emissions reporting to be uploaded to the intranet; basics of emissions reporting is currently on Decarbonisation Pages. Presentation to be recorded and uploaded.</p>
		Development and Re-Implementation of PID with new Decarbonisation Section	Decarb Team / Procurement	March 2025		Understanding how this fits in with MTC NIP
B6		Provide clarity of understanding of the role of service areas in reducing carbon emissions in procured goods and services	Decarb Team / Procurement	Ongoing	All staff with procurement responsibilities to	<ul style="list-style-type: none"> - Develop training with an emphasis on pre procurement work, scoping and understanding sensitivities - Agree delivery framework

					<p>have received training Staff responsible for procurement within service areas are confident in their role in reducing carbon emissions through procurement</p>	<p>- Agree delivery timeframe</p> <p>Jan 2024 Training content and delivery to be agreed</p> <p>May 2024 Training to be tied to the FWP and delivered 'on-the-job' as we review contracts; this will include training on the procurement cycle and the opportunities for interventions related to emissions reductions.</p> <p>October 2024 Stand up on third party spend and emissions considerations delivered through MTC programme.</p>
B7	Providing Central Support & Guidance	Develop Decarbonisation approach to Procurement and communicate internally with services.	Procurement / Decarb Team / Buy Group	May 2024	<p>Clear procurement cycle mechanism to consider decarbonisation</p> <p>COMPLETED</p>	<p>- Identify effectiveness of current systems including SRAs - Prototype approach with services to identify risks/issues</p> <p>Jan2024 Discussions with other local authorities in South East Wales have identified opportunities for collaboration on and the development of a unified and co-ordinated approach to considering decarbonisation in the procurement cycle</p> <p>May 2024 Carbon Reduction Plan guidance issued internally as agreed with SEW Delivery Group compliant with WPPN 06/21. Guidance intended to be active and updated as the understanding and knowledge grows within supply chains.</p>

B8		<p>Identify Tools to be used through Procurement Cycle</p> <p>Utilise contract specific tools to be used by internal teams.</p>	Procurement / Decarb Team	July 2024	Decarbonisation in Procurement Toolkit specific for CCBC	<ul style="list-style-type: none"> - Review existing toolkits - Identify which tools exist for each section of the procurement cycle - Collate tools into one central toolkit - Include toolkit in Procurement training <p>Jan 2024 Various decarbonisation toolkits have been explored. Discussions with other local authorities in South East Wales have identified opportunities for collaboration on emissions toolkits and the development of a unified and co-ordinated approach</p> <p>May 2024 Portfolio of carbon tools to be compiled and trialled through the FWP.</p> <p>October 2024 Training resources in development on the procurement cycle and how/when to include decarbonisation</p>
B9		Develop standard clauses and requirements including continuous improvement clauses to be included in contracts	Procurement	Phased delivery to be agreed	Continuous Improvement Clauses included new contracts Contract management ensures compliance and improvement	<ul style="list-style-type: none"> - Review PPN for example clauses - Identify route for inclusion of clauses and mechanism for compliance <p>Jan 2024 Clauses have been drafted and included in certain contracts. Strategy on wider implementation to be agreed.</p> <p>May 2024 Update standard terms and conditions for contracts to include the relevant clauses for continuous improvement</p> <p>October 2024</p>

						Reviewed to ensure fit for purpose; terms are available.
B10	Work with Suppliers	Research and identify potential funding streams and support for low carbon procurement	Procurement/ Decarb Team	September 2023 - Ongoing	Portfolio of potential funding streams available to services (and suppliers?)	<p>Jan 2024 Internal discussions with Business Development team have identified some funding streams that may be available to suppliers</p> <p>May 2024 Discussions have been held with external partners including Business Wales on the support available for supply chains; BW has a particular focus on SMEs.</p> <p>October 2024 Event to be held on 1st November for businesses – development bank of Wales attending</p>
B11		Work with Regional Partners to develop standardised calculators and tools for supply chains		May 2024 - Ongoing		<p>May 2024 CCBC will be trialling a social care carbon calculator on behalf of SEW delivery group; Pilot to be undertaken with cross section of suppliers. RCT have developed a carbon calculator tool hosted on their website to be used by supplier to generate data on carbon footprints; Discussions have been held to help improve the tool and ensure it is fit for purpose.</p> <p>October 2024 Social Care Calculator developed by Decarb Team; workshop delivered to 6 social care providers who had tested and trialled the calculator. Feedback incorporated into updated version; next steps to be agreed.</p>

						<p>Awaiting update from regional partners on use of RCT and Newport Supply Chain calculators</p> <p>Ambiguity over regional approach</p>
B12		Carbon Reduction Plan Guidance	Procurement/ Decarb	May 2024 - Ongoing	COMPLETED	<p>May 2024</p> <p>Provide support and signposting for businesses within Caerphilly to develop CRPs.</p> <p>CO Update: CT & CO are in the process of arranging a meeting with Robert Price to discuss their CRP and Carbon Counting as our Housing Repairs Supply Partner.</p>
		Review Carbon Reduction Plan Guidance	Procurement/ Decarb	April 2025		
B13		Engage with businesses in the development of 2050 Decarbonisation strategy	Decarb Team	May 2024 – March 2025		<p>May 2024</p> <p>Work and engage with local businesses to understand barriers, provide advice & guidance and understand mechanisms needed for decarbonisation</p> <p>CO Update: Engaged Robert Price as a business operating within the Caerphilly Borough to be part of the Net Zero Focus Group to develop the 2025 Decarbonisation Strategy.</p> <p>70 business interviews completed through SPF interventions</p>