

Sustainability Action Plan 2015-2019

Line Ref	Priority Areas	Commitment	Outcome	Senior responsible officer	Timescale	Actions				
						15/16	16/17	17/18	18/19	
1	Embedding Sustainability	Sustainability is integrated into all council processes and policies	Sustainability will be included in all new projects	Director of Workforce, Organisational Development and Delivery Support	On-going	Project process is reviewed to ensure sustainability is embedded ** Supporting governance arrangements are in place to ensure compliance with the process	Monitor and review compliance with the process	Monitor and review compliance with the process	Monitor and review compliance with the process	
2			Sustainability is considered in key decisions	Director of Law Assurance and Strategy	On-going	Sustainability is embedded into new processes and skills development to improve the quality of key decision papers and scrutiny	Monitor and review compliance with the process	Monitor and review compliance with the process	Monitor and review compliance with the process	
3			Tier 1 Plans will acknowledge sustainability	Director of Law Assurance and Strategy	Annual		Tier 1 Plans demonstrate how sustainability is embedded into the organisation			
4			Green Infrastructure (GI) principles are embedded into existing County Council processes	Executive Director for Residents Services	On-going		Review current processes to identify where GI can deliver County Priorities ** Develop and embed GI into County Council processes	Develop and embed GI into County Council processes	Monitor and review compliance with process	
5		Commissioning and sourcing considers and delivers added social value	All our procurement adds value and maximises the potential to improve the social, environmental and economic well-being of a relevant area	Head of Procurement and Contract Services	On-going	Mechanisms are established to ensure social value is embedded and delivered in all procurement	Monitor and review compliance with the process	Monitor and review compliance with the process	Monitor and review compliance with the process	
6		All services are protected against the risks of a changing climate	All services will have taken action to become more resilient to a changing climate	Director of Strategic Planning and Place	On-going	10 services develop and implement an adaptation plan, supported by the Sustainability Team, and report on their progress	10 services develop and implement an adaptation plan, supported by the Sustainability Team, and report on their progress	10 services develop and implement an adaptation plan, supported by the Sustainability Team, and report on their progress	All remaining services develop and implement an adaptation plan and report on their progress	
7			We understand the cost of extreme weather events	Director of Strategic Planning and Place	2016/7	Develop and pilot a tool with Highways, Emergency Planning, Public Health and Fire and Rescue to capture data : MONOCLE	Relevant services use the data gathered through MONOCLE to develop business cases, and implement projects to increase the resilience of the County Council	Relevant services use the data gathered through MONOCLE to develop business cases, and implement projects to increase the resilience of the County Council	Relevant services use the data gathered through MONOCLE to develop business cases, and implement projects to increase the resilience of the County Council	
8		All members, managers and staff understand that they have responsibility for sustainable services, and take action accordingly	Staff and members are engaged on sustainability issues	Director of Strategic Planning and Place	2015/6		Consult with members and staff to understand their needs, and how they prefer to receive information	Implement programme	Implement programme	
9		We have a culture and environment that supports high performance	Every member of staff is not only engaged, but is able to flourish and achieve their full potential	Director of Workforce, Organisational Development and Delivery Support	On-going		Undertake agreed actions in the Employment Diversity & Inclusion Action Plan 2015-18 to enable every employee to achieve their full potential	Undertake agreed actions in the Employment Diversity & Inclusion Action Plan 2015-18 to enable every employee to achieve their full potential	Undertake agreed actions in the Employment Diversity & Inclusion Action Plan 2015-18 to enable every employee to achieve their full potential	

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10		The buildings that we design and build will be sustainable, enabling efficient and effective working.	All new build projects, costing over £1.5 million, will achieve a minimum BREEAM Very Good Rating at internal pre-assessment stage	Director of Strategic Planning and Place	On-going	Monitor and review compliance with the current processes within Capital and Asset Management *** Ensure that the new governance process for asset management includes sustainability considerations	Monitor and review compliance with the agreed process	Monitor and review compliance with the agreed process	Monitor and review compliance with the agreed process
11	Valuing the Place of West Sussex	Communities and businesses are able to take advantage of the green economy	The West Sussex Tariff will be launched	Director of Strategic Planning and Place		Run a procurement process and appoint an energy company to run the Sussex tariff by Feb 16 ** Launch the Sussex tariff March 16			
12			Reduce Flood Risk across the County	Director of Highways and Transport	On-going	Complete the actions set out in Flood Risk Management Team yearly work plan, as set by the Local Flood Risk Management (FRM) Strategy, Flood and Water Management Act 2010 and West Sussex Strategic FRM Board, by the date specified	Complete the actions set out in Flood Risk Management Team yearly work plan, as set by the Local Flood Risk Management (FRM) Strategy, Flood and Water Management Act 2010 and West Sussex Strategic FRM Board, by the date specified	Complete the actions set out in Flood Risk Management Team yearly work plan, as set by the Local Flood Risk Management (FRM) Strategy, Flood and Water Management Act 2010 and West Sussex Strategic FRM Board, by the date specified	Complete the actions set out in Flood Risk Management Team yearly work plan, as set by the Local Flood Risk Management (FRM) Strategy, Flood and Water Management Act 2010 and West Sussex Strategic FRM Board, by the date specified
13			Areas at risk of flooding are able to help themselves by developing flood action groups (FAGs)	Executive Director Communities and Public Protection	2016/17	To increase FAGs to 25 across West Sussex	Increase the number of Flood Action Groups to 25 across West Sussex	Continuation of the development and support of Local Flood Action Groups, making each a member of the Sussex Resilience Forum, Community Resilience Partnership and extending the training and awareness offer under "What If" available to the LFAG's	
14		Communities and businesses are more resilient to risks now and in the future.	Areas at risk from climate change are able to help themselves by developing community resilience plans	Executive Director Communities and Public Protection	2016/7	The What If Campaign will help communities identify and analyse risks, develop plans and give training to implement them	Expand the What If training and awareness programme to parishes and communities Support the development of local resilience plans in parishes who have yet to develop them	Continue to roll out What If Campaign	Continue to roll out What If Campaign
15			SMEs are encouraged to develop business resilience plans	Executive Director Communities and Public Protection	2016/7	Collaboration between Resilience & Emergencies and Business Fire Safety Teams ** Collaboration between Resilience & Emergencies, Health & Social care and Business Fire Safety Teams on Care and Nursing homes	Continue a rolling programme of business resilience workshops Provide direct support with business Continuity templates and tools Link business resilience with the local flood awareness and other community risk programmes		
16			Householders are encouraged to improve their property level flood protection	Executive Director Communities and Public Protection	2016/7	Work with Home Fire Safety Teams to include flood protection advice for at risk homes	Targeted communications through Flood Action Groups		

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17		Local communities will have a robust, connected, multi-functional, Green Infrastructure network	Executive Director of Residents Services	On-going	Prioritise and deliver on opportunities to improve GI through external organisations and partnerships	Embed GI principles into the delivery process of all County Council infrastructure projects ** Prioritise and deliver on opportunities to improve GI through external organisations and partnerships	Monitor and review compliance with the agreed process ** Prioritise and deliver on opportunities to improve GI through external organisations and partnerships.	Monitor and review compliance with the agreed process ** Prioritise and deliver on opportunities to improve GI through external organisations and partnerships.	
18	Our most vulnerable residents are supported to stay warm and reduce their fuel bills	We will provide advice and guidance to vulnerable residents via the Winter Warmth Campaign	Director of Strategic Planning and Place	2015/16	Advice is issued to vulnerable residents across the County	Advice is issued to vulnerable residents across the County			
19		WSCC will understand how they can best work with all local bodies and partners to ensure West Sussex residents are warm and well	Executive Director of Communities and Public Protection	On-going	Contribute to the Health and Wellbeing Board's County Wide document: "Fuel Poverty – A Framework for Action"	Implement actions as set out in the Fuel Poverty Framework	Implement actions as set out in the Fuel Poverty Framework	Implement actions as set out in the Fuel Poverty Framework	
20		Communities reduce the amount of waste sent to landfill, by preventing waste, reusing waste and increasing the amount of recycling.	An approach to support communities is set out in the revised Joint Materials Resources Management Strategy	Head of Commercial Services	2018		Waste Strategy will work partners to revise the Joint Materials Resources Management Strategy		
21	Resource Efficiency	We will halve our carbon emissions	Our carbon emissions are reduced by 50%	Director of Strategic Planning and Place	2025	23% reduction (from 2010/11 baseline)	26% reduction (from 2010/11 baseline) Review descent path in light of the new energy policy and strategy	30% reduction (from 2010/11 baseline)	34% reduction (from 2010/11 baseline)
22			The County Council has a strategic approach to energy purchasing	Director of Strategic Planning and Place		Energy Policy and Strategy review	Implement Energy Policy	Implement Energy Policy	Implement Energy Policy
23			We will reduce the levels of carbon associated with street lighting	Director of Highways and Transport	2025	Traffic Signals and Street Lighting Team manage the contract with SSE to ensure that contracted carbon savings are realised	Traffic Signals and Street Lighting Team manage the contract with SSE to ensure that contracted carbon savings are realised	Traffic Signals and Street Lighting Team manage the contract with SSE to ensure that contracted carbon savings are realised	Traffic Signals and Street Lighting Team manage the contract with SSE to ensure that contracted carbon savings are realised
24			We will reduce the emissions from our corporate estate by 2.25% per annum from 2011/12 levels	Director of Strategic Planning and Place	2025	Facilities Management use the opportunities provided by ad-hoc maintenance to improve the energy efficiency of our estate	Implement the YES corporate estate energy savings programme Facilities Management use the opportunities provided by ad-hoc maintenance to improve the energy efficiency of our estate	Facilities Management use the opportunities provided by ad-hoc maintenance to improve the energy efficiency of our estate	Facilities Management use the opportunities provided by ad-hoc maintenance to improve the energy efficiency of our estate
25			We will reduce the levels of carbon associated with business travel	Director of Highways and Transport	2025	Transport and Countryside Services develop a project plan to realise required business travel savings	All services commit and take action to reduce their business travel in line with the required corporate reduction	All services commit and take action to reduce their business travel in line with the required corporate reduction	All services commit and take action to reduce their business travel in line with the required corporate reduction
26			The carbon intensity of the pool fleet is reduced	Director of Highways and Transport	2025	Transport Services continue to consider fuel efficiency when updating pool fleet	Transport Services continue to consider fuel efficiency when updating pool fleet	Transport Services continue to consider fuel efficiency when updating pool fleet	Transport Services continue to consider fuel efficiency when updating pool fleet
27			We will save water across the corporate estate	Director of Strategic Planning and Place	On-going	Work with ADSM to deliver the Aquafund programme	Work with ADSM to deliver the Aquafund programme	Work with ADSM to deliver the Aquafund programme	Work with ADSM to deliver the Aquafund programme

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28	We only use the minimum amount of natural resources.	We will reduce all print/copy from the MFD printers	Director of Workforce, Organisational Development and Delivery Support	On-going	All services commit and take action to reduce their print to contribute to the corporate reduction target	All services commit and take action to reduce their print to contribute to the corporate reduction target	All services commit and take action to reduce their print to contribute to the corporate reduction target	All services commit and take action to reduce their print to contribute to the corporate reduction target	
29		More of the energy we use will be from renewable sources	Through the YES Programme, install solar panels across the County Council's estate	Director of Strategic Planning and Place			Complete Programme of works in May 16		
30			Roll out the YES Programme Phase 2 to schools	Director of Strategic Planning and Place			May-16		
31		Staff travel sustainably and only when essential	Increase percentage of staff travelling on business by sustainable modes (including pool cars)	Director of Highways and Transport	On-going	Transport and Countryside Services develop a project plan to encourage staff to travel sustainably and realise required business travel savings	Transport and Countryside Services implement a plan to encourage staff to travel sustainably and realise required business travel savings	Transport and Countryside Services implement a plan to encourage staff to travel sustainably and realise required business travel savings	Transport and Countryside Services implement a plan to encourage staff to travel sustainably and realise required business travel savings
32			Increase percentage of staff commuting by sustainable modes (including car sharing)	Director of Highways and Transport	On-going	All services commit and take action to encourage staff to commute sustainably	All services commit and take action to encourage staff to commute sustainably	All services commit and take action to encourage staff to commute sustainably	All services commit and take action to encourage staff to commute sustainably
33		We will be transparent and promote our own experiences and achievements and benchmark our performance	Produce an annual statement of sustainability performance + share with others	Director of Strategic Planning and Place	Annual		Report Published and Publicised	Report Published and Publicised	Report Published and Publicised
34			We will publish a report on the greenhouse gas emissions from own estate and operations (NI185 report)+ share with others	Director of Strategic Planning and Place	Annual	Report Published and Publicised	Report Published and Publicised	Report Published and Publicised	Report Published and Publicised
35			Develop and implement a communication plan	Director of Strategic Planning and Place	On-going		Write communications plan	Deliver planned communications	Deliver planned communications
36	Benchmark our sustainability performance against other companies, and use the results to inform the annual review		Director of Strategic Planning and Place	On-going		Research benchmarking opportunities, and identify companies to benchmark against	Benchmark	Benchmark	
37	We will use our influence to lobby for sustainability outcomes	Engage with the Council's suppliers and service providers to ensure that carbon reduction targets are embedded into all current and new contracts	Director of Strategic Planning and Place	On-going	Establish baseline data of the carbon emissions of our key suppliers, and set targets for improvement	Monitor compliance of existing targets ** Integrate carbon monitoring into new relevant procurements	Monitor compliance of existing targets ** Integrate carbon monitoring into new relevant procurements	Monitor compliance of existing targets ** Integrate carbon monitoring into new relevant procurements	
38	All our existing and new partnerships meet their goals in a sustainable way	We will map current partnerships and understand how we can support them to embed sustainability	Director of Strategic Planning and Place	2016/7		Map current partnerships, and develop a process to ensure they consider and deliver sustainable solutions	Monitor and review compliance with the agreed process	Monitor and review compliance with the agreed process	
39	We deliver collaborative projects with partners to achieve our sustainability aims	Work with the Worthing and Adur Eco Young and Engaged (EYE) Project to bring local schools together to provide additional opportunities to learn about sustainability issues	Director of Strategic Planning and Place	On-going	Expand the number of schools, from outside Worthing and Adur, who attend annual summits	Expand the number of schools, from outside Worthing and Adur, who attend annual summits			
40		Communicate to affected flood communities the work we are doing to reduce flood risk in their area and overall across West Sussex	Director of Highways and Transport	On-going	Report back to Flood Action Group Partnerships on Flood Risk Management work and progress via the Flood Action Group Forum attendees at West Sussex Flood Risk Management Board meetings	Report back to Flood Action Group Partnerships on Flood Risk Management work and progress via the Flood Action Group Forum attendees at West Sussex Flood Risk Management Board meetings	Report back to Flood Action Group Partnerships on Flood Risk Management work and progress via the Flood Action Group Forum attendees at West Sussex Flood Risk Management Board meetings	Report back to Flood Action Group Partnerships on Flood Risk Management work and progress via the Flood Action Group Forum attendees at West Sussex Flood Risk Management Board meetings	
41		Facilitate and chair Sussex Resilience Forum workstreams for community resilience and risk assessment	Executive Director Communities and Public Protection	On-going	Organise and chair meetings through the "Working on Wednesday" process	Organise and chair meetings through the "Working on Wednesday" process	Organise and chair meetings through the "Working on Wednesday" process	Organise and chair meetings through the "Working on Wednesday" process	
42		Work with partners to increase demand and supply of local, seasonal and sustainable food in West Sussex	Director of Strategic Planning and Place	2020	Identify WSCC services who are able to influence the outcome, and build partnerships to facilitate joint delivery	Committed services deliver projects in partnership			
43		Work with partners to help businesses reduce their use of natural resources, through a circular economy approach	Director of Strategic Planning and Place	2020	Partners are identified and work programme is developed	Committed partners work together to deliver projects			