

Committee: Environmental Affairs Overview and Scrutiny Committee

Date of meeting: 13 November 2008

Subject:	Sustainable Elmbridge Strategy
Lead Officer:	Frances Rutter, Assistant Chief Executive
Portfolio Holder:	All
Link to Council Priorities:	P5, 7
Exempt information:	None
Delegated status:	For resolution

EXECUTIVE SUMMARY:

The report provides an update on the Sustainable Elmbridge Strategy and for the reasons set out in the report it is suggested that the remainder of the strategy is taken forward through a new Climate Change Strategy and action plan.

RECOMMENDATIONS:

1) THAT THE SUSTAINABLE ELMBRIDGE STRATEGY IS DEVELOPED INTO A CLIMATE CHANGE STRATEGY AND ACTION PLAN.

2) THAT THE SUSTAINABLE ELMBRIDGE OFFICER AND MEMBER WORKING GROUP BECOMES THE CLIMATE CHANGE MEMBER AND OFFICER WORKING GROUP WITH NEW TERMS OF REFERENCE AS ATTACHED AT APPENDIX B.

REPORT:

1. In December 2006, the Council published the Sustainable Elmbridge Strategy which aimed to enhance sustainability in the Borough through the Council's services in relation to:
 - Built environment
 - Natural environment
 - Waste
 - Pollution control
 - Water, energy and accessibility
 - Transport
 - Strengthening communities
 - Health and well-being
 - Procurement and the local economy

2. The strategy included an action plan and the Sustainable Elmbridge Officer and Member Working Group was tasked with monitoring implementation. It is worth noting that many of the actions/activities within the plan fell in mainstream workloads in any event. Current Member representatives on the group are Councillors Lara Conaway, Glenn Dearlove and Tannia Shipley.

3. Many of the actions in the strategy have now been completed (see Appendix A for the last update received by the Working Group).
4. The Working Group has discussed at some length how to take forward the agenda and recommended that its focus should be amended to climate change for the following reasons:
 - Sustainability is a very broad agenda and more could be achieved by adopting a narrower focus
 - The Sustainable Elmbridge Strategy is easily confused with the Sustainable Community Strategy which outlines how the Council works with partner organisations to promote social, economic and environmental well-being and a degree of overlap exists between the two documents
 - The UN's Intergovernmental Panel on Climate Change has reported that most of the increase in global temperatures since the mid-20th century is very likely due to the increase in greenhouse gas emissions caused by human activity. Temperature increases are predicted to make Surrey wetter in winter and drier in summer, which could result in flooding, water shortages, problems with pests, illnesses and knock-on effects on transport, the economy and housing. It is essential that the Council plays its part in minimising this risk to local people and the challenge that climate change will have on delivery of services (e.g. impact of hot summers on waste collection, ensuring adequate housing provision is made despite increasing risk of flooding)
 - A focus on climate change would enable the Council to co-ordinate its work on a number of relevant national indicators which will be reviewed as part of the Comprehensive Area Assessment:
 - NI 185 – CO₂ reduction from local authority operations
 - NI 186 – per capita reduction in CO₂ emissions in the local authority area
 - NI 187 – % of people receiving income based benefits living in homes with a low energy efficiency rating
 - NI 188 – planning to adapt to climate change
 - NI 194 – air quality – % reduction in NO_x and primary PM₁₀ emissions through local authority's estate
 - It would also enable co-ordination of the Council's contribution to the target in the Surrey Local Area Agreement relating to climate change (3% reduction in per capita reduction in CO₂ emissions in the local authority area over three years)
 - A cross-divisional focus on climate change would promote broader support for the work of the Sustainable Energy Officer, for example engaging divisions in energy-saving measures (which will ultimately result in savings for the authority)
5. It is therefore recommended that a Climate Change Strategy is prepared to replace the Sustainable Elmbridge Strategy. Remaining actions from the previous strategy will be brought forward into a new action plan where relevant (incomplete actions that are not relevant would need to be incorporated into service plans to ensure they are finished). The action plan would also contain the Sustainable Energy Work Plan (being discussed at this Committee meeting) and any new actions that will help the Council to

address climate change.

6. If this approach is agreed, it is intended that the Climate Change Strategy would be based on the approach of Surrey County Council's Climate Change Strategy, which sets out how the Council intends to concurrently mitigate its contribution to climate change as an organisation, and the ways in which it intends to adapt to take account of climate change which is occurring now. It would focus on the relevant national indicators, especially the target in the Local Area Agreement.

Elmbridge attends the Surrey Climate Change Partnership, which was set up in 2007 and has representation from the 11 Surrey districts and Surrey County Council. The new Climate Change Strategy would need to relate to the work that the Partnership is undertaking to develop a Surreywide strategy and action plan. In other words, the strategy would show work that the Council is undertaking both by itself and in Partnership with others to address climate change.

7. A bid has been made by the Head of Facilities Management and the Sustainable Energy Officer to the Energy Saving Trust's Local Authority One to One Support Programme for consultancy support to develop a climate change action plan. If the bid is successful and once an action plan is in place, the authority could bid for £25,000 to assist with the implementation of the plan. Epsom and Ewell has also submitted a bid and Elmbridge could benefit if that authority was successful through the benefit of having a shared Sustainable Energy Officer. The outcome of the bid will be announced on 15 November.

If the bid is not successful the Climate Change Strategy and action plan would need to be produced and implemented through existing resources (although it is possible that other bids could be made to assist implementation).

8. It is recommended that the Sustainable Elmbridge Officer and Member Working Group reflects this new focus and is renamed the Climate Change Officer and Member Working Group. Draft Terms of Reference are attached at Appendix B and show how the group would be tasked with overseeing the Climate Change Strategy.

Financial implications:

A bid has been made to support the Council's work on climate change. If this is not successful, existing officer and financial resources would need to be used.

Environmental/Sustainability Implications:

Adopting a Climate Change Strategy will enable the Council to play its part in tackling the issue.

Legal implications:

None for the purposes of this report.

Equality implications:

Although all residents will be affected by climate change, certain groups could be more so than others, for example the elderly during heat waves or the disabled in case of flooding.

Risk Implications:

Climate change poses a significant risk to the well-being of local people and could impact on the delivery of Council services.

Community Safety implications:

None for the purposes of this report.

Principal Consultees:

Sustainable Energy Officer

Background papers:

Sustainable Elmbridge Strategy. Available at
http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=8742
Surrey County Council Climate Change Strategy. Available at
<http://www.surreycc.gov.uk/SCCWebsite/sccwspages.nsf/searchresults/d01f22d3e1b3856d802574500055d3ea?OpenDocument>


Enclosures/Appendices:

Appendix A: Update on Sustainable Elmbridge Strategy
Appendix B: proposed Terms of Reference for Climate Change Member and Officer Working Group

Contact details:

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Appendix A: Update on Sustainable Elmbridge Strategy

Task	Who's responsible	Earliest start [date]	Progress/ Comments
Built Environment			
Extend sustainability checklist to cover all appropriate planning applications.	Head of Town Planning	April 2007	Deferred until climate change issues in the LDF Core Strategy have been further progressed. A standard sustainability informative has been added to all permissions large and small.
Incorporate strategic flood risk assessment into sustainability appraisal of emerging development plan documents.	Head of Town Planning	May 2007 (and ongoing)	Following a series of draft reports, the Strategic Flood Risk Assessment (SFRA) is to be completed in June 2007. From this point it will be a 'live' document that assesses flood risk in the Borough and will be used as guidance for development control. Upon adoption the SFRA will also be incorporated into the Sustainability Appraisal of all forthcoming Local Development Documents.
Proactively develop partnership working to implement Thames Landscape Strategy; Thames Basin Heaths Special Protection Area delivery plan; and Surrey Planning Collaboration Project work on sustainable infrastructure contributions.	Head of Town Planning	Ongoing	Full contributions made to (1) review & ongoing implementation of Thames Landscape Strategy; (2) co-ordinated pursuit of resolution to Thames Basin Heaths issues; (3) lead role in preparing & agreeing Code of Practice on infrastructure contributions.
Implement and maintain a pro-active inspection programme of shared (HMO) accommodation in the private rented sector and take appropriate (inc. statutory enforcement) action to remedy deficiencies.	Private Sector Housing Manager	From April 2009	Current programme of HMO inspection is reactive, rather than proactive. It is proposed that a pro-active inspection programme will be introduced from April 2009. 




Task	Who's responsible	Earliest start [date]	Progress/ Comments
<p>Suggest re-wording to the following: To promote a well-maintained housing stock and, where necessary, to target minor works grant towards eligible households</p>	Private Sector Housing Manager	Ongoing	<p>The wording of the original action could not be measured in a SMART fashion. The revised wording can be measured by number of households assisted.</p> <p>A</p>
<p>Suggest replacing the above with new actions:</p> <p>To promote effective use of existing housing stock by seeking to reduce the number of homes empty for six months or more, by:</p> <ul style="list-style-type: none"> • Establishing a corporate group tasked with bringing empty homes back into use • Launch of campaign to promote bringing empty properties back into use – including launch of web-content aimed at owners of empty properties in partnership with the Surrey 	Private Sector Housing Manager	<p>April 2007</p> <p>From April 2009</p> <p>From October 2008</p> <p>October 2008</p>	<p>R A new Empty Property Strategy was not produced in the timeframe given.</p>



Task	Who's responsible	Earliest start [date]	Progress/ Comments
Hampshire Improvement Partnership by October 2008-10-29 Development and implementation of measures for bringing empty properties within a new Private Sector Housing Renewal Policy			
New action: To deliver a reduction in the number of private-sector dwellings with Category 1 hazards (as assessed by the Housing Health & Safety Rating System), where identified by the Council	Private Sector Housing Manager	Ongoing	
Natural Environment			
Progression with the Management Plan for Esher Commons SSSI and completion of the Countryside Strategy.	Head of Leisure and Cultural Services	Ongoing April 2007	Works progressing in accordance with the Management Plan. 06/07 near completion
Develop a Green Spaces Strategy linked to PPG 17 and the LDF.	Head of Leisure and Cultural Services	April 2007	To be progressed with PPG 17 and the recent Playing Pitch Strategy.
To work in partnership to ensure an efficient and effective service is provided to reduce litter, graffiti, fly tipping, abandon	Head of Leisure and Cultural Services	Ongoing	Currently working with our contractors, Environmental Care Division and Joint Action Group to clear and provide education.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
vehicles and related offences throughout services in Leisure and Cultural Services Division. Links with PCSO & through JAG.			
Friends' groups or interest association for green spaces to encourage and promote use, in accordance with the Green Flag scheme.	Head of Leisure and Cultural Services	April 2007	Maintain parks to Green Flag standard. 2 recreation grounds managed by Trust. All allotments and bowling greens self managed.
Revision of the Byelaws in relation to all Green Spaces.	Head of Leisure and Cultural Services	April 2007	Process of maps near completion and will be discussing with Legal Team on proceeding application for standard byelaws.
Optimise use of S106 agreements for the improvement of facilities for the community.	Head of Leisure and Cultural Services	Ongoing	Need to provide a full safe procedure of existing S106s and allocated funds. To progress to ensure officers are aware when funds are paid.
Effective management of the physical environment to provide safe pleasant and accessible green spaces for the community.	Head of Leisure and Cultural Services	Ongoing	Management of contracts and direct labour in positive manner communicating with users.
LDF Core Strategy to include policies that will: <ul style="list-style-type: none"> ▪ Prioritise heritage and habitat conservation ▪ Protect open space 	Head of Town Planning	April 2007	LDF Core Strategy timetable was revised following independent review and risk assessment. Subject to GOSE approval, key dates are December 2009 (submission) and December 2010 (adoption). There will be public consultation on climate change issues & options in March-May 2008.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
Visitor centre for the Commons which combines environment with sustainability.	Parks and Recreation Manager	Dec. 2008	Long term project, with need for external funding.
Waste			
Complete the introduction of its kerbside glass collection service.	Head of Environmental Care	To be completed by April 2008	Completed January 2008
Enhancing our network of recycling centres including the possible addition of plastic recycling facilities.	Head of Environmental Care	To be completed by April 2008	Completed March 2008
Consider a move to an alternate weekly refuse collection service to achieve a stepped change in the recycling levels and to further improve service efficiency.	Head of Environmental Care	To be completed by April 2007	Completed November 2006
Investigate the development of a separate kitchen food waste collection scheme in addition to continuing a service for the collection of garden waste.	Head of Environmental Care	To be completed by April 2008	Completed March 2008
Reduce waste growth to at least existing levels.	Head of Environ-	Ongoing	Waste reduced by 3% between 06/07 and 07/08




Task	Who's responsible	Earliest start [date]	Progress/ Comments
existing levels.	mental Care		
Promotion of home composting and collection services.	Head of Environmental Care	Ongoing	Completed. 12,000 subscribers to composting service
Work to deliver the actions and targets of the Surrey Waste Management Strategy.	Head of Environmental Care	Ongoing	A number of joint initiatives and projects have been established with partner authorities to progress the Strategy Action Plan.
Pollution Control			
Continue to implement the Contaminated Land Inspection Strategy until all land in the Borough indicated to contain possible contamination, has been assessed and dealt with accordingly.	Head of Environmental Health	Ongoing	Implementation of the Strategy continues to progress
Water, Energy and Accessibility			
Raise awareness of the need to minimise water use and promote the use of water butts for domestic use.	Community Planning and Partnerships Co-ordinator	April 2008	Encouraging people to turn off the tap when brushing their teeth, and make efficient use of water is part of the "We Are What You Do" campaign. Water efficiency campaign carried out by Water Efficiency Task Group.


Task	Who's responsible	Earliest start [date]	Progress/ Comments
In order to meet our responsibilities under the Home Energy Conservation Act, promote domestic energy awareness and the efficient use of fuel in order to combat fuel poverty, wastage and CO2 emissions that add to the universal problem of global warming.	Heads of Housing Services	Ongoing	 Council continues to offer advice, information and assistance, including signposting to offers of free or heavily discounted energy efficiency measures – such as Warm Front.
Transport			
Consider a Taxi Voucher Scheme pilot in partnership with local organisations for vulnerable groups.	Head of Community Support Services	January 2007	Taxi Voucher Scheme launched June 2007 (initial one year pilot) and had a very successful first year. Second year of Scheme will commence June 2008. Elmbridge Borough Council has committed core funding. Walton on Thames Charity has doubled their funding commitment for the next financial year. Discussions are continuing with other parties to seek further expand the Scheme and reach as many vulnerable people in the Community as possible. 
To review jointly with Surrey County Council accessibility and enhancement of Elmbridge train stations mindful of the new rail franchise with South West Trains from February 2007.	Community Transport Manager	Autumn 2007	Elmbridge's Community Transport Manager has been on long-term sick leave since October 2007. It has not been possible to progress this in his absence. It is suggested that this recommendation should be deleted as the passage of time no longer makes it relevant to progress. 
To work with the consultants (TAS) appointed by Surrey	Head of Community	April 2007	Continuing to meet with TAS and neighbouring borough and district councils on a regular basis to look at an appropriate joint approach going forward.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
County Council to review the concessionary fares operation from April 2007.	Support Services		Just under 14,000 bus permits have been issued to Elmbridge residents to date. 
Promote a preference for public transport and build in the provision of new bus routes to serve large scale new developments. Increase the number of routes and penetration of public transport services generally across the borough.	Head of Town Planning	April 2008	No proposals received for large-scale new developments that merit new bus routes. The Local Development Framework will promote sustainable transport. It is likely that one of the key objectives will be to support alternative transport modes (particularly alternatives to the car), including greater use of public transport.
Enhance partnership working particularly through the East Surrey Rural Transport Partnership to review how stronger working in partnership might develop opportunities for the development of sustainable transport services particularly to vulnerable people/hoppa type development services.	Community Transport Manager	April 2008	Elmbridge is represented on the East Surrey Rural Partnership Group as well as the Surrey wide Dial a Ride Partnership. Both meetings seek to enhance joint working. Elmbridge's Community Transport Service is currently looking to introduce a new transport software system as the current system has totally failed (urgent requirement). This will also develop opportunities for partnership working in the future. 
Implementation and monitoring of Green Transport Plan for new Xcel Leisure Complex.	Leisure Facilities Manager/leisure contractor	Ongoing from August 2006	Ongoing. Annual report detailing actions and performance against targets set, to be presented to Surrey County Council in August of each year.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
Strengthening Communities			
Further encourage and promote self help amongst the community through 'we are what you do'.	Community Planning and Partnerships Co-ordinator	Sept. 2006	We Are What You Do actions continue to be promoted, for example through Elmbridge Environmental Forum roadshows, Christmas/New Year themed press releases. This work is overseen by the Community Partnership's Joint Communications Group.
Further develop initiatives and actions on community capacity building in relation to community safety through the development of the new Community Strategy.	Community Safety Partnership Manager	Sept. 2009	Continued growth of Neighbourhood Watch and Surrey Police Neighbourhood Panels.
Provide regular advice sessions at the Community Safety Centre to support residents and local Councillors in taking action.	Community Safety Co-ordinator	April 2007	Ongoing. Regular session taking place (every month). Sessions have been expanded to Centres for Retired People
Ensure that Social Inclusion is mainstreamed within all Council services and is a core part of its Corporate Social Responsibility strategy.	One Elmbridge Co-ordinator	April 2007	Social Inclusion strategy has been written and adopted by the Elmbridge Community Partnership Board
Unlock the potential of our diverse community as a provider of talent, creativity, new perspectives and new markets.	One Elmbridge Co-ordinator	April 2008	Personnel took part in Opportunities Conference at Sandown racecourse. Work has just started on this strand.
Offer equal opportunity for all and recognise the benefits for everyone of engaging with the	Community Planning and Partnerships	Sept. 2009	Equality and diversity stakeholder group established. Equality/diversity issues to be integrated into Sustainable Community Strategy in 2008-09.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
wider community.	Co-ordinator		
Address the inequalities in provision of recycling facilities, particularly for those living in multi-occupancy dwellings.	Head of Environmental Care	Ongoing	Completed March 2008. All properties offered a recycling service.
Address the need for improved access to public transport and that constraints on mobility diminish people's capacity to access jobs, education and social opportunities.	One Elmbridge Co-ordinator	Sept. 2009	Not commenced as yet. Not entirely sure what can be done by OEP – other than make people aware what options are available to public e.g. taxi vouchers etc
Health and Well-being			
Promote shopping locally.	Community Planning and Partnerships Co-ordinator	Sept. 2009	This is promoted through the We Are What You Do campaign.
Lobby for equal access to quality health care.	One Elmbridge Co-ordinator	Ongoing	The Council has contributed to the consultation of the PCT configuration and changes of provision of health care locally
Promote healthy diet, lifestyle and exercise.	Community Planning and Partnerships Co-ordinator	Sept. 2009	This is promoted through the We Are What You Do campaign. The Health and Social Care Partnerships is encouraging businesses to adopt health promotion policies.
Promote access to leisure opportunities through the use of Leisure Card.	Head of Leisure and Cultural Services	Sept. 2007	The 'More card' was launched in August 2006. To date, 6000 cards have been sold. There will be ongoing promotion.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
Increase the number of volunteering and community activities participated in by local residents.	Head of Community Support Services	Sept. 2009	A key focus of this year will be: sustaining the vital volunteer workforce within Community Support Services, launching and developing the Council's Volunteer Policy, reviewing the volunteer support mechanisms provided by the Council, look at an active marketing campaign, conclude monitoring arrangements for the LPSA on Volunteering and action a development programme accordingly in due course. 
Engagement in cultural activity across all sections of the community.	Head of Leisure and Cultural Services	Sept. 2009	Annual Cultural Festival. 'Get Out and About' in progress. Partnership work ongoing to engage with all sections of the community.
Introduce an Older Persons Strategy incorporating the Centre Strategy 2003 – 2008 in partnership with Surrey County Council and the Primary Care Trusts and will review all aspects of sustainability.	Head of Community Support Services	March 2007	Older Persons Strategy adopted by the Council. Year one actions currently being progressed by Community Support Services. Working appropriately in partnership with others to progress these recommendations. 
To continue to develop our partnership work in respect to the LPSA on supporting vulnerable people to live independently which enhances a sustainable local community.	Head of Community Support Services	March 2007	Head of Community Support Services has developed the concluding report for the LPSA. Guidance on payment of reward monies is being awaited. 
To launch 12 new activities and to continue to deliver in excess of 1,000 activity/services across Centres working in partnership	Centre Services Manager, Centre	March 2007	Year end March 2008 15 new activities were developed exceeding the target. Although there were slightly less than 1,000 activity/services undertaken by individual participants on a weekly basis, three Centres now open on a Saturday Hersham, Cobham and Claygate. The opportunity for

Task	Who's responsible	Earliest start [date]	Progress/ Comments
with the local community, PCT and our volunteers. .To optimise use of facilities including Saturday opening at a third Centre in Autumn 2006.	Services Manager		opening Walton Centre on Sunday on a monthly basis is being reviewed. 
Introduce a Strategy for Sport and Healthy Lifestyles to provide opportunities for physical activity in line with targets from Sport England that is to have 70% of the population taking regular exercise by 2020, getting more people more active more often.	Head of Leisure and Cultural Services	January 2007	The Strategy was approved at Full Council in April 07. Action Plan appended to ensure that Elmbridge meets Sport England targets by 2020.
Through the Health and Social Care Partnership, contribute to the development of the 'Promoting Health and Wellbeing' Vision and Action Plans of the Elmbridge Sustainable Community Strategy 2006-2015.	Health and Wellbeing Project Group	Third quarter 2006	New Sustainable Community Strategy launched in Autumn 2006, with Health and Well-Being as a key theme. An action plan for delivering targets under this theme has been developed and is currently being implemented.
Introduce a Smoke-free Charter in Elmbridge and embed the national messages at a local level.	Head of Environmental Health	Sign up by Dec. 2006	The Smoke Free Elmbridge campaign is currently underway. Information is being supplied to local businesses and Elmbridge is a part of a joint publicity campaign across Surrey.
Introduce a key development to" Develop a co-ordinated	Cabinet	April 2007	This has been included as a Key Development (S1) for 2007-08.

Task	Who's responsible	Earliest start [date]	Progress/ Comments
approach to addressing health inequalities and improving well being in Elmbridge through the publication of a Health Statement by April 2008".			
Procurement and the Local Economy			
Provision made for locally produced goods and services to be made a priority.	Corporate Procurement Group	Dec 2006	Provision for this is included within the Sustainable Procurement Guidelines adopted by Council in Dec 2006. A 'Selling to the Council Guide' is available on the Council's website.
Contractors using environmentally desirable methods (e.g. biofuel) to be given priority for consideration when evaluating tenders.	Head of Leisure and Culture	April 2008	Not commenced as yet.

Appendix B – proposed Terms of Reference for Climate Change Member and Officer Working Group

Aims and objectives

- To monitor progress towards the delivery of the Council’s key aim “leads in promoting environmental responsibility, and adapts to the challenges and opportunities of climate change”
- To identify where the Council can reduce the contribution of its own operations to climate change
- To identify and prepare for the impact of climate change on Council services
- To monitor delivery of the Elmbridge Climate Change Strategy and Action Plan (formerly Sustainable Elmbridge Strategy)
- To support the activities of the Surrey Climate Change Partnership and help develop the proposed Surrey climate change strategy, including implementing and monitoring any resulting action plan
- To monitor national indicators relating to climate change, principally:
 - NI 185 – CO₂ reduction from local authority operations
 - NI 186 – per capita reduction in CO₂ emissions in the local authority area
 - NI 187 – % of people receiving income based benefits living in homes with a low energy efficiency rating
 - NI 188 – planning to adapt to climate change
 - NI 194 – air quality – % reduction in NO_x and primary PM₁₀ emissions through local authority’s estate
- To collate monitoring information for NI 186
- To ensure that the Council participates in the delivery of relevant targets in the Surrey Local Area Agreement
- To ensure that the Council meets its commitments as a signatory of the Nottingham Declaration on Climate Change
- To have an overview of climate change issues across the Council, including the progress of related working groups, for example:
 - Culture change group
- To share information and best practice relating to climate change
- To promote the understanding of climate change within the Council and across Elmbridge, and stimulate further activity to address it

Membership

The working group membership shall include councillors and heads from the following divisions (or their nominated representatives):

- Building Control
- Community Partnerships/Organisational Improvement
- Community Support Services
- Environmental Care
- Facilities Management
- Housing Services
- Leisure and Cultural Services
- Town Planning

Chair

The working group shall be chaired by the Assistant Chief Executive.

Meetings

The working group shall meet quarterly.

Reporting

The group will report to the Environmental Affairs Overview and Scrutiny Committee on a six monthly basis.