

Three Rivers District Council

CORPORATE CLIMATE CHANGE OFFICER

PROJECT INITIATION DOCUMENT (P.I.D. Lite)

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Project Manager	
Version	
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Project Initiation Document (P.I.D. Lite)

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1 Introduction

1.1 Purpose of the document

The Project Initiation Document (Lite) consolidates information required regarding the fundamental aspects of the project and is the basis against which the project is evaluated and prioritised.

- Why is this project important
- What will the project do, what outcomes will be delivered, what are the success factors and risks
- How much will it cost, what resources are required

*** This document is a “lite” version of the full Project Initiation Document (PID) required when initiating the project fully. The full PID contains additional information.*

- How will the project be implemented, how will it be managed
- When will the project be implemented
- Who will be involved and who will be impacted

NOTE: When a PID is recommended to Council and approved as part of the budget setting process, the relevant Chief Officer will be deemed to have the necessary Delegated Authority to enter into any contract in respect of the project and within the budget agreed.

1.2 Executive Summary

- 1.2.1 This project will support strategic objectives relating to the Council's Climate Change Emergency declaration.
- 1.2.2 This includes undertaking actions to promote and support the delivery of the Council's carbon reduction targets by working with Members and Officers across Council services to promote and secure buy-in to the necessary changes needed to assist the Council in reaching its carbon reduction targets and to be Carbon Neutral by 2030.

1.3 Project Objectives

These should be short statements which express the desired outcome of the project

- 1.3.1 To provide the officer resource to deliver the Council's commitment to be carbon neutral by 2030.

1.4 Current issues and priorities

- 1.4.1 The Council at its meeting of the 21 May 2019 noted:

- 1) The overwhelming weight of scientific evidence pointing to man-made climate change.
- 2) The harmful effect that such climate change is having on our lives, natural habitats and eco-systems.
- 3) The proud record of Three Rivers District Council on environmental issues.

1.4.2 The Council therefore agreed to:

- 1) Declare a Climate Emergency.
- 2) Produce a strategy and action plan to make Three Rivers carbon neutral by 2030.
- 3) Use all practical means to reduce the impact of Council services on the environment.
- 4) Use all planning regulations and the Local Plan to cut carbon emissions and reduce the impact on the environment.
- 5) Work with partners in the public and private sector and implement best practice.
- 6) Engage with local residents and businesses to gain their support.
- 7) Request Central Government to provide the support and resources needed to progress the action plan.

1.4.3 In order for the Council to meet its commitments additional resource of 1FTE is required:

- To deliver policy and outcomes for the Council on energy management, carbon reduction including the formulation of an action plan to meet the carbon neutral aspirations of the Council.
- To be the council's lead officer on climate change initiatives, primarily the development and review of the Climate Change Strategy and Action Plan.
- The Climate Change Officer will be responsible for Energy Management, Carbon Reduction and Energy Efficiently.
- Support Members and officers with advice on climate change policy matters.
- Ensure that corporate plans and strategies comply with regulations and statutory requirements including CO2 emissions reduction targets.
- Manage the reporting of greenhouse gas emissions to DECC and monitor and act on trends on carbon emissions. Organise regular inspections of metering systems for monitoring and targeting purposes. Keep records up to date and submit to the National Energy Foundation or equivalent body.
- Manage the Council's responsibility to deliver HECA requirements including feasibility work, developing projects, sourcing funding, managing resources,

consulting with and dealing with members of the public, and implementing projects to deliver the Council's objectives.

- Create and promote behaviour change initiatives focused on the Council's commitments to climate change mitigation and adaptation
- Work with officers across the Council to support the delivery of the Council's carbon reduction targets and to ensure carbon reduction behaviours are embedded in Council policies and service plans
- Support the delivery of specified elements of the Council's priorities in the wider climate change and sustainability area and develop strategy and policy as required.
- To prepare and submit external funding bids for climate change initiatives, ensuring that expenditure meets council business plan priorities for combating climate change.

1.5 Implications of project not being complete

- 1.5.1 The Council will not be able to meet its commitment of the declaration of a Climate Emergency and to be carbon neutral by 2030.

2 Business Case

The business case for the project is about supporting strategic objectives relating to organisational efficiency and effectiveness and use of resources.

Why should this project be undertaken?

- To deliver the Council's aim to reduce its carbon emissions
- Lead by example to help reduce the carbon footprint of the District
- To embed and encourage energy efficiency throughout the Council to reduce the Council's vulnerability to increases in fuel, gas and electricity prices

How will project success be measured?

- Achievement of Carbon Neutrality for Three Rivers District Council by 2030
- Increased awareness internally of the need to reduce carbon emissions.
- Increased awareness externally of the Council's actions to reduce carbon emissions.
- Reduced (or at least static) energy bills

2.1 Project Definition

2.2 Outputs and Outcomes

Outputs and Outcomes

- Greenhouse Gas Emissions Report: sets out the Council's emissions and enables the Council to set carbon emission reduction targets to track progress to carbon neutrality. Meets Governments requirements for LPAs to report carbon emissions.
- Climate Change Strategy and Action Plan: Sets out the actions and measures that the Council will take to reduce carbon emissions, save energy and water, minimise waste and pollution.

2.3 Benefits

2.3.1 Provides the resource to support the Council's Climate Change Emergency declaration and to produce a strategy and action plan to make Three Rivers carbon neutral by 2030.

3 Project Costs

3.1 One off Project Costs

- 3.1.1 This PID is only concerned with the cost of the officer resource required to help to deliver the Council's Climate Emergency Declaration. It does not consider any costs relating to the measures to be implemented to meet the Council's pledge to be carbon neutral by 2030.
- 3.1.2 For example, much of the activity generated by the Climate Emergency Declaration will be to reduce and avoid carbon emissions. The motion uses the term 'carbon neutral' which means the same as the term used by the Committee on Climate Change 'net zero carbon'. Being carbon neutral or having a net carbon footprint means that the Council will need to balance any carbon released through offsetting. This will incur a financial cost which is unknown at this point.
- 3.1.3 Considering the scale of the proposed actions and possible projects, if the Climate Emergency is going to be meaningfully addressed it will require additional human resource that would ideally last the duration of the project. Additional resources may be required and will be further examined once the initial programme of work is agreed.
- 3.1.4 It is estimated that the Climate Change Officer Role will be £36,000 plus on-costs based on an initial screening of similar posts in other LPAs. The post will have a full JD which will be assessed by HR in due course.

3.2 Financial viability

- 3.2.1 The concept of 'Carbon Neutrality' is for an organisation to fully account for emissions from their activity in a specific time period. As such the main costs of this project are not specifically intended to make financial savings but to offset non-financial costs of emissions.

3.3 Resources and skills

- 3.3.1 There are no current resources that can deliver the Council's Climate Emergency declaration.
- 3.3.2 Skills that the post holder will need are listed below:
- Experience of managing large and complex projects and working strategically with external organisations.
 - Experience of presenting reports to corporate managers and Partnership Boards.

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- Experience of applying the principals of carbon reduction and climate change adaptation.
- Understanding of energy management and carbon reduction technologies.
- Experienced in monitoring budgets and attracting external funding.
- Approx. 3 years' experience of developing, implementing, monitoring and reviewing policies and procedures
- Knowledge and understanding of national and international legislation, policy and strategy on
- Sustainability, Carbon Reduction, Climate Change adaptation and energy management
- Knowledge of utilities management.
- Experience of undertaking appraisals and assessments for sustainability and carbon reduction.
- Experience of meeting HECA and DECC requirements.

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Has the project been agreed by the Head of ICT?

Yes	
No	X

3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	
No	X

If yes, please provide brief details of the EIA...

Has an [Equality Impact Assessment](#) been undertaken for this project?

Yes	
No	X

If yes, what are the outcomes and how do these link to the project?

3.5 Data Protection Impact Assessment (DPIA)

Has a [Data Protection Impact Assessment](#) be completed for this project?

Yes	
No	X

If yes, please attach a copy
If no, why not?

3.6 Risks

3.6.1 Having declared a Climate Emergency, the main risk identified is that of non-achievement of targets, which will result in reputational damage from negative publicity (locally, nationally and internationally). Furthermore, non-achievement will also contribute to a further degraded and hostile global environment – with local consequences, lack of energy supply resilience for the area and legal challenge from environmental organisations such as Client Earth.

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Very Likely ----- Likelihood ----- Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Low	Low	Medium	High	
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
----- Impact -----> Unacceptable				

Impact Score
 4 (Catastrophic)
 3 (Critical)
 2 (Significant)
 1 (Marginal)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))
 2 (Unlikely (6-20%))
 1 (Remote (≤5%))