



# West Oxfordshire District Council Carbon Action Plan Tracker

	Ongoing
	Not Scheduled to Start Yet
	Complete
	At Risk

## 1. Avoid future emissions

Ref.	Activity	Short/medium / long target completion	Start Date	Due Date	KPI	Current status	Date of Latest Update	Latest KPI Return	Commentary	Delivery Partner
<b>a) Avoid future emissions</b>										
1.a.1	Aligning policies and processes with Net Zero	Short		2025	Number of new and/or updated policies and processes aligning with net zero.	Not Scheduled to Start Yet				Property Estates Management
1.a.2	All new assets to be low carbon	Medium		2025	Existence of a policy on assets being low carbon.	Not Scheduled to Start Yet				Estates
1.a.3	Embed use of the climate impact assessment tool	Short	Jan-22	2024	Number of projects using the impact assessment tool	Ongoing				All

## 2. Buildings

	Activity	Short/medium / long target completion	Start Date	Due Date	KPI	Current status	Date of Update	Latest KPI Return	Commentary	Theme
<b>a) Whole-building retrofit of Council sites (except leisure and leased assets)</b>										
2.a.1	Reduce energy demand in Council offices, properties, and sites	Long	Jan-19	2030	Reduction in building energy use.	Ongoing				Property
2.a.2	Install half-hourly metering to improve energy monitoring	Short		2025	Number of buildings with HH metering installed.	Not Scheduled to Start Yet				Property
2.a.3	Complete energy assessments for all Council offices, properties, and sites	Short	Jan-20	2025	Number of buildings with completed energy assessments.	Ongoing				Property Estates
2.a.4	Improve the building fabric in all Council offices, properties, and sites	Medium	Jan-20	2027	Number of new fabric measures in place for each council site.	Ongoing				Property Estates
2.a.5	Install low-carbon heating in all Council offices, properties, and sites	Long		2030	Number of buildings with low-carbon heating.	Not Scheduled to Start Yet				Property Estates
2.a.6	Install solar panels, where viable, on all offices, properties, and sites	Medium	Jan-23	2026	Number of buildings with solar panels.	Ongoing				Property Estates
<b>b) Whole-building retrofit of leisure buildings</b>										
2.b.1	Complete energy assessments for all leisure buildings	Short	Jan-21	2025	Number of buildings with energy assessments and decarbonisation plans.	Ongoing				Leisure
2.b.2	Improve the building fabric of all leisure buildings	Medium	Jan-21	2030	Condition of the building fabric for all sites.	Ongoing			Leisure providers are implementing measures	Leisure GLL
2.b.3	Install low-carbon heating in all leisure buildings	Long	Oct-21	2030	Number of buildings with low-carbon heating systems.	Ongoing			PSDS schemes	Leisure
2.b.4	Install solar panels, where viable, on all leisure buildings	Long	Oct-21	2030	Number of buildings with solar panels.	Ongoing			PSDS schemes	Leisure
<b>c) Whole-building retrofit of leased assets</b>										
2.c.1	Provide resources and support to reduce energy demand in leased assets	Short		2025	Number of buildings with energy assessments and decarbonisation plans.	Not Scheduled to Start Yet				Estates Comms
2.c.2	Assess leased buildings as part of the Asset Management Strategy	Medium		2027	Condition of the building fabric for all sites.	Not Scheduled to Start Yet				Estates
2.c.3	Improve building fabric and install low-carbon heating in leased assets	Long		2030	Number of buildings with low-carbon heating systems.	Not Scheduled to Start Yet				Estates
2.c.4	Install solar panels on leased assets, where suitable	Long	Jan-23	2030	Number of buildings with solar panels.	Ongoing				Estates
<b>d) Reduce water demand at all Council sites</b>										
2.d.1	Assess water-efficiency measures for Council, leisure, and leased buildings	Medium	Jan-21	2028	Standard of water fixtures at all sites.	Ongoing				Leisure Estates
2.d.2	Install water-efficiency measures and greywater recycling systems in Council offices, where appropriate	Long		2028	Standard of water fixtures in council buildings.	Not Scheduled to Start Yet				Property
2.d.3	Install water efficiency measures and grey water recycling systems in leisure buildings, where appropriate	Long	Feb-24	2028	Standard of water fixtures in leisure buildings.	Ongoing			Swimming Pool Support Fund	Leisure
2.d.4	Explore rainwater harvesting tanks for football pitches	Long		2030	Viability assessments done for rainwater harvesting tanks.	Not Scheduled to Start Yet				Leisure

2.d.5	Consider water monitoring performance indicators as part of annual review of leisure contract	Short		2025	The inclusion of water KPIs in the new leisure contract.	Not Scheduled to Start Yet				Leisure
<b>e) Reduce consumption and waste in Council offices</b>										
2.e.1	Establish a method for measuring the Council's office waste and include emissions in future carbon reporting	Short	Aug-23	2024	Annual emissions from waste.	Ongoing				Property
2.e.2	Ensure clear and accessible recycling bins are provided in Council offices	Short		2024	Number of clear and accessible recycling bins in the offices.	Not Scheduled to Start Yet				Property
2.e.3	Reduce paper consumption from both Council staff and Members	Short		2025	Reduction in paper use.	Not Scheduled to Start Yet				Democratic services
2.e.4	Consult with procurement (under activity 4a) to monitor and reduce unnecessary Council consumption	Long		2030	See KPIs for area 4.	Not Scheduled to Start Yet				Procurement

### 3. Transport

	Activity	Short/medium / long target completion	Start Date	Due Date	KPI	Current status	Date of Update	Latest KPI Return	Commentary	Delivery Partners
<b>a) Reduce emissions from grey fleet (business travel)</b>										
3.a.1	Assess the viability of installing electric vehicle charging points at Council offices and leisure centres	Short	Sep-21	2024	List of viable EVCP sites produced.	Ongoing				Estates
3.a.2	Install EVCP in line with Oxfordshire EV strategy and standards	Short	Jun-21	2025	Number of EVCPs installed in Council car parks.	Ongoing				Estates
3.a.3	Review existing demand for vehicle fleet - pool cars - and plan for their replacement with EVs once charging points are installed	Short		2025	Produce a pool car demand report.	Not Scheduled to Start Yet				Parking HR ERS
3.a.4	Minimising emissions from staff travel	Medium		2026	Produce a staff travel survey.	Not Scheduled to Start Yet				
<b>b) Reduce emissions from Council fleet</b>										
3.b.1	Complete a resource-efficiency review of Council's waste service, street cleansing and grounds maintenance contract	Short		2025	Contract review completed.	Not Scheduled to Start Yet				Waste Ubico
3.b.2	Review building, depot and bulking station need in West Oxfordshire	Short		2025	Building, depot and bulking station review completed.	Not Scheduled to Start Yet				Waste Ubico
3.b.3	Work in partnership with Ubico to produce and present a Green Vehicle Fleet Transition Plan for decarbonisation of the vehicle fleet	Short	Feb-24	2024	Production of a Green Vehicle Fleet Transition Plan.	Ongoing				Waste Ubico
3.b.4	Electrification of machinery made a stipulation of future waste, street cleansing and grounds maintenance contract delivery	Medium		2025	Future contracts require electrification of machinery.	Not Scheduled to Start Yet				Procurement Waste
3.b.5	Low-emission vehicles made a stipulation of future public convenience contracts	Long		2030	Future contracts require low-emission vehicles.	Not Scheduled to Start Yet				Procurement
3.b.6	Produce an anti-idling policy for staff and contractors on Council business	Medium		2026	Adoption of anti-idling policy.	Not Scheduled to Start Yet				HR
3.b.7	Install solar panels at Council depots to provide electricity for zero-emissions vehicles, where suitable	Long		2030	Solar panels on depots - Y/N	Not Scheduled to Start Yet				Waste Estates

#### 4. Procurement

Activity	Short/medium / long target completion	Start Date	Due Date	KPI	Current status	Date of Update	Latest KPI Return	Commentary	Delivery Partners	
<b>a) Reduce emissions from procurement</b>										
4.a.1	Develop a Sustainable Procurement Policy	Short		2025	Policy developed, Y/N	Not Scheduled to Start Yet				Procurement
4.a.2	Establish a method for identifying and engaging with the Council's biggest contracts	Medium		2026	Number of contracts committing to sustainability targets.	Not Scheduled to Start Yet				Procurement
4.a.3	Follow best practice to calculate, monitor and reduce supply chain emissions	Long		2030	Changes in supply chain emissions.	Not Scheduled to Start Yet				Procurement

#### 5. Offsetting

Activity	Short/medium / long target completion	Start Date	Due Date	KPI	Current status	Date of Update	Latest KPI Return	Commentary	Delivery Partners	
<b>a) Offset residual emissions</b>										
5.a.1	Develop an Offset and Inset Strategy	Short		2025	Approval and adoption of the Offset and Inset Strategy.	Not Scheduled to Start Yet				County Council Planning
5.a.2	Set up a Carbon Offset and Inset Fund	Short		2025	Number of projects financed by the fund.	Not Scheduled to Start Yet				Planning Finance
5.a.3	Implement insetting projects	Long		2030	Tonnes of CO2e removed as a result of projects.	Not Scheduled to Start Yet				
5.a.4	Implement offset projects	Long		2030	Tonnes of CO2e removed as a result of projects.	Not Scheduled to Start Yet				