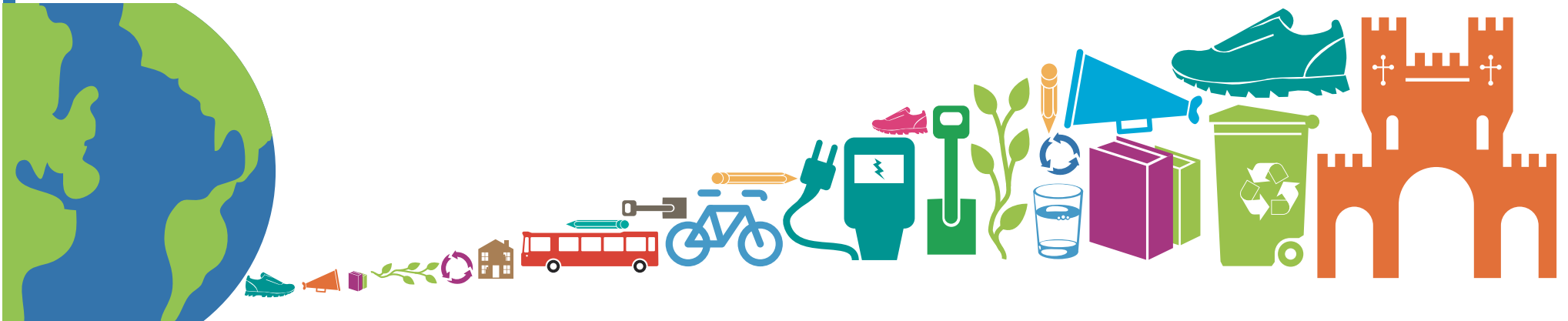


# One Planet Council Framework





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# Overview

This document sets out our new One Planet Council framework, supporting our ambition to be a more sustainable, resilient, and collaborative organisation. The framework builds on our long history of considering the sustainability of the work that we do. It presents a strengthened, balanced set of principles for all our council services to work towards, and sets out a strategy for how these principles will be incorporated into the heart of our decision-making processes. One Planet Council encourages us to think carefully about how we do things now and to adapt our behaviour to ensure that we safeguard our ability to provide services in the future. Essentially, the framework is designed to help us to make better and more-informed decisions.

One Planet Council aspires to:

- Foster a vibrant, diverse and fair local economy that is better able to respond to the changing social and economic climate.
- Significantly reduce our environmental footprint, while saving us money.
- Protect and enhance our natural and built environment so that our residents are able to enjoy the city now and for generations to come.
- Improve the health, wellbeing and happiness of our residents, enabling them to fully participate in their communities.

With a challenging financial climate and increasing demand for services, it is crucial now more than ever that we make changes to how we work as a council. Being a resilient and sustainable organisation is about being able to adapt to changing circumstances, and learning about what works for us, both as an organisation and for our residents. The path to becoming a more sustainable and resilient organisation will therefore be a continually evolving journey — and is one which we are very much committed to through One Planet Council.

One Planet Council is an integral part of how we as an authority will meet our commitments in the Council Plan (2015-19). This includes putting social, economic, and environmental sustainability at the heart of everything we do; striving to become a more resilient organization; and creating a prosperous city for all. One Planet Council is very much in keeping with our council vision (2030), which sets out our long-term aspirations for York. Among these, it particularly links to our ambition for York to be the 'Greenest City in the North'; for sustainable transport and development to be prioritised; and to make a real difference, as a city, to combating climate change. One Planet Council also reflects the emphasis the vision places on long-term strategies to improve the health and happiness of communities — investing significantly in early intervention and prevention, and supporting our neighbourhoods to become more self-reliant and resilient themselves.



# One Planet York

One Planet Council forms part of the city's wider One Planet York initiative. One Planet York draws upon the ideas of 'One Planet Living': a global movement concerned with the rapid and unsustainable rate at which we are consuming resources, as well as our unsustainable approach to economic and social development. At the core of 'One Planet Living' are ten easy-to-understand principles. These principles provide organisations with a framework that helps: define what it means to be sustainable and resilient; encourage them to determine how sustainable and resilient their current practices are; assess the impacts of their decisions, and establish the progress they are making.

The ten One Planet principles are:

-  Equity & local economy
-  Health & happiness
-  Culture & community
-  Sustainable water
-  Zero carbon
-  Zero waste
-  Sustainable transport
-  Sustainable materials
-  Local & sustainable food
-  Land use & wildlife

One Planet York is a city-wide initiative, which encourages external organisations to embrace the ten 'One Planet' principles. It seeks to bring together organisations who share a vision of creating a more sustainable, resilient, and collaborative 'One Planet' York. One Planet York provides a platform for networking, sharing ideas, and showcasing good practice across the city. In this sense, our role within One Planet York is to be a partner with other organisations. This differs to One Planet Council, which is our internal programme of change in relation to sustainability and resilience.

The connection between One Planet York and One Planet Council is an incredibly important one, if we are to be a truly sustainable and resilient city. One Planet York emerged following the realisation that as a council we cannot tackle sustainability and resilience alone, and need to work in close partnership with our communities and organisations across York. At the same time, it is crucial that as a local authority we are seen as leading the way as part of the broader One Planet York programme, through our pursuit of One Planet Council.

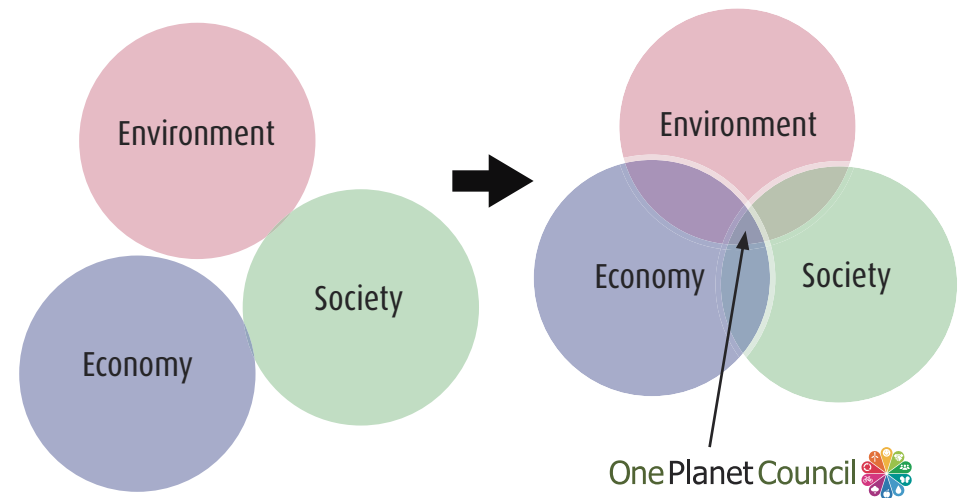
# One Planet Council

One Planet Council uses the same One Planet principles, and adapts them to make them relevant to us, for all our internal operations and services.

## Vision

Our One Planet Council vision is to embed sustainability and resilience into our culture, so that it is at the heart of everything we do. One Planet Council is about making decisions in an informed, evidence-based way, taking care to understand, and balance, social, environmental and economic concerns.

We know that a strong local economy, happy and healthy residents, and a high quality built and natural environment, are all very much connected. With this in mind, One Planet Council seeks to foster greater collaboration and innovation across the council and make sustainability and resilience part of everyone's job.



One Planet Council is about shifting towards more sustainable and resilient ways of operating, whilst reducing our environmental footprint. It is about making the most of our resources, and maximising the impact of the proposals we put forward, through careful consideration of all ten 'One Planet' principles. Sitting alongside this is the desire to save money and be more cost effective—spending less on energy, water, waste and transport, and promoting greater self-reliance and resilience in our communities. This is particularly important in times of constrained budgets and increased demand for services.

## Who is it for?

This framework applies to all our employees, and to all internal and external-facing services, projects, programmes, strategies and policies. It applies to the decisions we make about individual initiatives, as well as how we plan entire service areas.



## Principles

The ten 'One Planet' principles help us to make sense of what it means to be sustainable as a council, and provide a framework through which current and future activities can be assessed, and priorities established. Working towards 'One Planet Living' is one of the goals set out in our Council Plan, and the detail accompanying the principles draws heavily upon other Council Plan priorities. Although the principles themselves will remain fixed, the detail accompanying them will be updated periodically, to ensure they continue to support our organisational priorities.

## Equity & local economy

- 1) **Continue to support fair pay across the council and help create a thriving economy.**

Through the People Plan, we will continue to improve the fairness of our reward and pay practices.

Where appropriate, our services will contribute to the council's efforts to be more 'business friendly' (Council Plan 2015-19), as well as the city's Economic Strategy (2016). This will be in keeping with, and supported by, the emerging Local Plan, and will help us create a thriving city with opportunities for residents to access good quality and well-paid jobs (Council Plan 2015-19).



## Health & happiness

- 2) **Maximise opportunities to promote health and wellbeing across our organisation and the city.**

We will promote active employee engagement with wellbeing programmes, and this will be aligned with our Public Health Strategy.

Our services will contribute to the creation of a thriving city, where residents are encouraged and supported in living healthier lives (Council Plan 2015-19). We will strive to provide services that enhance residents' feelings of safety and wellbeing.





 **Culture & community**

**3) Maximise opportunities to deliver a collaborative, innovative, inclusive and creative culture across the council. Create services which help York's residents feel listened to and live confident and inclusive lives.**

Based on the People Plan we will continue to strive to be an organisation that values and engages with employees and has an open culture that is collaborative, innovative, inclusive and creative.

Services will contribute to the creation of a thriving city where all York's residents are able to contribute fully to their communities and neighbourhoods (Council Plan 2015–19). Ward committees will form an important part of this.

Services will be delivered in a way that is inclusive and so that residents feel their views are both listened to and respected (Council Plan 2015–19).

 **Sustainable water**  **Zero carbon**

**4 & 5) Get more of our energy from renewable sources, create energy efficient buildings, and ensure York is climate ready.**

We will reduce carbon dioxide emissions from our activities by minimising our energy and water use and making the most out of renewable energy. We will also ensure our operations and services are prepared for current and future changes to our climate.

Through our local plan we will encourage sustainable development that has a low carbon footprint. We will strive to be a leading low emission city (Council Plan 2015–19).

 **Zero waste**

**6) Reduce waste, reusing where possible and ultimately sending zero waste to landfill.**

We will minimise operational waste across the council, through waste reduction, reuse, recycling and recovery measures and ultimately work towards sending zero waste to landfill.

We will also help increase the percentage of waste recycled across the city (Council Plan 2015–19).



## Sustainable transport

### **7) Reduce the need to travel and encourage employees to use sustainable modes of transport.**

Through our internal travel policies we will promote the use of a range of sustainable modes of transport and low emissions vehicles (Local Transport Plan, 2011–31).

We will continue to offer efficient and affordable transport links, enabling residents and businesses to access key services. Changes to the way we operate our services will also help improve air quality across the city (Council Plan 2015–19).



## Sustainable materials

### **8) Use goods from sustainable sources and, where possible, source locally.**

We will strive to procure goods and services that are sustainable and sourced locally, where possible.

We will minimise the environmental impact of materials used to build and repair council buildings.



## Local & sustainable food

### **9) Support a thriving local food economy.**

We will use and support local and sustainable food initiatives within council services and across the city.



## Land use & wildlife

### **10) Conserve and enhance York's built and natural environment.**

We will conserve the city's landscapes, natural environment, and wildlife and actively seek enhancements. We will do this across our estate and the city and also protect York's trees, woodland and the green belt (Council Plan 2015–19).

We will work to improve the quality of the built environment, while being careful to protect the unique heritage and character of the city, maintaining York's reputation as a beautiful city to live in (Council Plan 2015–19).

Through our Local Plan we will ensure that sustainable development is supported and that we meet our city's future needs for housing and employment.

# Translating the framework into practice

The One Planet Council principles will be incorporated into existing services and corporate processes, and reviewed as changes are made to our operating model.

Embedding the One Planet Council principles into the heart of our decision making will involve:

- using the 'better decision making' tool when developing new proposals;
- integrating the principles into policies, strategies and service planning;
- developing a comprehensive One Planet Council communication strategy;
- using the One Planet Council Task and Finish Group; and
- developing a One Planet Council programme.

Details of these components will be given below. This information is to sit alongside a detailed action plan (set out in Annex 1). The action plan has been developed to provide clarity on key milestones, timings, responsible persons, current status and measures of success.

# 'Better Decision Making' tool

The 'better decision making' tool has been developed to help us consider the social, economic and environmental impacts of the proposals we put forward in a systematic and evidence-based way. These impacts relate to the ten One Planet Council principles. In using the tool, we are encouraged to: reflect on implications beyond our own service areas; develop mitigating actions to minimise negative impacts; and consider ways to embed additional 'One Planet' opportunities into our proposals. That is, ways in which we can enhance our proposals from the perspective of sustainability and resilience.

The 'better decision making' tool is to be considered for all proposals going before the executive, when proposing to make changes to services, policies, or strategies. The 'better decision making' tool will be attached as an annex to executive reports, to provide a transparent audit trail of the decision making process. Executive report templates will be amended to include a section where One Planet Council implications can be reported. The use of the 'better decision making' tool will be preceded by staff engagement and training.

# Guiding the development of policies, strategies and service planning

In order to become a One Planet Council it is crucial that any new council policies or strategies are in keeping with this One Planet Council Framework and actively help us work towards embedding the One Planet principles into our activities. This would be achieved by a combination of using the 'Better Decision Making' tool during policy and strategy development and by explicitly making reference to the principles within the documents themselves.

The One Planet Council principles will also be embedded into our decision-making processes about how we run our services. Service plan templates will be amended to reference the principles directly. This will be done in a way that enables us to identify missed 'One Planet' opportunities in current plans, encouraging us to revise service plans where it is appropriate.

Key performance indicators (KPIs) reported in service plans will also be reviewed, where appropriate, to ensure that we are using outcome measures that are relevant to our 'One Planet' aspirations. 'One Planet' targets will be set using these KPIs, and performance will be periodically monitored and taken into account during the next service planning period.

In the long-term it is hoped that the One Planet Council principles will be incorporated into full business case development, all stages of the procurement process, and financial planning. In essence, the principles will become instrumental to strategic decision-making.

# One Planet Council Communication Strategy

A communication strategy sits alongside the framework and is fundamental to fostering employee awareness of One Planet Council. This is particularly important as One Planet Council hopes to make sustainability part of everyone's job.

The strategy will be key to getting individuals to:

- engage with, and actively endorse, One Planet Council's aims
- understand how One Planet Council fits in with their role as an individual and a council employee; and
- share their suggestions about how we can become a more sustainable and resilient organisation.

In broad terms, the strategy will involve regularly publicising information about the progress we are making with One Planet Council. Another central part of the communication strategy will be to explain how different aspects of sustainability and resilience are connected, as well as providing strengthened channels of engagement for sharing ideas and expertise between service areas. This is crucial, as a more joined-up approach to sustainability is at the very heart of what One Planet Council wants to achieve.

Celebration of our successes as an organisation will also be an important aspect of the communication strategy, and efforts will be made to ensure that information is circulated as widely as possible.

The strategy will share its branding with One Planet York, to reinforce the connection between One Planet York's achievements on a city- scale and our achievements as an organisation as part of One Planet Council.

# One Planet Council Task and Finish Group

A Task and Finish Group has been established and involves officers from across our management structure. The purpose of the group is to provide strengthened co-ordination and governance, and to steer the development and implementation of One Planet Council. The group will therefore be critical to the realisation and refinement of the One Planet Council framework, 'better decision making' tool, communication strategy and action plan. The group will also play a central role in overseeing the embedding of the framework into service plans and wider decision-making processes.

# Reporting progress and evaluating the impact of One Planet Council

It is essential that we monitor performance over time, in order to understand the impact of One Planet Council. Progress towards becoming a 'One Planet' council will therefore be reported in the One Planet Council programme on an annual basis. This will provide an assessment of how well we are doing in terms of meeting our 'One Planet' targets, as set out in our service plans. This will also be an opportunity to report progress towards reducing our carbon footprint across all council services and operations.

The annual report will also be a chance to review how well the changes to our decision making processes are working in practical terms, and whether our employees have gained a better understanding of what it means to be a One Planet Council.

## **Implementation date**

This framework will apply from 1 April 2017.

# Annex 1: One Planet Council Action Plan

| Action                          | Milestone Tasks   | Responsible Person                                   | Target Date   | Success Indicator   | Progress          |
|---------------------------------|---|--|---------------|---|-------------------|
| Carbon & Energy Audit           | <ul style="list-style-type: none"> <li>Update 2014/15 baseline position for the amount of energy, water and waste the council uses.</li> <li>Identify the progress on impact of all projects identified in 2014/15 carbon management plan.</li> <li>Identify and develop new capital projects through internal and external funding eg. Elena and Salix.</li> </ul> | Head of Strategic Planning<br>Sustainability Officer | June 2017     | Reports to: OPC Task & Finish Group, CMT and Executive Member briefing session. | Commenced         |
| Carbon & Energy Management Plan | <ul style="list-style-type: none"> <li>Using the information from the Carbon &amp; Energy Audit develop a management plan including improvement measures and recommendations.</li> </ul>  | Head of Strategic Planning<br>Sustainability Officer | December 2017 | Reports to: OPC Task & Finish Group, CMT and Executive Member briefing session. | Not yet commenced |

| Action                               | Milestone Tasks   | Responsible Person   | Target Date                 | Success Indicator  | Progress                          |
|--------------------------------------|---|--|-----------------------------|--|-----------------------------------|
| Stage 1: Better Decision Making Tool | <ul style="list-style-type: none"> <li>Pilot the Better Decision Making Tool for all reports to Executive commencing after 1 April</li> </ul>   | Head of Strategic Planning<br>Sustainability Officer   | April – October 2017        | Progress report to OPC Task & Finish group and CMT                             | Project development work underway |
| Stage 2: Better Decision Making Tool | <ul style="list-style-type: none"> <li>Evaluate and where appropriate introduce the Better Decision Making Tool for council projects and programmes beyond Executive Reports</li> </ul> | Head of Strategic Planning<br>Sustainability Officer   | September 2017 – March 2018 | Progress report to OPC Task & Finish Group, Executive member briefing          | Not yet commenced                 |
| Stage 1: Service Planning            | <ul style="list-style-type: none"> <li>Ensure all Service Plans currently under preparation identify actions and KPIs' relevant to One Planet principles</li> </ul>                     | One Planet Council Task & Finish Group<br>Head of Strategic Planning<br>Sustainability Officer | March 2017                  | Report to One Planet Task & Finish Group                                       | Commenced                         |
| Stage 2: Service Planning            | <ul style="list-style-type: none"> <li>Collate, analyse and present information from all service plans</li> </ul>   | Head of Strategic Planning<br>Sustainability Officer   | September 2017              | Reports to: OPC Task & Finish Group, CMT and Executive member briefing         | Not yet commenced                 |
| Stage 3: Service Planning            | <ul style="list-style-type: none"> <li>Evaluate delivery against all identified actions and programme.</li> </ul>   | Head of Strategic Planning<br>Sustainability Officer   | March 2018                  | Reports to: OPC Task & Finish Group, CMT and executive member briefing session | Not yet commenced                 |




| Action                                  | Milestone Tasks   | Responsible Person  | Target Date    | Success Indicator                                      | Progress   |
|---|---|---|----------------|--|--|
| Stage 1: communications strategy        | <ul style="list-style-type: none"> <li>See detailed communications plan for further information</li> </ul>            | Communications team<br>Head of Strategic Planning<br>Sustainability Officer | March 2017     | Reports to: OPC Task & Finish Group                    | Project development work underway  |
| Stage 2: Review communications strategy | <ul style="list-style-type: none"> <li>Undertake staff survey to evaluate understanding and engagement</li> </ul>     | Communications team<br>Head of Strategic Planning<br>Sustainability Officer | September 2017 | Reports to: OPC Task & Finish Group                    | Not yet commenced  |
| One Planet Council annual report        | <ul style="list-style-type: none"> <li>Production of an annual report drawing on all the information above</li> </ul> | Head of Strategic Planning<br>Sustainability Officer                        | April/May 2018 | Reports to: OPC Task & Finish Group, CMT and Executive | Reports to: OPC Task & Finish Group, CMT and executive member briefing session |



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