

# Appendix 3- Covid-19 Corporate Recovery Plan Performance Tracker- 2020-21

Corporate Covid-19 Recovery Plan tracker actions/ KPI progress key:	
😊	Action progressing well/ on or above target
😐	Action has some issues/delay but not significant slippage/ below target but likely to achieve end of year target
😞	Significant risk to not achieving the action or there has been significant slippage in the timetable, or performance is below target/ significantly below target and unlikely to achieve target
	Project has not yet commenced/ date not available or required to report
✓	Tracker action is complete or annual target achieved

PRIORITY: FINANCE AND RESOURCES				
Actions	Target date	Responsible Officer/Group	Progress to date	Comment
<b>Refocus</b>				
a) Continue to work with partners to ensure adequate measures are in place on our high streets to enable social distancing.	Target date: August 2020	Head of Finance & Asset Management Lead Member for Finance and Asset Management	✓	All required and agreed health and safety signage and systems now installed on our High Streets.
b) Monitor the financial impacts of Covid-19.	Target date: March 2021	Head of Finance & Asset Management Lead Member for Finance and Asset Management	😊	Monthly monitoring and reporting, including detailed financial returns to MHCLG, is in place and will likely continue for the rest of the financial year.
c) Produce a new six-monthly internal audit plan and review the whole suite of internal audit recommendations	Target date: October 2020	Head of Corporate Services Lead Member for Corporate Governance	😊	A new six monthly internal audit plan was approved by Audit and Governance Committee on 24 September. This was based on one full time equivalent officer delivering the plan rather than two, as one officer remains deployed on

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to determine if recommendations remain relevant and timescales for implementation remain feasible.				business grants.  The suite of audit recommendations have been reviewed with proposed new implementations dates. These are currently with the Head of Corporate Services for consideration before being discussed with responsible officers.
<b>PRIORITY: FINANCE AND RESOURCES</b>				
<b>Actions</b>	<b>Target date</b>	<b>Responsible Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Recover</b>				
a) Agree and monitor the Tewkesbury Leisure Centre recovery plan in partnership with Places Leisure.	Target date: September 2021	Head of Finance & Asset Management  Lead Member for Finance and Asset Management	😊	Weekly meetings take place with Places Leisure. Partnerships also established with Wyre Forest, across the South West Councils and with other Places Leisure contractors. Positive feedback from leisure centre members about using the facilities in first few weeks. Early indications suggest positive user numbers in the period.
b) Ensure adequate measures are in place and government guidance is adhered to for those staff that need to return to the Public Services Centre offices, whilst exploring the future demand for space in light of new ways of working.	Target date: March 2021	Head of Finance & Asset Management  Lead Member for Finance and Asset Management	😊	The offices have been laid out in line with government guidance for safe operation and to ensure social distancing. The layout allows for 40 staff to be present in the offices each day. The position will be continually monitored, and changes made to the operation as and when guidance changes.

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c) Produce a revised 2020/2021 budget.	Target date: No longer required	Head of Finance & Asset Management  Lead Member for Finance and Asset Management		Following consideration of all issues relevant to producing a revised budget, it was agreed that the council's needs would be better served by maintaining the original budget.
PRIORITY: FINANCE AND RESOURCES				
Actions	Target date	Responsible Officer/Group	Progress to date	Comment
Rebuild				
a) Revise the Medium-Term Financial Strategy (MTFS) in light of additional financial pressures arising from Covid-19.	Target date: January 2021	Head of Finance & Asset Management  Lead Member for Finance and Asset Management	☺	The first draft of the new MTFS is underway. Transform working group will be consulted on the draft before it is released to the wider membership and progresses through the committee cycle.  The production of a MTFS action can also be found within the Council Plan performance tracker. (Finance and resources- objective 2- action a).
b) Maximise the use of business intelligence within the council to ensure the accuracy of the rating list and help businesses build resilience.	Target date: 31 March 2021	Head of Corporate Services  Lead Member for Finance and Asset Management	☺	Following the approval of a growth bid (pre Covid-19) a job description and person specification is being drafted for a Business Intelligence Officer. The post will be evaluated and a recruitment exercise undertaken during Autumn 2020.
c) Work with businesses and residents and seek to rebuild council tax and business rate collection rates.	Target date: March 2021	Head of Corporate Services  Lead Member for Finance and Asset Management	☺	'Soft' reminders were sent out in June and normal reminders in July for Council Tax. The monthly recovery timetable has been reintroduced for September onwards, but whilst the magistrates' courts remain closed to liability order hearings it is not possible to take formal recovery

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				<p>action in respect of non-payment of council tax.</p> <p>We issued 'soft' reminders for business rates in June and we will be reintroducing the usual monthly recovery timetable for September. Prior to issuing reminders the team will be contacting businesses to identify specific reasons for non-payment and offering signposting to further business support if required.</p>
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PRIORITY: ECONOMIC GROWTH				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
<b>Refocus</b>				
a) Review the Economic Development and Tourism Strategy to identify any actions required to respond to Covid-19.	Target date: June 2021	Head of Development Services Lead Member for Economic Development/ Promotion	☺	<p>Also identified in the council plan performance tracker.</p> <p>The priorities within the Strategy will need to reflect the changing needs of businesses resulting from Covid-19.</p> <p>Business survey work and a tourism review are under way. This work will feed into the Strategy.</p> <p>Delivery of the final year the Economic Development and Tourism Strategy action can be found within the Council Plan performance tracker. (Economic Growth- objective 1- action a).</p>
b) Undertake an economic impact assessment and analysis to understand the needs of local	Target date: May 2021	Head of Development Services Lead Member for Economic	☺	<p>This economic assessment will inform the new Economic Development and Tourism Strategy.</p> <p>Subject to funding, this assessment will be commissioned by the end of the year, once the long-term impact on the</p>

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businesses.		Development/ Promotion		business community is clearer.
<b>PRIORITY: ECONOMIC GROWTH</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Refocus</b>				
c) Work with our partners at Cotswold Tourism to understand when and how to safely encourage visitors back to the borough.	Target date: March 2021	Head of Development Services Lead Member for Economic Development/ Promotion	☺	Also identified in the council plan performance tracker.  The council has been working with Cotswold Tourism on promotional messages and marketing, including: <ul style="list-style-type: none"> <li>• Social Media</li> <li>• Website</li> <li>• Campaign work</li> <li>• Interactive workshops</li> </ul> In addition, meetings are being held with stakeholders across Gloucestershire to decide how best to promote the county.
d) Work closely with partners, businesses and groups to enable the safe and successful reopening of high streets and retail centres.	Target date: March 2021	Head of Community Services Lead Member for Clean and Green Environment	☺	Environmental Health have been monitoring and providing advice and guidance to businesses since the commencement of lockdown and throughout the opening of high streets and retail centres, the hospitality sector etc. This will be ongoing. Further work was undertaken in partnership with Gloucestershire County Council and the High Street Recovery Group to determine what additional measures would be required. In the first quarter 3044 businesses were checked for compliance with the requirement to remain closed and 3

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				Fixed Penalty Notices were issued and 20 businesses were warned. A further 559 businesses were given direct advice relating to Covid-19 and assisted with risk assessments and 1150 businesses were directly provided with information relating to food business operation, legionella risks from lockdown. 40 new business registered.
<b>PRIORITY: ECONOMIC GROWTH</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Recover</b>				
a) Work with our partners to engage with businesses to create tailored business support solutions through Tewkesbury Growth Hub, as a single point of contact to support business recovery- helping businesses to recover, innovate and thrive.	Target date: July 2021	Head of Development Services  Lead Member for Economic Development/ Promotion		<p>Delivering tailored covid-19 business support interactions and online events through Tewkesbury Growth Hub.</p> <p>20 online webinar workshops and 1-2-1 sessions were delivered in Quarter 1, supporting 56 businesses. Events included support with online marketing, video development, social media, goal setting and Covid-19 support plan development.</p> <p>47 Covid-19 specific Growth Plans were developed with local businesses in Quarter 1 – providing support and advice of funding opportunities, support packages and resilience.</p> <p>The team also proactively contacted over 1,000 businesses to offer advice and support and promote the Government grant opportunities available.</p> <p>This action is also linked to with the Council Plan performance tracker. (Economic Growth- objective 1- action b).</p>

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PRIORITY: ECONOMIC GROWTH				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
<b>Recover</b>				
b) Deliver sector specific advice and events, helping support local supply chains.	Target date: July 2021	Head of Development Services Lead Member for Economic Development/ Promotion	☺	<p>As part of a Growth Hub Network and GFirst LEP project - specialist advisors are to be employed across priority and growth areas, which will help provide support to local supply chains. Specialist advice includes the following areas:</p> <ul style="list-style-type: none"> <li>• Digital transformation</li> <li>• Low carbon / renewable energy sector</li> <li>• Change Management and transition, including Covid 19 recovery</li> <li>• Advanced manufacturing</li> </ul> <p>The support can be accessed through each growth hub and a recruitment process for the specialist advisors has commenced.</p> <p>Working with the Growth Hub Network - Sector specific campaigns and events to be developed and delivered. Starting with Destination Growth – Rebuilding the Tourism sector in the county.</p>
c) Work with partners to support employment and skills initiatives targeted at those affected by unemployment.	Target date: July 2021	Head of Development Services Lead Member for Economic Development/	☺	<p>Initial discussions have been held with DWP regarding offering a Youth Hub service within the Growth Hub to provide advice and information for young people, particularly focussing on young people impacted by Covid-19.</p> <p>Initial discussions with Growth Hub Network and GFirst</p>

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		Promotion		LEP, exploring the potential of a Youth Enterprise Hub and the employment of an Apprentice in each hub location, linking in with the Kickstart Campaign.  Promotion of the Kickstart Campaign to local businesses.
<b>PRIORITY: ECONOMIC GROWTH</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Rebuild</b>				
a) Launch grant and support packages focused on innovation and growth, linking grants and Growth Hub advice.	Target date: December 2020	Head of Development Services  Lead Member for Economic Development/ Promotion	☺	Commence a review of the Council's Small Business Grant Scheme to develop the scheme to best support businesses in line with the impacts of Covid-19 and promote innovation and growth.  Promotion of the Government's Small and Medium-sized Enterprises (SME) Recovery and Kick-starting Tourism Package Grant Schemes, (to be administered through the Gloucestershire Growth Hub Network). Encouraging businesses to sign up for updates ahead of the schemes opening at the end of September.
b) Support the revitalisation of the High Streets and retail centres across the borough, including delivery of the Tewkesbury Heritage Action Zone programme, to help drive economic	Target date: March 2024	Head of Development Services  Lead Member for Economic Development/ Promotion	☺	Delivery of Reopening High Street Safely Fund project work. Grant Action Plan in development with key themes focussing on:  1. Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely  2. Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely



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recovery.				<p>3. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely</p> <p>E-newsletter updates and survey work have been undertaken with retail centre businesses in the borough.</p> <p>A team of town centre Ambassadors were created to support the re-opening of the high streets in each of the retail centres, for the first week businesses were able to open.</p>
c) Work with partners to identify funding opportunities and support key infrastructure projects.	Target date: December 2022	Head of Development Services Lead Member for Economic Development/ Promotion	😊	Successful funding allocation from Reopening High Street Safely Fund to support Tewkesbury, Bishop's Cleeve and Winchcombe centres.
d) Promote Tewkesbury Borough as an excellent location for business and investment.	Target date: July 2021	Head of Development Services Lead Member for Economic Development/ Promotion	😊	<p>Working with the Countywide Inward Investment Project Team to promote investment opportunities within the borough and fielding enquiries.</p> <p>Revitalisation of Business Tewkesbury Website and social media – to promote the area as an excellent location for business and investment.</p>

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PRIORITY: HOUSING AND COMMUNITIES				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
<b>Refocus</b>				
a) Refocus the council's Place Approach to reflect the issues within our communities arising from Covid-19.	Target date: January 2021	Head of Development Services  Lead Member for Community	☺	The place approach will be simplified to reflect some of the key priorities arising through the community from Covid-19. Principles around how we can work best with our communities will be developed for approval.  A Locality Partnership workshop will also be held in October to help key partners in the district identify priorities for the borough.
b) Assess the additional demand on those using the housing service, taking into consideration the county wide rough sleeper initiative.	Target date: Initial assessment October 2020	Head of Community Services  Lead Member for Housing	☺	We continue to work closely with Gloucestershire County Council colleagues and the wider rough sleeper pathway. Procedures around placements of roofless households changed mid-August. This assessment will be an ongoing process and the first stage of assessing demand will be to compare the numbers placed / applications made before and after this change. While the numbers of rough sleepers identified have remained low in Tewkesbury Borough, there is a level of 'hidden homelessness' of households in insecure accommodation.
c) Work with landlords and tenants to assess the potential demand once restrictions are lifted.	Target date: First stage October 2020  To be repeated ending December 2020	Head of Community Services  Lead Member for Housing	☺	To gain an understanding of 'pent up' homelessness contact was made with all households on the housing register and separate posts made through social media outlets to target tenants. We also sent requests for information from Registered Providers. An initial report will be produced by the end of September. This exercise will be repeated to also include Private Rented Sector as the ban on court action for evictions was extended to 20 September

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				2020.
<b>PRIORITY: HOUSING AND COMMUNITIES</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Recover</b>				
a) Support our communities to become more resilient and harness community spirit.	Target date: December 2021	Head of Development Services Lead Member for Community	☺	Initial work and support is being provided to several community groups, who were set up to support their community through the pandemic, but now wish to continue providing community support. Support provided includes governance, future direction and volunteering.  Emergency community grants continue to be awarded. 66 have been successful, so far.
b) Respond to localised outbreaks of Covid-19 quickly and effectively and in conjunction with the Gloucestershire County Council's Local Outbreak Management Plan.	Target date: August 2021	Head of Community Services Lead Member for Clean and Green Environment	☺	It is anticipated that this work will be required for the next 12 months at least. Joint working between all districts and Public Health has established prevention is key to reduce the risk of local outbreaks. Covid Compliance Officers have been recruited from Public Health funding across all districts. Response and tactical plans are being developed and implemented. Close monitoring of local incidences is undertaken. Some incidences have been reported locally via business and these have been coordinated with Public Health and National Track and Trace to contain the spread of infection.


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PRIORITY: HOUSING AND COMMUNITIES				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
<b>Rebuild</b>				
a) Recognise and harness our relationship with Voluntary and Community Sector (VCS) to support the building of resilient communities.	Target date: December 2021	Head of Development Services  Lead Member for Community	😊	<p>The council has been distributing emergency community grants. The criteria has been adapted to take into the changing needs of the VCS over the course of the pandemic.</p> <p>Supporting the VCS has been identified as a key issue within the County Community Resilience Recovery Plan.</p> <p>The council's new community funding officer has been appointed. Through this role, the VCS will be supported to find external funding to support their communities.</p> <p>Covid-19 encouraged many new volunteers to offer their services in their local community. A volunteer survey has been carried out in conjunction with the VCS Alliance, with the aim of these new volunteers continuing to volunteer in their community.</p>

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b) Build on the Local Housing Needs Assessment and start developing the Tewkesbury Borough Housing Strategy for 2021 onwards.	Target date: 6 April 2021	Head of Community Services  Lead Member for Housing		A delivery plan for the strategy is at a very early stage including the determination of key milestone dates. Consideration of the strategy itself is within the work programme of the O&S committee. The strategy will also require approval by Council.
c) Consider future working arrangements within new communities to ensure there are adequate local businesses and self-employment hubs.	Target date: December 2020	Head of Development Services  Lead Member for Community	😊	Registered Providers (Housing Associations) will be contacted through their development teams to explore options regarding community work space delivery in existing settings or new developments.  Local community groups will be contacted to explore what is needed in their area and any groups able to support projects.
<b>PRIORITY: CUSTOMER FIRST</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Refocus</b>				
a) Review the effectiveness and efficiency of the Environmental Health Service, including an assessment of additional demand and available resources.	Target date: December 2020	Head of Community Services  Lead Member for Clean and Green Environment	😊	A full review is underway and has been partially implemented. The service is now delivering all functions on an area basis since May 2020 with three lead officers following successful recruitment. All are working successfully remotely. The service has been severely impacted due to the additional responsibilities under covid-19 and will continue to be so for the next 12 months. There is a backlog of business as usual work required to be

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				completed by April 2021. Areas for further consider include the delivery of the private sector housing function and licensing inspections. Additional resources need to be secured to meet the demands on the service.
b) Develop a new customer care strategy.	Target date: January 2021	Head of Corporate Services  Lead Member for Customer Focus		Work to develop a new strategy will commence in quarter 3. The target date is the date set in the work programme of the O&S committee to consider the strategy.
<b>PRIORITY: CUSTOMER FIRST</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Line</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Recover</b>				
a) Explore options for alternative ways for customer engagement e.g. housing applicants.	Target date: March 2021	Head of Community Services  Lead Member for Housing		<p>We have started to use Facebook for interaction with Homeseecker Plus (housing register) applicants. Applicants are able to contact us through this channel and we are able to release notifications or surveys to a wide customer group.</p> <p>We have also installed a text message function into the Homeseecker Plus system to help communicate quickly with those who are not able to get online.</p> <p>There are plans to engage with customers in sites away from the offices with appointments or drop-in sessions in community settings however this has been delayed due to Covid restrictions.</p> <p>This action is also linked to with the Council Plan performance tracker. (Customer first- objective 1- action a).</p>

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b) Support the safe re-opening of buildings that provide a council service.	Target date: (dependent upon government guidance)	Head of Corporate Services/Head of Development  Lead Member for Customer Focus		Tourist Information Centres – remain closed. Re-opening Tewkesbury TIC is currently being risk assessed. Winchcombe TIC is reliant on Winchcombe Library (where it is hosted) re-opening fully.  Advice and Information Centres (AIC) - all four AIC remain closed. Customer Services Team Leader remains in contact with the centres e.g. parish councils of any customer related issues.  Public Services Centre – remains closed to the public.
c) Set up the new Business Transformation Team and shape the year one priorities.	Target date: September 2020	Head of Corporate Services  Lead Member for Commercial Transformation	✓	The team is set up and running with a number of projects identified. These are implementation of the new digital platform, website review, bulky waste and revenues e-billing. Updates on the work of team are reported to the Transform Working Group.  This action is linked within the Council Plan performance tracker. (Customer first- objective 1- action e).
<b>PRIORITY: CUSTOMER FIRST</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Line</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Rebuild</b>				
a) Review the corporate website and Covid-19 microsite.	Target date: March 2021	Head of Corporate Services  Lead Member for Customer Focus	😊	The transformation team are currently reviewing options for the website, particularly around whether to retain the current platform or move to a new one. Options will be presented to the internal project programme board by the end of October.

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b) Re-instigate and deliver the council tax and business rates e-billing project.	Target date: February 2021	Head of Corporate Services Lead Member for Finance and Asset Management		The digital arm of the transformation team are confident e-billing can be delivered on the new platform. The project is one of the priority areas for the team and a programme manager has been assigned to lead the project.
c) For the benefit of customers, exploit the opportunities provided through agile working.	Target date: December 2020	Head of Corporate Services Lead Member for Organisational Development	😊	A new draft agile working policy has been written. Consultation has been undertaken amongst Operational Managers. The policy is due to be considered by Management Team on the 14 September 2020. Following any necessary changes consultation will take place with union representatives before the policy is launched.
d) Review communications strategy in light of new ways of working and remote meetings technologies.	Target date: January 2021	Head of Corporate Services Lead Member for Customer Focus		The communications strategy will be formally reviewed in quarter 3. It is an item within the committee's work programme for consideration in January 2021. In lieu of a formal review, communication both internally and externally have been at the forefront of the council's response and recovery and adapted accordingly eg Covid-19 microsite, staff briefings now monthly, borough news, increased social media etc.  This action is linked within the Council Plan performance tracker. (Customer first- objective 1- action d).
<b>PRIORITY: GARDEN COMMUNITIES</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Line</b>	<b>Progress to date</b>	<b>Comment</b>



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Refocus				
a) Work with partners at Cheltenham to speed up delivery of the garden village site.	Target date: March 2021	Director of Garden Communities  Lead Member for Built Environment	☺	Working closely with Cheltenham Borough Council and Homes England regarding the J10 Housing Infrastructure Fund (HIF) delivery as well as land assembly opportunities and the possible relocation of the Hayden Sewerage treatment works.  This action is linked within the Council Plan performance tracker. (Garden Communities- objective 2- action b).
b) Explore opportunities to enhance new digital jobs and training with the Local Enterprise Partnership (LEP) and partners at Cyber Central.	Target date: March 2021	Director of Garden Communities  Lead Member for Built Environment	☺	Continue to work with LEP and Cheltenham Borough Council as the Cyber Central project develops. Current activity includes the formation of a Cyber Leadership Board and a Cyber Festival planned for next year, both to be led by the LEP currently.
PRIORITY: GARDEN COMMUNITIES				
Actions	Target date	Reporting Line	Progress to date	Comment
Recover				
a) Seek further government funding with our partners to support sustained delivery of the garden community programmes.	Target date: December 2020	Director of Garden Communities  Lead Member for Built Environment	☺	A bid for further capacity funding to support the development of the early stages of the Garden Town programme is under preparation and due to be submitted to Ministry of Housing, Communities and Local Government (MHCLG) in September. A decision is expected in December.

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b) Actively seek capital funding with our partners to support the programme.	Target date: March 2021	Director of Garden Communities  Lead Member for Built Environment	😊	Discussions continue on many aspects of the programme to identify potential external funding opportunities/income streams, including direct grant aid, land purchase options, utility services provision, as well as private equity/investment avenues.
<b>PRIORITY: GARDEN COMMUNITIES</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Line</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Rebuild</b>				
a) Work with partners to seek resolutions to infrastructure requirements around Junction 9 and Junction 10.	Target date: March 2021 (Junction 10)	Director of Garden Communities  Lead Member for Built Environment	😊	<u>All-ways Junction 10</u> As part of the budget announcement, Gloucestershire County Council (GCC) have been awarded £219m to deliver an all-ways J10. This project consists of an all-ways motorway junction, link road to the West Cheltenham development site and a park and ride interchange. The Council, working with Cheltenham Borough Council is supporting GCC on work towards meeting the funding contract conditions and preparations for delivery of the project. This action can also be found within the Council Plan performance tracker. (Economic Growth- objective 2- action b).
	Target date:			😊

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	October 2021 (J9 and A46)			<p>A46 Partnership and Midlands Connect to promote the development opportunities at the Garden Town. A first stage bid for major investment to support the delivery of an off-line J9/A46 solution has now been submitted to the Dept for Transport and work continues to finalise the alignment options and prepare the next stage business case, due for submission to the Department of Transport by September 2021.</p> <p>This action can also be found within the Council Plan performance tracker. (Economic Growth- objective 2- action b).</p>
<b>PRIORITY: GARDEN COMMUNITIES</b>				
<b>Actions</b>	<b>Target date</b>	<b>Reporting Line</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Rebuild</b>				
b) Work with partners to maximise sustainable development and low carbon technologies as part of the Garden Communities programme.	Target date: March 2021	Director of Garden Communities  Lead Member for Built Environment	😊	<p>To meet the principles of the garden community developments sustainability is a core requirement. West Cheltenham Supplementary Planning Document (SPD) is now adopted (Tewkesbury Borough Council adoption 28 July 2020), which promotes a number of sustainability objectives and work continues on the evolution of the Tewkesbury Garden Town masterplan to better define the principles of development and how key features of sustainability and low carbon can be fully integrated and actively promoted, from the outset.</p> <p>This action is linked within the Council Plan performance tracker. (Garden Communities- objective 1- action c).</p>

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PRIORITY: SUSTAINABLE ENVIRONMENT				
Actions	Target date	Responsible Officer/Group	Progress to date	Comment
<b>Refocus</b>				
a) Exploit the opportunities provided through agile working to enhance or accelerate carbon reduction and climate change initiatives.	Target date: March 2022	Head of Corporate Services  Lead Member for Organisational Development	☺	With the majority of staff working from home then this will naturally contribute to reducing cost and the carbon footprint of PSC activity e.g. reduced paper consumption, reduced travel, heating and lighting etc. The impact will need to be determined through the capture of baseline data and monitoring procedures – a recommendation from the audit. Looking forward, the advantages currently presented through agile working need to be sustained and become the ‘new norm’.
b) Work with our businesses and communities to support cleaner and greener living and working.	Target date: March 2021	Head of Development Services  Lead Member for Community	☺	Virtual workshops and one-to-one sessions are currently being offered to businesses through the Tewkesbury Growth Hub. A workshop on ‘how to build an eco/green business’ is due to take place on 21 October 2020 and a one-to-one session on 22 October 2020.
PRIORITY: SUSTAINABLE ENVIRONMENT				
Actions	Target date	Responsible Officer/Group	Progress to date	Comment
<b>Recover</b>				
a) Increase awareness in the effects of recycling contamination.	Target date: March 2021.	Head of Community Services  Lead Member for Clean and Green	☺	Ubico crews are delivering to all properties a revised information sticker for blue bins as it has been recognised the current bins have been in place for up to 10 years and the information will be wearing off the older bins. This will ensure that at the point of use, the bins will show information on what can and cannot be

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		Environment		recycled. A similar advert has been in the Summer 2020 Borough News as a cut out and keep leaflet.
b) Work with our communities to minimise waste to minimise the impact on our environment.	Target date: October 2021	Head of Community Services Lead Member for Clean and Green Environment	😊	A new waste communications strategy is being created through the newly reformed Gloucestershire Resource and Waste Partnership (GRWP). This will help the GRWP work closer with communities and encourage waste minimisation and diversion from disposal routes.  A communications fund has been set up to pay for the activities which will be identified in the communication strategy action plan. This work will build on the waste compositional analysis which has identified recyclable waste streams still in the residual bin.
<b>PRIORITY: SUSTAINABLE ENVIRONMENT</b>				
<b>Actions</b>	<b>Target date</b>	<b>Responsible Officer/Group</b>	<b>Progress to date</b>	<b>Comment</b>
<b>Rebuild</b>				
a) Support the deployment of the carbon reduction action plan.	Target date: July 2021	Head of Finance and Asset Management Lead Member for Finance and Asset Management.	😊	Climate change and carbon reduction action plan agreed at Council on 8 July 2020. Data provided to external support in order to establish baselines and a process for ongoing monitoring. Resources will need to be identified for the ongoing requirement.  Initial survey work of council owned buildings has been undertaken by Severn Wye Agency and supported by the Asset Management team.
b) Work on the Mixed Recycling Facility (MRF) contracted services procurement.	Target date: April 2021	Head of Community Services Lead Member for Clean and Green	😊	The procurement has commenced with a healthy response from the market. A confidential report is programmed for the Executive committee in November for this item.

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		Environment		
c) Build on our communities' connections with green space, walking and cycling to encourage healthy, sustainable living and appreciation of biodiversity.	Target date: March 2022	Head of Development Services  Lead Member for Community	😊	Through the Community Funding Officer, the council is providing funding advice for community projects, including environmental and health initiatives. Through the development process there are health and community policies to encourage new communities to access facilities and green space that encourage healthy, active lifestyles.