

Chichester District Council

CABINET

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Climate Emergency Initial Action Plan

1. **Contacts**

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2. **Executive Summary**

The Environment Panel were tasked by Cabinet with “evaluating priority actions for a Climate Emergency Action Plan” and to “identify and evaluate the resources needed to achieve delivery of the action plan, including the proposal for a Climate Emergency Officer funded from reserves and the potential for the use of the Zero Carbon Graylingwell payment for implementing carbon reduction initiatives”.

This report represents the culmination of the work undertaken by the Environment Panel and presents the Climate Emergency Initial Action Plan for approval by Cabinet. It also presents for approval the preferred option for the resourcing of the Action Plan as recommended by Environment Panel.

3. **Recommendation**

3.1 **That the Climate Emergency Initial Action Plan, as presented in Appendix 1, is approved.**

3.2 **That Cabinet recommend to Council that a Climate Emergency officer post at a total cost of £120,000, plus an operational budget of £30,000, is funded from reserves for 2 years (full time) to support delivery of the Action Plan.**

4. **Background**

4.1 Cabinet declared a Climate Emergency at its meeting on 9 July 2019. As part of that report Cabinet tasked the Environment Panel with “evaluating priority actions for a Climate Emergency Action plan” and also asked the panel “to identify and evaluate the resources needed to achieve delivery of the action plan, including the proposal for a Climate Emergency Officer funded from reserves and the potential for the use of the Zero Carbon Graylingwell payment for implementing carbon reduction initiatives”.

4.2 Since the meeting of Cabinet in July, the Environment Panel has met a number of times to determine the scope of the actions to tackle climate change that are deliverable (by a local authority) and then developed a list of action areas in order of priority. At its meeting in November, the Panel commented on a draft Initial Action Plan. This was developed further and the plan finalised at the December Panel. It is this Plan which is presented for Cabinet's approval and is included in Appendix 1 to this report. Options for resources to support the action plan delivery were also assessed at the November meeting, with the preferred option forming the basis of the recommendation to Cabinet in paragraph 3.2 above.

5. Outcomes to be Achieved

- 5.1 The main outcome to be achieved is the reduction in carbon emissions from Chichester District in response to the declaration of a Climate Emergency. A District wide area target of a 10% year-on-year reduction is proposed in action 3 of the Initial Action Plan (Appendix 1). National, local and individual actions beyond those in the CDC action plan would be needed to achieve this. The target is set to reflect a step up from the current level of reductions which are between 3 and 5% year on year. However, it is less than the 13% year-on-year to 2050 figure that the UK's 2050 net zero target would require, reflecting that the carbon reduction trajectory will not be linear over time.
- 5.2 The Environment Panel evaluated the potential of Low Carbon Chichester funding from the Graylingwell redevelopment via Homes England. The action plan seeks to utilise this funding (approx. £250,000) in combination with match funding to deliver practical carbon reduction projects across the District, rather than limiting funding to a specified geographical area. Securing this funding and putting in place the resources to support its utilisation, is a key outcome of the Plan. The recommendation for a new post is based, in large part, on being able to deliver the work on Low Carbon Chichester without affecting other work areas.
- 5.3 The action plan will also deliver reductions in carbon from new developments, from the Council's own operations and via an increase in tree planting.

6. Proposal

- 6.1 The Initial Action Plan in Appendix 1 contains high level actions with outcomes and overall timescales. This will form the basis for a more detailed action plan, to be developed by the new post-holder (if funding is approved), which will break down each of the numbered actions into stages and determine project milestones and dates for performance management.
- 6.2 The scope of potential actions considered by the Environment Panel was initially very broad. In developing the plan, the Panel have considered the main areas that a district council can influence. The main focus of the plan is on carbon reduction, so as to demonstrate the district's contribution towards national targets in addressing the climate emergency. The plan does not evaluate climate adaptation measures specifically, although many services within the Council are already contributing to this agenda. The actions on tree planting and wetland creation will have additional benefits for adaptation, biodiversity and health and wellbeing in general.

- 6.3 The benefits of the plan are aimed at all residents of and visitors to the district. Further work in drawing up the criteria for the Local Carbon Chichester fund will affect where the benefits of that funding fall depending on whether domestic and/or non-domestic buildings are eligible.
- 6.4 The main timescales are set out in the Initial Action Plan. Project milestones will be developed as part of the detailed action plan. The new post will sit within the existing Environment Strategy team in the Environmental Management division.

7. Alternatives Considered

- 7.1 The plan has been developed from a longer list of options, which were considered by the Environment Panel. Examples of other local authorities' action plans have been considered. For the resources required to support the plan, a range of options were also considered by the Panel. These included a full time post, a part time post and an option for a mixture of additional staff time from existing part-time posts and external consultancy support.
- 7.2 In order to make full use of the Low Carbon Chichester funds, and to implement a full range of actions, including carbon savings within our own estates, tree planting schemes, securing carbon reductions from new development and wider publicity and community-based campaigns, the Panel has recommended to Cabinet, an option for a full time post for 2 years. The options considered by the Panel are set out in Appendix 2.

8. Resource and Legal Implications

- 8.1 Financial implications are that £150k will be expended from reserves on a fixed term post including a supporting operational budget. However, in making its recommendation, Environment Panel considered this to outweigh the wider cost of not investing in a detailed action plan now. There is no certainty at the moment that alternative sources of funding from central government will be forthcoming and delaying a full action plan until such funding may become available would not achieve the objectives of the climate emergency declaration.
- 8.2 The Climate Change Act 2008 is the primary piece of legislation driving action nationally. The UK government has recently changed its target to making the country net carbon neutral by 2050. Carbon budget setting is not yet devolved down to local authority areas. In order to meet community expectation of local action, it is recommended that we take action now, rather than wait for a future binding target to be imposed.
- 8.3 Staffing implications. The proposal is for a two year fixed-term post. The post will require a high level of technical knowledge on energy management, carbon reduction technologies, as well as the ability to deliver projects over a relatively short space of time. The proposed budget has been assessed using an estimated staff grade that reflects this skills set.
- 8.4 The recommended option also includes a supporting operational budget. This is proposed because the Low Carbon Chichester funds can only be used towards supporting that project's own carbon reduction targets. Other projects in the action

plan can be publicised using this allocation, which will also support training and equipment for the Project Officer.

8.5 Property implications. The wider property implications from recommended Action 12 in the Action Plan cannot be assessed yet and each will depend on its own business case being developed. However cost effective investment in reducing carbon emission will also reduce running costs.

9. Consultation

9.1 Environment Panel members have been consulted through the development of the priority areas for action, the initial action plan and on the options for resourcing.

10. Community Impact and Corporate Risks

10.1 The main community impacts will be to reduce carbon emissions, demonstrate leadership in addressing the Climate Emergency, and encouraging actions by communities and individuals. Secondary impacts will be increased tree planting and increased partnership working within the district.

10.2 Risks that could affect delivery include:

- Changes in government policy, particularly on planning policy.
- Changes to funding available for projects on our own estate and /or projects being identified, but only with a long payback period.
- Lack of identifiable sites with land owner agreements for tree planting projects.

10.3 The proposed Initial Action Plan is based on current policy and funding opportunities. Other funding opportunities may come forward nationally during the two years of the new officer post. The action plan will be subject to annual review by the Panel in order to ensure that it remains focussed on the opportunities available and is not adversely affected by changes in the national policy and funding contexts.

11. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity Yes positive impacts for addressing climate change locally and for biodiversity	X	
Human Rights and Equality Impact In developing the Low Carbon Chichester funding criteria an equalities impact assessment will be carried out.	X	
Safeguarding and Early Help		
General Data Protection Regulations (GDPR)		X
Health and Wellbeing By supporting sustainable lifestyles and transport choices, there should be minor but positive impacts on health and wellbeing	X	

12. Appendices

12.1 Appendix 1 - Chichester District's Climate Emergency Initial Action Plan 2020 – 2025

12.2 Appendix 2 - Options for the Resourcing and Scope of Chichester District's Climate Emergency Action Plan

13. Background Papers

13.1 None

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Appendix 1 - Chichester District's Climate Emergency Initial Action Plan 2020 – 2025

A) Cross-cutting themes:

**Putting our climate at the heart of decision making,
Ensuring all decision-making and investments are sustainable.**

	Action	Target	Timescale
1	Complete recruitment to Climate Emergency officer post	Suitable qualified and experienced person in post	May 2020
2	Develop the Climate Emergency Full Action Plan, containing detailed targets and project milestones, from this Initial action plan. The full plan is to be reported to the Environment Panel and approved by Cabinet	Plan adopted by Cabinet and Council	September 2020
3	Set a Local Authority Area-wide target for District CO2 reductions of 10% year on year until 2025. Work with partner organisations across the District to co-ordinate actions towards meeting this target (see also action 22)	10% year on year reduction in emissions	Target in place by 2020, target to run to 2025
4	Quantify current carbon emissions from CDC operations. Set a CO2 reduction target for CDC operations (development of existing target)	Target to be set based on the outcome of further assessment work	Target in place by 2020, target to run to 2025
5	Put in place a system for identifying those CDC decisions with impacts on carbon emissions, air quality and biodiversity and ensure that negative impacts are avoided or mitigated.	That key decisions are identified in good time, impacts are assessed and any negative impacts are avoided.	Systems in place by June 2020
6	To report annually on the progress of this action plan	Report to Environment Panel, identifying progress, successes, any new funding opportunities for evaluation and any changes to national policy context that will affect delivery	Annually from the adoption of the detailed action plan

	Action	Target	Timescale
7	To align our council statutory and non-statutory plans, policies and guidance with respective carbon reduction pathways and biodiversity restoration plans, including procurement.	Review of plans and policies together with recommendations for changes, to be reported back to Environment Panel and Cabinet	By September 2021

B) High Level Action Plan

Ref	Action	Target	Timescale	Services involved in Delivery
Low Carbon Chichester Funding				
8	Secure Low Carbon Chichester Funding from Homes England: <ul style="list-style-type: none"> Decide on areas of focus - energy efficiency/renewables within public sector / community buildings; Establish joint agreement with HE and Linden on criteria for funding applications; Carbon savings in Kg/year, Locations anywhere District-wide, Public ownership and/or public access, value for money £/kg CO2, Deliverability, Publicity; Establish match funding requirements from applicants. 	Legal agreement signed and funds transferred. Funding criteria agreed	May 2020 July 2020	ESU -project officer to lead. Legal and PR to support the project
9	Report on the feasibility of establishing an ongoing District-wide fund for delivery of carbon reduction projects and biodiversity restoration projects. This will include: (1) a review of the opportunity to raise money from the UK Municipal Bonds Agency for low carbon infrastructure, and (2) the potential to use legal and planning mechanisms for offsetting residual carbon from new developments.	Report finished Implementation of funding (continuation of LCC)	Sept 2020 End 2020	ESU – project officer to lead. Planning Policy Team
Minimise emissions from new housing				
10	Require new development to achieve high levels of energy efficiency and minimise carbon emissions through policies within the Local Plan Review. (subject to the outcomes of the Future Homes Standard consultation and implementation of any changes to the Building Regulations)	Highest viable level of carbon minimisation included in Local Plan review	2020 (submission)	ESU, Planning Policy

Ref	Action	Target	Timescale	Services involved in Delivery
Minimise Corporate Carbon Emissions				
11	Investigate opportunities to move to a Green Energy supplier within the existing LASER procurement framework	New supply contract in place	October 2020	Building Services
12	Report back on previous review of existing and identify new opportunities for carbon saving within the Council's estate including options for external funding through BEIS's Salix interest free loans.	Report on 5 major buildings Report on other CDC properties	2021 2022	Building Services, Estates
Reduction in food waste				
13	Develop local plans for reducing food waste within national policy frameworks and targets.	Dependant on national policy and funding developments	End of 2020	Chichester Contract Services (CCS)
14	Investigate opportunities for diverting food waste to anaerobic digestion.	Target to be set in terms of CO2 saved / year	End of 2020	CCS, WSCC
Increase tree planting				
15	Increased tree planting on CDC land through carbon offset funding, Woodland Trust funding, or other national policy initiatives.	Parks Vision to include target for tree planting	2021	ESU, CCS
16	Increased tree planting on non-CDC land through carbon offset funding, Woodland Trust funding and net biodiversity gain or other national funding streams	Dependent on announcements on national policy and funding schemes	End of 2020	ESU, Development Management
17	Investigate opportunities for multi-function use of any land acquired for the mitigation of nutrient inputs into on Chichester / Pagham Harbours. Wetland creation and tree planting would both act as carbon sinks and ensure that the land can't revert to high input agricultural use	Joint scheme of mitigation to be agreed with Partnership for South Hampshire and Natural England	End of 2020	ESU, Planning Policy, Development Management

Ref	Action	Target	Timescale	Services involved in Delivery
18	Identify land with opportunities for tree planting within the Strategic Wildlife Corridors.	Heritage Lottery Fund bid to be submitted	March 2020	ESU; implementation depends on outcome of funding for wildlife corridor enhancement project
Sustainable Transport				
19	Achieve enhancements to walking and cycle networks through partnership working.	Contribute to County's target of increasing the length of the cycle network by 15% per annum compared to a 5km base (across the County)	Spring 2022	Environment Protection (EP), WSCC
20	Enable the continued expansion of the electric vehicle charging networks.	Will be developed based on the demand metrics from the recent installations and developments in the EV market	Ongoing	EP
Communication and Promotion of Lifestyle Changes				
21	Promote, through various means climate change actions and lifestyle changes in the wider community including publicity campaigns such as the West Sussex Climate Change Pledge.	Produce details of a costed campaign on key environmental issues (Climate Change, Biodiversity, Plastics)	End of 2020	Public Relations/ESU

Ref	Action	Target	Timescale	Services involved in Delivery
22	<p>Evaluate benefits and costs of setting up a Climate Commission. A commission would bring together major public and private sector organisations to:</p> <ul style="list-style-type: none"> • Co-ordinate and monitor actions that contribute to District-wide carbon reductions. • Share best practice and innovatory project ideas • Work together to improve sustainable transport networks, (including bus services , park and ride, car-share schemes and car clubs) 	Investigate opportunities for building on existing networks and partnerships	2022	Communities/ Corporate Improvement/ESU

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Appendix 2 - Options for the Resourcing and Scope of Chichester District's Climate Emergency Action Plan

Options	Budget Implications for CDC	Skills and Support required	Actions to be Delivered	Pros/Cons/Risks/Opportunities
<p>Option A Recruit a Climate Emergency Officer for up to 3 years</p> <p>Option A1) 1 FTE for 2 years</p> <p>Option A2) 1 FTE for c.2.5 years</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 29</p>	<p>Option A1) £150,000 (£120,000 salary costs¹ plus £30,000 operational budget and Low Carbon Chichester Fund)</p> <p>Option A2) £150,000 (£150,000 salary costs with minimal operational budget except Low Carbon Chichester Fund)</p>	<p>Skills and experience required indicate an F Grade post (subject to job profile evaluation).</p> <p>Key skills Project management, recent experience of developing and delivering energy projects.</p> <p>Line management and support from Environmental co-ordinator</p>	<p>Deliver the full scope of actions on carbon reduction:</p> <ol style="list-style-type: none"> Gain approval for the detailed Climate Change Action Plan, to be developed from the high level Strategy, including setting a local carbon budget framework within the context of a long term trajectory to a Zero Carbon Chichester. The detailed action plan will set out deliverables in the first five year action plan period ; Secure the Low Carbon Chichester funding from Homes England. This includes deciding on an area of focus – energy efficiency or renewable energy; joint agreement on criteria for funding applications; determining the extent of match funding from applicants needed to make most efficient use of the funds available in delivering the carbon savings required Investigate opportunities for a local carbon offset fund. This would require a revised Local Plan Review policy to require new development to offset residual carbon (in addition to fabric efficiency reductions). The management of the funds could be based on a continuation of the Low Carbon Chichester funds, revised in the light of the successes and difficulties of that fund. Consider opportunities to move to a Green Energy supplier (depending on existing contractual commitments). Revisit existing and identify new opportunities for energy saving within the Council's estate; this should include options for external funding through BEIS's Salix interest free loans. Where projects have 	<p><u>Advantages</u></p> <ul style="list-style-type: none"> Allows for the delivery of the most comprehensive range of actions for reducing carbon in Chichester District of all the options and clearly demonstrates a substantial local contribution towards achieving zero carbon Chichester Allows for the development and delivery of the Low Carbon Chichester Fund. 2 or 2.5 year post allows for the recruitment of a suitably experienced officer. Allows for responding to anticipated UK Government policy responses and funding opportunities <p><u>Disadvantages</u></p> <ul style="list-style-type: none"> Larger cost implications for the Council Operational implications of the post are less clear, as they are more dependent on Local Plan progress and projects coming forward within CDC estate. <p><u>Resource level</u></p> <ul style="list-style-type: none"> Staff resourcing on climate change across Environmental Strategy would increase from 0.05 FTE to 1.05 FTE for 2 or 2 ½ years. Under option A2 there would be minimal supporting budget for non-LCC funded action areas, but more officer time to

¹ Includes on costs

Options	Budget Implications for CDC	Skills and Support required	Actions to be Delivered	Pros/Cons/Risks/Opportunities
			<p>a payback period of less than 5 years they can fully funded though Salix. Where payback is more than five years they can co-funded by CDC and Salix. Some external resource is likely to be needed to identify potential projects (for example consultancy and/or WSCC estates energy team).</p> <ol style="list-style-type: none"> 6. Develop local plans for reducing food waste within national policy framework and targets, and investigate opportunities for diverting food waste to anaerobic digestion; 7. Investigate opportunities for increased tree planting, including on non-CDC land through carbon offset funding; multi-functional use of any land acquired for nutrient mitigation and potential for external funding (e.g. Woodland Trust). 8. Delivering sustainable transport measures through partnership working, including opportunities for achieving enhancements to cycle networks and electric vehicle charging networks. 9. Promotion of lifestyle changes (e.g. West Sussex Climate Pledge) and supporting publicity campaigns. 10. Evaluate benefits and costs of setting up a Climate Commission. 	implement changes
<p>Option B Recruit a Climate Emergency Officer for 1 – 1.5 years</p> <p>Option B1) 1 FTE for 1 year</p> <p>Option B2) 1 FTE for 1.5 years</p>	<p>Option B1) £70,000 (£60,000 salary costs plus £10,000 operational budget</p> <p>Option B2) £100,000 (£90,000 salary</p>	<p>Skills and experience required indicate an F Grade post (subject to job profile evaluation).</p> <p>Key skills Project management,</p>	<ol style="list-style-type: none"> 1. Gain approval for the detailed Climate Change Action Plan, to be developed from the high level action plan, including setting a local carbon budget framework within the context of a long term trajectory to a Zero Carbon Chichester. The detailed plan will set out deliverables in the first five year action plan period ; 2. Secure the Low Carbon Chichester funding from Homes England. This includes deciding on an area of focus – energy efficiency or renewable energy; joint agreement on criteria for funding applications; 	<p><u>Advantages</u></p> <ul style="list-style-type: none"> • Would focus on the achievement of first two objectives of option A within year one and other objectives as time and funds allow. • Would allow the necessary staff time for the development of the Low Carbon Chichester Fund and enable delivery of the fund in year 1. • Would not allow for the delivery of as wide a range of actions as option A, as post would

Options	Budget Implications for CDC	Skills and Support required	Actions to be Delivered	Pros/Cons/Risks/Opportunities
	costs plus £10,000 operational budget	<p>recent experience of developing and delivering energy projects.</p> <p>Line management and support from Environmental co-ordinator</p> <p>An alternative is a secondment from an existing member of CDC staff however they may not have extensive experience in the energy / low-carbon sector. No attempt has yet been made to identify a suitable secondment.</p>	<p>determining the extent of match funding form applicants needed to make most efficient use of the funds available in delivering the carbon savings required.</p> <ol style="list-style-type: none"> 3. Investigate opportunities for a local carbon offset fund. This would require a revised Local Plan Review policy to require new development to offset residual carbon (in addition to fabric efficiency reductions). The management of the funds could be based on a continuation of the Low Carbon Chichester funds, revised in the light of the successes and difficulties of that fund. 4. Consider opportunities to move to a Green Energy supplier (depending on existing contractual commitments) 5. Revisit existing and identify new opportunities for energy saving within the Council's estate; this should include options for external funding through BEIS's Salix interest free loans. Where projects have a payback period of less than 5 years they can fully funded though Salix. Where payback is more than five years they can co-funded by CDC and Salix. Some external resource is likely to be needed to identify potential projects (for example consultancy and/or WSCC estates energy team) and may also be required for implementation of projects where they fall beyond the initial period. 6. Investigate opportunities for increased tree planting, including on non-CDC land through carbon offset funding; multi-functional use of any land acquired for nutrient mitigation and potential for external funding (e.g. Woodland Trust) 	<p>cease after 12-18 months.</p> <p><u>Disadvantages / Risks</u></p> <ul style="list-style-type: none"> • After the 12-18 month period, it is likely that the action plan would focus on the delivery of one action (Low Carbon Chichester Fund) without ongoing increases in resources within the team. Continuation of a local carbon offset fund and energy project within CDC estate will need some continuing resource support from Environmental Strategy and Estates / Building Services team beyond the 12/18 month period • Short-term nature of the post means there is a risk that an officer with suitable skills and experience to deliver in a short time scale cannot be recruited; <p><u>Resource level</u></p> <ul style="list-style-type: none"> • Staff resourcing on climate change across Environmental Strategy would increase from 0.05 FTE to 1.05 FTE during year 1/18 months. However it is likely to revert to 0.1-0.25 FTE after 1 year/18 months depending on the ongoing requirements of LCC / carbon offsetting projects. This will have knock-on implications for delivery of support to planning policy and also for the Single-use Plastics Action Plan

Options	Budget Implications for CDC	Skills and Support required	Actions to be Delivered	Pros/Cons/Risks/Opportunities
<p>Option C Combination of outsourcing of technical work to identify best value opportunities for achieving carbon savings plus additional staff time for setting up the Low Carbon Chichester Fund</p> <p>Option C) 1 FTE for 1 year</p>	<p>Existing staff are part time and therefore there is potential to increase above 1.0 FTE using the existing post holders</p> <p>Option C) £30,000 (£15,000 estimate from reserves for consultancy fees. £15,000 for additional staff time).</p>	<p>Existing CDC Officers would require the support of external expertise to enable opportunities for leveraging in funding for future energy projects to be fully realised.</p>	<ol style="list-style-type: none"> 1. Review and update of the existing Climate Change Action Plan 2. Secure the Low Carbon Chichester funding from Homes England. This includes deciding on an area of focus – energy efficiency or renewable energy; joint agreement on criteria for funding applications; determining the extent of match funding form applicants needed to make most efficient use of the funds available in delivering the carbon savings required. 3. Investigate opportunities for a local carbon offset fund. This would require a revised Local Plan Review policy to require new development to offset residual carbon (in addition to fabric efficiency reductions). The management of the funds could be based on a continuation of the Low Carbon Chichester funds, revised in the light of the successes and difficulties of that fund. 	<p><u>Advantages</u></p> <ul style="list-style-type: none"> • Enable an expert on energy project finance to identify opportunities for funding; • Resourcing additional staff time means that existing work programmes could continue, including the delivery of the Single Use Plastics Action Plan and Local Biodiversity Action Plan and support for development of the Local Plan would continue. <p><u>Disadvantages</u></p> <ul style="list-style-type: none"> • Would not allow for the delivery of as wide a range of actions as options A or B, as option would have to focus on a limited range of activities which would achieve the greatest carbon saving; • On-going resources likely to only be sufficient to focus on the set up and initial delivery of the Low Carbon Chichester Fund <p><u>Resource Level</u></p> <ul style="list-style-type: none"> • Staff resourcing on climate change would increase from 0.05 FTE to 0.25 FTE and initially there would be additional resources, in terms of the consultants’ time. However the resourcing is likely to return to current levels in the second year and the action plan will need to reflect this

Options	Budget Implications for CDC	Skills and Support required	Actions to be Delivered	Pros/Cons/Risks/Opportunities
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Note on the Low Carbon Chichester Fund

Homes England has offered the Council the opportunity to use funds from the Graylingwell development to be spent on quantifiable carbon reduction projects District-wide. The amount of this funding will be around £250,000. Funding is not available for the setting up of the fund, however once in place, up to 10% of the zero carbon payment can be used for the day to day management/promotional costs of the implementation phase. However this 10% will also need to fund the Building Standards Hub who will be assessing the Carbon Savings of particular projects or measures put forward to be funded. This is a requirement of the agreement with Homes England.