

**Action Plan**

1. The Climate Action Strategy for the Investment Property Portfolio contains a delivery plan, consisting of a set of sub-tasks to progress towards net zero. This Appendix provides a status update against the Year 3 plan (approved at Policy and Resources Committee on 20<sup>th</sup> April 2023).
2. Members are to note the progress as described in the tables contained in this appendix.

Task	Year 3 Project Plan		Revised		Progress Update
	Start	Finish	Start	Finish	
Undertake MEES Risk assessment, identify costs to upgrade and agree Due Diligence standards.	Apr 2023	June 2023			<ul style="list-style-type: none"> <li>Phase 1 – 51 of 51 reports received (100%)</li> <li>Phase 2 – 81 of 81 reports received (100%)</li> <li>All MEES reports have been issued.</li> <li>Two additional NZ surveys are to be performed for 120 Cannon Street and 30-34a New Bridge Street once the current refurbishment works are complete.</li> </ul>
Undertake study to establish process, cost, and benefit of improved metering strategy.	Apr 2023	Dec 2023			<ul style="list-style-type: none"> <li>Smart metering strategy report has been completed. Findings will be discussed within Operations Group to establish next steps in procuring smart metering upgrades. Costs have been incorporated into the Operations Plan.</li> <li>NABERS assessment of 10 assets was performed and reports issued.</li> </ul>
Green Lease MOU pilot to evolve working template for portfolio roll out.	Apr 2023	Sept 2023	Apr 2023	Aug 2024	<ul style="list-style-type: none"> <li>IPG received Green Lease clause approval by C&amp;CS for DM &amp; FRI leases.</li> <li>The above will help inform the Green Lease MOU for current leases.</li> <li>Longer leases with distant lease brakes will be targeted with MOUs. Potential tenants are being discussed with Assistant Directors.</li> <li>MEES, EPC and metering strategy commission will also help inform the Green Lease MOU.</li> <li>IPG AD's provided approval in June 2024 to incorporate BBP Green Lease Clause update.</li> <li>C&amp;CS instructed to draft Green Lease Clauses update into new lease template.</li> <li>C&amp;CS to copy Green Lease Clause into MOU.</li> </ul>
Identify and design pathway to 60% emissions reduction by 2040	Apr 2023	Jun 2023	Apr 2023	Sept 2023	<ul style="list-style-type: none"> <li>The operational plan has been approved by IPG.</li> <li>Due to the nature of IPG with upcoming MEES reports, selling / purchase of assets, scheduling, etc. the Plan is constantly changing and evolving.</li> <li>Workshop with Assistant Directors, Asset Managers, Minor Works, and Facilities Management took place for scheduling of operational plan.</li> <li>IPG determined the priority asset list for properties that are to be refurbished in 2024. They are: City Estate: 119 New Bond Street, 29/31 Brewery Road, 39/41 Brewery Road, Carmelite Street, 5, Tallis House, Europa Trade Park, Unit 2 / Unit 3 / Unit 4 &amp; 5 / Unit 6 &amp; 7, and Fairview Industrial Park, Rainham, Unit 1-1A, City Fund: West Smithfield, City Bridge Foundation: 4-7 Chiswell Street, 120 Canon Street, Vaults under London Bridge (North Side), and 17 Hickman Avenue.</li> </ul>

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Capital works – City Fund	Apr 2023	Mar 2024	Apr 2023	Mar 2040	<ul style="list-style-type: none"> <li>Projects will be implemented following the development of asset level decarbonisation plans taken from the surveys.</li> </ul>
Capital Works – Strategic Estate	Apr 2023	Mar 2024	Apr 2023	Mar 2040	<ul style="list-style-type: none"> <li>All 11 properties within the Strategic Estate have been approved by the committee for sale.</li> </ul>
Sustainable Property Specialist	Appointed				<ul style="list-style-type: none"> <li>A Sustainable Property Specialist in position and forms part of the Centre of Excellence and will drive NZ4 – Investment Property Group Project Plan.</li> </ul>
Capital PM resource	Apr 2023	Mar 2024	Apr 2023	Mar 2040	<ul style="list-style-type: none"> <li>Allocation of resource cost is included within capital funding and will be managed through City Surveyors &amp; Minor Works team</li> </ul>