

## **Annex F: Investment and Savings (Behavioural) Plan**

The priority actions detailed in this Annex have been selected based on the assessment of current practices within City of York Council both corporately and at site level. They address key areas where work is needed to improve the overall balance of the energy management practices, and consequently the impact on City of York Councils energy saving capability.

The potential savings from the energy management recommendations proposed need to be considered together as they overlap each other.

The action plan to review the corporate sustainability and energy policies, to implement further energy management and awareness training, and the good housekeeping programme are estimated to save in the region of 3 to 5% of gas and oil costs giving a reduction of £38,000 to £63,000 based 2007/08 energy prices.

The improved metering and monitoring of energy use is estimated to give a minimum 3% reduction in electricity consumption with estimated savings of £41,000 per annum also based 2007/08 energy prices.

The estimates provided of potential cost and energy savings show that, once implemented, the specific recommendations given in this report should lead to the target reduction of £75,000

The action plan includes:

- (1) **Review the Corporate Sustainability and Energy policies** to confirm priorities for action, clarify management and departmental responsibilities for energy management, and set targets for future achievements.
  - i. The energy policy should also include clear criteria for purchasing equipment and electrical goods, and energy performance standards for new and refurbished buildings.
  - ii. The energy policy would also need to incorporate the council's obligations towards renewable energy targets and home energy conservation, and could form part of an overall environmental policy.
  - iii. It could include the following key attributes:
    1. Implementation (how the objectives will be met)
    2. Applicability to different parts of CYC (Carbon Management Program)
    3. Directorate commitment

4. Allocation of responsibilities
  5. An on-going review process
- iv. A significant reduction in energy use across the properties managed by the authority will not be possible without action being taken by staff in a wide range of departments. An energy policy, once agreed at executive level, can create the framework to make this possible by clarifying both aims and responsibilities.

**(2) Energy Management and Awareness Training**

- i. Establish a programme of training for key staff.
- ii. Building Managers and caretakers: General awareness training, correct setting of controls, making use of monitoring information.
- iii. School Caretakers: Focusing on correct setting of heating controls, time clock, etc, along with general awareness training on "good housekeeping" practices.
- iv. Building users – including school staff and pupils: general awareness and good housekeeping
- v. Whilst technology can provide – at a cost – the means for reducing energy use in buildings, it is ultimately people who determine how much energy is saved or wasted.
- vi. Experience has shown that active energy management by building users significantly cuts energy consumption and is the key to ensuring any new technology is used to its full potential

**(3) Improved Metering and Monitoring of energy use**

- i. Complete installation of low cost smart metering at all sites
- ii. Establish method for transferring monthly energy use figures to individual building managers
- iii. Effective monitoring of energy use is the key to identifying target sites for improved energy efficiency, quickly spotting sudden increases in energy use on particular sites, and verifying whether actions taken are successful.
- iv. Monitoring also provides an essential accompaniment to energy training by providing feedback to building users on whether they are achieving their targets for energy savings.

**(4) Implement Good Housekeeping programme**

- i. Disseminate clear advice to building users in all the different sectors of the council's activities
- ii. Set up network of Building Managers/Green Champions
- iii. Set up league table of good performing buildings/directorates.
- iv. Promote / incentives for building manager – reduce budgets by 5%, tie into Carbon Trading Proposals
- v. This should include:
  1. Training for energy champions
  2. Switching off computers when not in use and enabling energy management software.
  3. Using energy save options on photocopiers and other office equipment.
  4. Switching off lights in empty rooms or when daylight provides sufficient light.
  5. Correct use of thermostats for heating and air conditioning.
  6. Closing windows and external doors in winter.
  7. Purchasing energy efficient goods including lamps, computer monitors, catering equipment, refrigeration equipment, laundry equipment and general office electrical equipment.