

East Herts Council

Annual Review of Progress
East Herts Climate Change Action Plan
March 2012

Introduction:

Members will recall that the Council adopted the Climate Change Strategy and Action Plan in December 2009. At the meeting of the Environmental Scrutiny Committee held in March 2011 members requested that a report be brought to a meeting of the Committee in early 2012 detailing work achieved in implementation of the Action Plan since its adoption at the end of 2009.

This report summarises the work achieved to date (December 2009-February 2012) in implementing actions within the Action Plan. Officers believe that much work has been achieved over the past two years and that this was aided by the C3W programme.

It should be noted that all agreed initiatives within the Action Plan with financial implications were/are subject to a business case analysis before implementation to ensure value for money.

Hertford Weir Micro Hydro Project:

Members will be aware that the Executive agreed a business case for the installation of a micro hydro scheme at Castle Weir, Hertford in December 2010. Funding was agreed and included in the current capital programme. Work had been expected to commence on site in summer 2011 but due to unexpected required amendments to the specification of the project by the Environment Agency, construction has not been able to start. In January 2012, the Executive agreed a revised business case to reflect the additional requirements of the Environment Agency. Negotiations are still ongoing with the Agency, and it is hoped that their final approval may be granted later this spring. If this is the case and there are no further delays, work will be able to commence later this summer.

Environmental Film Festival:

In November 2011 a second successful Environmental Film festival was organised by the Council in conjunction with Greener East Herts at Hertford Theatre. Greener East Herts was established by the Council to bring together the number of community Climate Change groups operating in the District as well as Transition Hertford. This was the second such event and built on the first festival held in April 2010. It was well attended with almost 550 people signing in on the day. A range of documentary films, workshops and children's events were held and a children's animation film created on the day. Following the first Film Festival trees were planted by volunteers in Balls Wood Nature Reserve in Hertford to cover the carbon footprint of the event. It is intended to repeat the exercise this autumn to cover the carbon emitted during the latest Festival.

Review of Action Plan Activity:

Please note that commentary on the activity undertaken for each action is provided by way of an "Update" shown in bold, in the "Action" column below.

	Action	Carbon Saving	Benefit	Cost	Time
<u>Energy Buildings Metering</u> 1.1	Introduce smart metering to all council premises inc pools, offices, depot, car parks etc. Update: Use of smart metering investigated. Meters yet to be installed Provision has been made in capital programme and a business case is in preparation for this project. Installation will take place later in 2012, subject to business case	High	Relatively low cost. Accurate metering of all utilities, on demand and up-to-date. Ability to set warning thresholds.	Low	Med

	and available resources from the Council's Facilities Team				
1.2	Metering linked to web & make available on intranet/internet/reception areas. Update: Smart metering will be web enabled	Med	Improve awareness of staff and public on energy use.	Low	Med
Technical Equipment 1.3	Investigate use of Gas flow regulator – Wallfields. Update: Not progressed at this stage, as payback assessed as insufficient, however, project is to be reassessed alongside rising energy prices and data following migration of staff to Wallfields.	Med	Some LA's have seen 5-8% reduction in gas use.	High	Med
1.4	Investigate voltage regulation at depot/ Wallfields. Update: Voltage regulator now installed and operating effectively at Wallfields. Currently it is too early to assess energy savings but added advantage of voltage modulation is being achieved. Not progressing with voltage regulation at Depot as insufficient business case.	Low	Case studies from LA's have shown 3-7% reduction in electricity use.	Med	Med

1.5	<p>Introduce 'Zoned Lighting' control in all office space and enhance flexibility of existing e.g. to switch off lighting adjacent to windows.</p> <p>Update: Zoned lighting introduced and operational at Wallfields.</p>	Med	<p>Reduces energy uses.</p> <p>Popular with staff.</p> <p>Good example.</p>	High	Med
1.6	<p>Introduce PIR lighting control – Wallfields / Pools and other facilities.</p> <p>Update: PIR lighting control now operational at Wallfields. Use of PIR at pools not yet underway, is being assessed and may be implemented where refurbishment is undertaken.</p>	Med	<p>Reduces energy use.</p> <p>Can switch off if little movement in room.</p>	High	Med
1.7	<p>Investigate auto power down of PCs and printers.</p> <p>Update: Not yet implemented although IT have tested <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment, but decision to proceed not yet agreed. Printers cannot be remotely shut down via software, so use of electronic timers are now being investigated.</p>	Med	<p>Ease of control.</p> <p>Reduces energy consumption.</p>	Med	Med

1.8	<p>Investigate external shading to south elevation of Wallfields and /or replace glass conservatory roof with standard roofing.</p> <p>Update: Glass conservatory roof now replaced with slate roof. Internal blinds fitted to all necessary windows to provide shading.</p>	High	<p>Reduces cooling costs.</p> <p>Likely to be popular as overheating is a problem on top floor.</p>	High	Long
1.9	<p>Ensure solar reflective blinds are in place throughout all offices where necessary.</p> <p>Update: Blinds now fitted to all appropriate windows to provide shading.</p>	Med	<p>Reduces cooling costs.</p> <p>Improves working environment.</p>	Low	Quick Win
1.10	<p>Enhance roof insulation of Wallfields to current standards.</p> <p>Update: Investigated but not progressed at current time due to costings</p>	High	<p>Improved insulation will reduce energy consumption costs.</p> <p>Improved working environment.</p>	High	Med/ Long
<p>Renewables</p> <p>1.11</p>	<p>Commission detailed report on potential for renewables across Council buildings.</p> <p>Update: As part of C3W contract consultants looked at Solar PV and Solar thermal at Wallfields. Contract costs were sought and these appeared high so agreed not to be progressed at that time. However, Micro Hydro scheme at Hertford Weir is to going ahead as good business case.</p>	N/A	<p>Provides comprehensive evidence for best value approach for renewables.</p>	Med	Short

	<p>Other options for other buildings are limited but officers are evaluating potential and keeping options under review.</p>				
1.12	<p>Install solar thermal array to toilet block at Wallfields.</p> <p>Update: C3W consultants investigated options, but reported that costs appeared high and hence insufficient business case at that time. However, this is currently being re-evaluated in light of the new Renewable Heat Incentive tariff which may change business case.</p>	Med	<p>Reduces energy demand.</p> <p>Grants available.</p> <p>Good exemplar.</p>	<p>High</p> <p>Grant Available</p>	Short
1.13	<p>Install public exemplar solar PV array at Wallfields.</p> <p>Update: Option for solar PV array is currently being evaluated.</p>	Med	<p>Reduces energy demand.</p> <p>Good exemplar.</p> <p>Grants available.</p>	<p>High</p> <p>Grant Available</p>	Short
1.14	<p>Install 15kW turbine at Buntingford.</p> <p>Update: Initial discussion with landowner held who was sympathetic but at current time business case appears insufficient.</p>	High	<p>Reduces energy demand.</p> <p>Good exemplar.</p> <p>Grants available.</p>	<p>High</p> <p>Grant Available</p>	Med
1.15	<p>Investigate installation of solar thermal at second public convenience e.g. Bell Street.</p> <p>Update: Suitable public conveniences have been closed as part of efficiency measures and move to Community Toilet Scheme. Project not to be progressed.</p>	Low	<p>Reduces energy demand.</p> <p>Good exemplar.</p> <p>Existing project working well.</p>	<p>Low</p> <p>Grant Available</p>	Short

1.16	<p>Install mini hydro facility at Castle Hall.</p> <p>Update: Executive agreed business case for installation of Micro Hydro scheme at Castle Weir in December 2010. Funding agreed and included in current capital programme. However, serious delays have arisen due to requirements of Environment Agency to amend the specification of the scheme. Executive agreed in January 2012 to revised business case. Currently waiting for final approvals from Environment Agency. It is hoped that work will progress on site this summer.</p>	High	<p>Reduces energy demand.</p> <p>Good exemplar</p> <p>Grants available</p>	High Grant Available	Med
1.17	<p>Investigate opportunity for solar signage in car parks.</p> <p>Update: No progress so far.</p>	Med	<p>Good exemplar.</p> <p>Small energy reduction.</p>	Med	Med
1.18	<p>Investigate rationalisation of server room to minimise power requirements.</p> <p>Update: IT Services indicate that they are currently reviewing server requirements following the migration of staff to Wallfields.</p>	High	<p>Reduce energy consumption.</p>	Low	Med

1.19	<p>Reduce unnecessary storage of data on servers.</p> <p>Update: IT Services are looking at opportunities for energy efficiencies wherever possible</p>	Med	Reduce energy consumption.	Low	Short
1.20	<p>Increase occupancy level of Wallfields to reduce per head heating demand.</p> <p>Update: As part of C3W programme occupancy level of Wallfields has increase dramatically as staff moved from the Causeway at Stortford. Consultants confirm heating demand will decrease, but summer cooling need will be increased, however, extensive range of passive cooling measures have been installed and their operational efficiency will be determined this summer for the first time.</p>	High	Reduces per head heating costs.	High	Med
1.21	<p>Encourage home working by staff.</p> <p>Update: As part of C3W programme home working has been actively encouraged and a significant minority of staff have become home workers on a regular basis with a further proportion doing so on an <i>ad hoc</i> basis. Further work is being undertaken to implement 'remote working' technology for field staff.</p>	High	<p>Reduces energy demand.</p> <p>Reduces desk space.</p> <p>Flexibility for staff.</p>	Low	Short

1.23	<p>During planned maintenance introduce high efficiency lighting for car parks.</p> <p>Update: No progress on this measure as this is a longer term project that would be considered as part of planned maintenance</p>	High	<p>Reduced energy demand.</p> <p>Good exemplar.</p> <p>Reduces light pollution.</p>	High	Short
1.24	<p>Work with new leisure contractors to incorporate energy conservation and renewable energy.</p> <p>Update: Energy efficiency issues have been raised with leisure contractors. Opportunities for efficiency measure will be kept under review in the light of planned maintenance. Leisure Contractor is planning to install ‘variable speed drives’, which will reduce electricity consumption. Contractors are required by the Council to provide annual energy consumption data for their operations.</p>	High	Likely high reduction in energy demand.	High Grant Available	Med
1.24.1a	<p>Utilise electrical timer devices to switch off vending machines in council buildings including leisure and office facilities, when the buildings are unoccupied.</p> <p>Update: Facilities Service is investigating cost and whether there are any contractual requirements to keep vending machines on at all times</p>	Low	Low cost and reduces unnecessary electricity consumption	Low	Short

<p>Water</p> <p>1.25</p>	<p>Fit spray taps as standard and on replacement.</p> <p>Update: Spray taps to be fitted as part of planned maintenance wherever practicable.</p>	<p>Low</p>	<p>Low cost.</p> <p>Reduces water consumption.</p>	<p>Low</p>	<p>Short</p>
<p>1.26</p>	<p>Fit dual flush toilets as standard and on replacement.</p> <p>Update: Dual flush toilets to be fitted as part of planned maintenance/ refurbishment wherever practicable.</p>	<p>Low</p>	<p>Reduces water consumption.</p> <p>Low cost.</p>	<p>Low</p>	<p>Short</p>
<p>1.26.1a</p>	<p>Install timer control devices to urinals to reduce unnecessary flushing</p> <p>Update: Timer control devices to be fitted as part of planned maintenance/ refurbishment wherever possible if not already in place.</p>	<p>Low</p>	<p>Reduces water consumption.</p> <p>Low cost.</p>	<p>Low</p>	<p>Short</p>
<p>1.27</p>	<p>Investigate potential for rainwater harvesting at Wallfields and other sites.</p> <p>Update: Consultants have investigated options for Wallfields and agreed not to progress at current time. New waste contractor is committed to reducing water consumption at the Depot, though due to long pay back period, rainwater harvesting is not included.</p>	<p>Med</p>	<p>Good exemplar.</p> <p>Water saving.</p>	<p>High</p>	<p>Med</p>

1.28	<p>Introduce carbon offset budget to compensate for corporate carbon footprint.</p> <p>Update: Not currently progressed, as no financial benefit at this time</p>	High	<p>Enables Council to be carbon neutral.</p> <p>Good exemplar project.</p> <p>Provides budget for other projects.</p>	Med	Short
1.29	<p>Introduce teleconferencing facilities to reduce need to travel.</p> <p>Update: Office Communicator System has been implemented, which provides instant messaging though at present time teleconferencing is not included.</p>	Med	<p>Reduces need to travel.</p> <p>Reduces costs.</p> <p>Convenience.</p>	Med	Med
1.30	<p>Promote 'Go green' on the office kettle – investigate instantaneous hot water heaters for Wallfields.</p> <p>Update: Instantaneous water hot water heater installed in most kitchen points in main buildings.</p>	Low	<p>Potential energy saving.</p> <p>Convenience / reduces wasted staff time.</p>	Low	Short
1.31	<p>Investigate use of Pool covers at Pools.</p> <p>Update: The Leisure Contractor is currently considering pool covers.</p>	Med/ High	<p>Reduce energy consumption & condensation.</p>	High	Med
1.32	<p>Investigate new Environmentally more friendly water cleaning /UV / ionization.</p> <p>Update: Details of more environmentally friendly filtration products and their benefits have been passed to the leisure contractor for</p>	Med	<p>Energy reduction.</p> <p>Good PR.</p>	High	Med

	consideration.				
1.33	<p>Phase out use of bottled water in council premises where contracts allow</p> <p>Update: Bottled water has been phased out at all locations (except in Room 27 which is to be removed shortly) unless there is no other option for the provision of a ready supply of drinking water. Further tap water provision has been provided at Wallfields due to the increased number of kitchen facilities following refurbishment works, thereby further minimizing use of water bottles.</p>	Low	Reduces carbon emissions from production and transport	Low	Short
1.34	<p>Promote the use and introduction of 'Hippos' (water saving devices) to reduce flush in toilet cisterns</p> <p>Update: Not progressed. Use of dual flush as part of planned maintenance is preferred.</p>	Med	Water and Energy saving Raises awareness	Low	Short

	Action	Carbon Saving	Benefit	Cost	Time
<u>Transport</u>					
2.1	<p>Implement Car share Data base linked to HCC. Provide Car share spaces Investigate benefits of providing Pool cars and Staff minibuses between sites.</p> <p>Update: East Herts Council car share data base system in operation for all staff and members, operated by "Liftshare" and linked to intranet. This allows regular and ad hoc journeys to be requested. System is also linked to HCC and other Hertfordshire based public sector clients, plus options to share with Hertfordshire/UK wide public data base should the user wish. In future it will be possible to report number of users and miles/carbon saved, although at the current time there are 12 registered staff users and the site has been visited by 62 unique staff users, since end November 2011. Since the transfer of staff from Bishop's Stortford, a car part rota system has been introduced and a number of staff have set up informal car share arrangements or are using more sustainable transport.</p>	<p>Med</p> <p>Med</p>	<p>Encourage share Discourage use</p> <p>Multi-functional courier</p>	<p>Low</p> <p>High</p>	<p>Short</p> <p>Med</p>

2.2	<p>Investigate “Green leased cars” eg biofuel mix and LPG / extend lease car period / CO2 emissions limits</p> <p>Update: Lease scheme deleted as part of Terms and Conditions review.</p>	Med	<p>Lease vehicles tend to be more fuel efficient as more modern engines and regular maintenance, than privately purchased vehicles.</p>	Cost borne by staff	Med
2.3	<p>Permit LPG use in staff vehicles.</p> <p>Update: Lease scheme deleted as part of Terms and Conditions review.</p>	Med	Overall CO ₂ reduced.	Cost borne by staff	Med

<p>Member Travel</p> <p>2.4</p>	<p>Investigate opportunities for reducing member travel through car share /location of meetings/ opportunities for use of IT</p> <p>Update: Through C3W and the move to a single site, meetings will in the main take place at Wallfields. The Car Share scheme is open to both staff and members. Further promotion will be carried out on rolling basis.</p>	<p>Low</p>	<p>Reduce car travel.</p>	<p>Low/ Med</p>	<p>Med</p>
<p>Staff Commuting Cycle/walk</p> <p>2.5</p>	<p>Investigate potential for encouraging increased cycle use by staff and members including: Provide Adult cycle training. Cycle storage at work. Provide better changing facilities/Showers/hairdryers. 'Ride to work scheme'. Electronic charging points. Bike mileage scheme. Incentives. Pool bikes.</p> <p>Update: Electric car charging points have been installed at Gascoigne Way car park. Improved drying facilities are under consideration. Bike mileage scheme is in operation. Hertford</p>	<p>Likely low</p>	<p>Carbon saving. Health benefits.</p> <p>Subsidised bikes.</p>	<p>Med</p>	<p>Med</p>

	<p>Theatre has been asked to promote the availability of public transport/ location of cycle racks in appropriate publicity material. A ride to work scheme providing discounts on the purchase of new bicycles, through a local business has been introduced for staff.</p>				
<p>Bus/Trains</p> <p>2.6</p>	<p>Promote season ticket loan scheme for staff To/from work On business EHC funded bus service</p> <p>Update: Officers are continuing to investigate all opportunities to promote greener staff travel, but initiatives above not implemented so far, due to cost.</p>	<p>High</p> <p>High</p>	<p>Reduced emissions.</p> <p>B/S to Hertford.</p>	<p>High</p> <p>High</p>	<p>Med</p> <p>Long</p>
<p>2.7</p>	<p>Investigate reciprocal office arrangements with other local authorities</p> <p>Update: No progress so far in relation to drop in points, but some staff now working in other locations due to 'shared services' partnering with other local authorities for certain functions.</p>	<p>Med</p>	<p>Staff work near home reduce commuting time / carbon emissions</p>	<p>Med</p>	<p>Med</p>

<p>Contractors vehicles / transport</p> <p>2.8</p>	<p>Investigate and implement stricter Environmental criteria in contracts relating to transport issues – readjust weighting of contract evaluation. Carbon limits for tenders Mapping routes. Alternative fuel / electric vehicles.</p> <p>Update: In place as necessary. Environmental criteria are being strengthened wherever possible as was case with new Waste Contract. Energy savings achieved by the contractor ultimately are passed on to the Council through a reduced contract price</p>	<p>High</p>	<p>Improved environmental performance.</p>	<p>High</p>	<p>Long</p>
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<u>Procurement</u>	Action	Carbon Saving	Benefit	Cost	Time
3.1	<p>Investigate Video conferencing and advanced communications.</p> <p>Update: Web casting of certain public meetings and committee meetings is now available. http://www.eastherts.public-tv/site/ For staff IT effort is currently geared to enabling more staff to work at home/remotely. This will mean significantly fewer journeys for staff to/from work.</p>	Med	Reduced travel to meetings. Time saved travelling.	Med	Med
3.2	<p>Investigate "Wireless town hall" approach including:</p> <p>Update: Increased use of internet available council services including payments and planning applications on line are in operation. Options for further development are under</p>	High	Reduced paper.	High	Med

	<p>active consideration by Head of Customer Services. Greater use of electronic document management. Following C3W reorganisation greater use is being made of managing/storing documents electronically rather than retaining paper copies.</p> <p>Examples can be found on East Herts web site as follows:</p> <p>http://www.eastherts.gov.uk/index.jsp?articleid=9376 - on line benefit claims and keeping track of payments</p> <p>http://www.eastherts.gov.uk/index.jsp?articleid=12699 - on line housing applications</p> <p>http://www.eastherts.public-tv/site/ - web casting of meetings and on-line consultations -</p> <p>http://www.eastherts.gov.uk/index.jsp?articleid=16149 saves paper</p>				
3.2.1	<p>a) Cordless office telephones which permit mobile workstations.</p> <p>Update: Office communicator has been rolled out across council to all staff to allow improved communication</p>	High	Faster decision making as meetings can be held sooner than otherwise.	High	Med

3.2.2	<p>b) WiFi – access to Council network from any workstation,</p> <p>Update: Citrix installed allowing allowing access to all files from any workstation.</p>	High	Increased speed of resolving problems / better customer service.	High	Med
3.2.3	<p>c) Workflow improvements e.g. “prompting” to advise a message has been received.</p> <p>Update: Office communicator has been rolled out across council to all staff to allow improved communication</p>	High	Reduced number of workstations and saving in office space.	High	Med
3.2.4	<p>d) Home working – IT and telephony at home.</p> <p>Update: Office communicator has been rolled out across council to all staff to allow improved communication</p>	High	<p>Reduce travel to/from work.</p> <p>Office space savings.</p>	High	Med
3.3	<p>Provide oasis links with partners – e.g. accessibility from Town and Parish Council offices.</p> <p>Update: Not directly progressed but potential East Herts network available from any workstation via Citrix</p>	High	Reduced need for customer travel to visit office – vehicle emissions savings.	High	Med

3.4	<p>Investigate potential of providing access to Council services from mobile locations e.g. “mobile town hall” vehicle.</p> <p>Update: Not progressed</p>	High	<p>Improved customer service.</p> <p>Payments made more quickly</p>	High	Med
3.5	<p>Investigate opportunities for “Paperless meetings” for officers and Members wireless access; mobile devices; tablet style PC’s in meeting rooms; software that permits electronic note making on committee agendas; digitizing of hand written notes.</p> <p>Update: IT Services continue to investigate range of options to enable more efficient methods of working.</p>	High	<p>Reduce paper / printing (including water, energy and ink).</p> <p>Require fewer / smaller printers – leasing and maintenance savings.</p> <p>Saving in staff time – both print unit and service staff making copies.</p>	High	Med
3.5.1	<p>Omit the last blank page from Council committee agenda papers – replace with worded statement at end of report to indicate final page</p> <p>Update: Completed</p>	Low	Reduces paper	No cost	Short
3.6	<p>Revise default printer settings – double sided and replace single side printers.</p> <p>Update: Double sided printing is undertaken on most machines, where possible.</p>	Low	Reduce paper.	Low	Quick Win

3.7	<p>Ensure all new PC's are low energy units.</p> <p>Update: It is understood that IT Services now actively consider energy efficiency of equipment during procurement process.</p>	Low	Electricity saving.	Low	Quick Win
3.8	<p>Procure software for automatically powering down PCs after a period of non-use.</p> <p>Update: Not yet implemented although IT have tested <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment, but decision to proceed not yet agreed.</p>	Med	<p>PC and monitor consume .25 Kwh X 10 X 5 X 52 X 370 = 240.5 Mw pa.</p>	Med	Med
3.9	<p>Procure hardware for turning off electrical equipment at the socket rather than leaving on standby.</p> <p>Update: Not yet implemented although IT have tested <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment, but decision to proceed not yet agreed. Procurement of electrical timers is being investigated for larger electrical equipment.</p>	Med	Energy saving Convenience	Low	Short

3.10	<p>Review server room energy usage of hardware and air conditioning Allow temp of server room to rise to 25C (from 20C) save a/c costs. Virtualisation increases server/system efficiency.</p> <p>Update: Increased virtualization of IT underway, but no specific movement on server room technology</p>	High	Servers consume 7 – 8 Kwh X 24 X 7 X 365 = 490 Mw pa.	Low	Med
Other 3.11	<p>Continue to specify use of sustainably sourced (FSC) timber for projects and procurement.</p> <p>Update: Council policy in place. FSC timber specified where ever available.</p>	High	Protects forests. Ethically correct.	Low	Quick Win
<u>Contracted out services</u> 3.12	<p>Investigate potential for energy saving / procurement saving measures within contracts.</p> <p>Update: Energy efficiency is now a factor that is considered within major contracts e.g Waste Contract leading to balanced approached between energy/cost efficiencies</p>	Low	Possible reduction in energy consumption. Reduction in costs. Batter procurement choices.	Med	Med

3.13	<p>Investigate potential for enhanced recycling facilities in leisure facilities.</p> <p>Update: No progress to date</p>	Low	Popular with public.	Low	Short
<p>Contractors vehicles / transport</p> <p>3.14</p>	<p>Investigate and implement stricter Environmental criteria in contracts relating to transport issues – readjust weighting of contract evaluation.</p> <p>Update: Stricter environmental criteria are now increased in consideration within new contracts e.g Waste Contract.</p>	High	Potential carbon saving	High	Long
	<p>Carbon limits for tenders Mapping routes. Alternative fuel / electric vehicles.</p> <p>Update: Within new waste contract a range of energy efficiency/ environmental options were explored with tenderers. Improved environmental criteria achieved,</p>				

<p>Contracted Services – Strategic Procurement</p> <p>3.15</p>	<p>Review Council Procurement Strategy re contract terms for operational contracts</p> <ul style="list-style-type: none"> - Requirement for contractors to show carbon reduction over life of contract - Contract performance criteria re carbon reduction <p>Contracts to require tenders to include alternative options and costs for provision identifying the carbon impact of each e.g. alternative vehicles; alternative fuels; alterations to operational building; contractor staff travel.</p> <p>Update: Specific questions were asked of waste contract tenderers relating to potential improvements over life of contract. Enhanced environmental performance criteria achieved.</p>	<p>High</p>	<p>Ensure that carbon efficient options are considered at contract award stage.</p> <p>Engage contractor is supporting the Council's Policy objectives on Climate Change.</p>	<p>High</p>	<p>Long</p>
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<p>Contracted Services – Operational improvements</p> <p>3.16</p>	<p>Review Refuse and Recycling Service rounds to identify costs and carbon benefits of re-scheduling.</p> <p>Update: Review included in new Waste management contract. It is a requirement of the Waste contract that a reduction in carbon savings is sought during the life of the contract.</p>	<p>High</p>	<p>Reduction in fuel usage benefiting contractor and the Council.</p>	<p>High</p>	<p>Med</p>
<p>3.17</p>	<p>Request County Council to include carbon impact assessment when determining disposal / re-processing locations.</p> <p>Update: Reference made to HCC to confirm use of carbon impact assessments.</p>	<p>Med</p>	<p>Less distance to travel to tip – fuel saving.</p>	<p>High</p>	<p>Long</p>
<p>3.18</p>	<p>Next Refuse and Recycling contract to include options and costs for alternative fuels for vehicles and evaluate emissions of vehicles.</p> <p>Update: Wide range of options included in new contract eg enhanced use of Biodiesel, on board vehicle driver performance monitoring, agreement to reduce carbon emissions over life of contract.</p>	<p>High</p>	<p>Fuel savings.</p>	<p>High</p>	<p>Long</p>

3.19	<p>Recycling –Continue to develop options to increase level of recycling relative to waste sent to landfill.</p> <p>Update: Ongoing eg mixed plastic recycling was introduced from mid 2011. Waste going to landfill reducing.</p>	High	Reduce emissions from landfill.	High	Long
3.20	<p>Recycling - introduce monitoring of carbon impact of materials collected Depot operations – set targets for contractors to contribute to reduction in energy use.</p> <p>Update: Monitoring of carbon impacts of recyclables on ongoing basis.</p>	Med	Better understanding of how recycling impacts on the Council carbon footprint. Set targets which involved contractors.	Med	Med
3.21	<p>Depot operations – evaluate energy efficiency of materials processing machinery.</p> <p>Update: Not yet implemented</p>	Med	Procure energy efficient machinery.	High	Med

3.22	<p>In future procurement/ service contracts the Council will consider the impacts of Climate Change, where appropriate.</p> <p>Update: Impacts of carbon reduction considered in waste contract, however, need to examine how best to include Climate Change /carbon reduction initiatives in other Council procurement contracts.</p>	Variable – depending on contract	<p>Reduced carbon emissions Potentially helps achieve national/ local carbon saving targets</p>	Variable	Variable
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Planning Update:

General Update on Planning related Actions: Planning Policy report that actions detailed below are on target within the framework of the LDF. Hertfordshire Buildings Futures has been relaunched and is actively promoted. Units on Climate Change Adaptation and Biodiversity have been added to the Buildings Futures website. Work is progressing at with county colleagues on options for encouraging district heating/decentralised energy systems.

<u>Planning</u>	Action
4.1	Planning will Require and enforce the regional requirement for new developments of more than 10 dwellings or 1000m ² of non-residential floor space to secure at least 10% of their energy from decentralised and renewable or low-carbon sources, unless this is not feasible or viable.
4.2	Planning will Require development to comply with existing policy in respect of flood prevention and alleviation.
4.3	Planning will Seek to encourage the creation of Sustainable Urban Drainage systems in accordance with the recommendations of the Council's Strategic Flood Risk Assessment.
4.4	Planning will Seek to encourage, where appropriate, new developments to install District Heating systems and Combined Heat and Power (CHP) generation facilities, in accordance with national and regional policy.
4.5	Planning will Encourage new development to achieve ambitious standards in sustainable construction, measured against the Code for Sustainable Homes and the BREEAM building standards for non-residential development.

4.6	<p>Planning will Seek to encourage new development to incorporate facilities for zero-and low emission vehicles.</p>
4.7	<p>Planning will Seek to encourage new development to maximise opportunities for more sustainable modes of transport, including cycling and walking.</p>
4.8	<p>Through the emerging Local Development Framework, Planning will Set ambitious but viable targets for renewable and decentralised energy generation.</p>
4.9	<p>Through the emerging Local Development Framework, Planning will Work with the County Council's Waste Local Development Framework to establish a policy framework which reduces the impact of waste disposal and maximises the opportunities for use of waste as a resource.</p>
4.10	<p>Through the emerging Local Development Framework, Planning will consider opportunities for innovative sustainable development initiatives across the District</p>
4.11	<p>Through the emerging Local Development Framework, Planning will Consider opportunities for development of sustainable and renewable energy sources such as biomass generation in the rural area.</p>
4.12	<p>Through the emerging Local Development Framework, Planning will Consider opportunities to address climate change adaptation measures, such as provision of green infrastructure.</p>
4.13	<p>The Council will Seek to raise awareness of national guidelines relating to permitted development in respect of permeable paving and installation of domestic micro-renewables outside conservation areas.</p>
4.14	<p>The Council will Continue collaborative working between Planning Policy and other teams such as Environmental Services in order</p>

	to develop a robust evidence basis for Climate Change policy development.
4.15	The Council will Promote awareness of the Hertfordshire Building Futures website www.hertslink.org/buildingfutures in order to encourage higher standards of development within the district.

	Action	Carbon Saving	Benefit	Cost	Time
<p><u>Promotion and Awareness</u></p> <p>5.1</p>	<p>Caretakers to check that printers & copiers are switched off during night time close of buildings.</p> <p>Update: Has not been added to duties of caretakers. Instead staff are requested to turn off appliances when leaving the office although use of specific IT software solutions are being explored.</p>	Med	Low cost	No cost	Quick Win
5.2	<p>Staff briefing sessions to include climate change / energy / facts and figures / top tips.</p> <p>Update: Not yet undertaken. Financial efficiency savings have been the focus of staff briefings. Staff energy awareness campaigns are planned for spring/summer 2012 on rolling basis.</p>	Low	Improves awareness. Demonstrates commitment from senior management.	No cost	Quick Win
5.3	<p>Introduce climate / carbon awareness at staff induction.</p> <p>Update: To be considered by HR</p>	Low	Improves awareness of measures available. Reduces energy consumption. Improves recycling targets.	No cost	Quick Win

5.4	<p>Discuss with HR feasibility of including climate change / carbon reduction as element of all staff JD's /PDR.</p> <p>Update: HR advised that this could be difficult issue to introduce at the current time</p>	Low	Raises awareness and increases opportunity for positive actions.	No cost	Short
5.5	<p>Include carbon implications assessment on committee report.</p> <p>Update: Not yet implemented</p>	Med	Raises awareness and identifies carbon "costs".	Low	Med
5.6	<p>Increase ready access to recycling receptacles:</p> <ul style="list-style-type: none"> • Reduce number waste bins • Increase number of paper recycling bins. <p>Update: Number of general waste bins has been reduced throughout offices, although number of recycling bins has not been increased as Facilities advise there is pressure for space and large recycling wheelie bins are located at strategic points on each floor.</p>	Low	<ul style="list-style-type: none"> • Improves recycling • Reduces waste to landfill • Highlights issue 	Low	Short
5.7	<p>Promote office recycling initiative on regular basis.</p> <p>Update: Formal staff awareness campaign to be run during spring/summer 2012.</p>	Low	Low cost. Popular with staff Easy.	Low	Quick Win

5.8	<p>Promote energy insulation measures to staff.</p> <p>Update: Staff energy awareness campaigns are planned for spring/summer 2012 on rolling basis.</p>	Ditto	Ditto	Ditto	Ditto
5.9	<p>Investigate Introduction of loan / deduction from salary for purchase of domestic loft / cavity wall measures by staff.</p> <p>Update: Not progressed to date, as nationally operated schemes in place later this year (e.g Green Deal)</p>	Low	<p>Popular with staff</p> <p>Reduces energy consumption</p> <p>Helps with NI186 target.</p>	Med	Short
5.10	<p>Investigate possibility of making staff 'Update' electronic only.</p> <p>Update: Completed</p>	Low	<p>Reduces cost.</p> <p>Saves paper.</p>	Low	Short
5.11	<p>Investigate potential for provision of safer driving / fuel efficient driver training for staff and members possibly linked to advanced driver training course.</p> <p>Update: Fuel efficient driver training has been investigated, but no budget available. Officers investigating any options for subsidised training through external agencies, should they become available.</p>	Med	<p>Reduces cost.</p> <p>Low cost if lunchtime seminar.</p>	Low	Short

5.12	Encourage staff to allow more time to travel to meetings to encourage speed reduction. Update: This is reflected in corporate advice to staff	Low	<ul style="list-style-type: none"> • Low cost • Increased safety • Reduces fuel consumption 	Low	Quick Win
5.13	On electronic marketplace procurement investigate promotion of carbon footprint on standard items to allow comparison. Update: Not yet investigated. Environmental Services officers will discuss potential for this with Corporate Procurement officer.	Med/ High	<ul style="list-style-type: none"> • Increases awareness. • Highlights other environmental costs of procurement options. • Better informed choices. 	Med	Short
5.14	Promote concept of a 'computer siesta'. Update: To be included in staff awareness campaign if appropriate.	Low	<ul style="list-style-type: none"> • Promote concept of turning off PC when away from desk for any length of time. • Good practice. 	No cost	Quick Win
5.15	Encourage a switch off lights campaign. Update: To be included in future staff awareness campaign, although new lighting in Wallfields/Causeway zoned and PIR linked to occupancy.	Med	Low cost Energy saving.	Low cost	Quick win
5.16	Appoint volunteer staff energy wardens to promote switch off campaign. Update: Not yet implemented	Low	Low cost Energy saving	No cost	Quick Win

5.17	<p>Investigate further improvements to office recycling, as good basis for staff awareness / promotion of climate change.</p> <p>Update: Number of general waste bins has been reduced through out offices, although number of recycling bins has not been increased as Facilities advise there is pressure for space and large recycling wheelie bins are located at strategic points on each floor.</p>	Low	Low cost	Low	Short
5.18	<p>Promote use of 'Hippos' (water saving devices) to reduce flush volume in toilet cisterns</p> <p>Update: 'Hippos' and other water saving methods were promoted to local residents/staff through article in LINK magazine (autumn 2010), together with free giveaways and also at Environment Film Festival held November 2011.</p>	Med	Low cost Useful promotional tool	Low	Short
5.19	<p>Investigate development of a staff volunteering scheme to promote team development and undertake small scale local community environmental improvements</p> <p>Update: Not yet progressed</p>	Low	Positive staff development tool Potential to link with other organisations e.g. Groundwork and Herts and Middx Wildlife Trust Will enable small projects to be undertaken	Low	Med

5.20	<p>Hold staff environmental awareness event to provide briefing on carbon saving/green measures at home and work</p> <p>Update: Staff awareness campaign to be run on rolling basis during spring/summer 2012.</p>	Low	Provides information for staff. Encourages uptake of carbon saving measures and spreads corporate message	Low	Short
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