

East Herts Council

Annual Review of Progress  
East Herts Climate Change Action Plan  
June 2013

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 2012 members requested that a report be brought to a meeting of the Committee in June 2013 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- April 2013) in implementing actions within the Action Plan. Officers believe that much work has been achieved over the past two years and that significant savings, based on 2009 baseline data, have been achieved in carbon dioxide emissions, as detailed in the report update below.

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.

Carbon Savings:

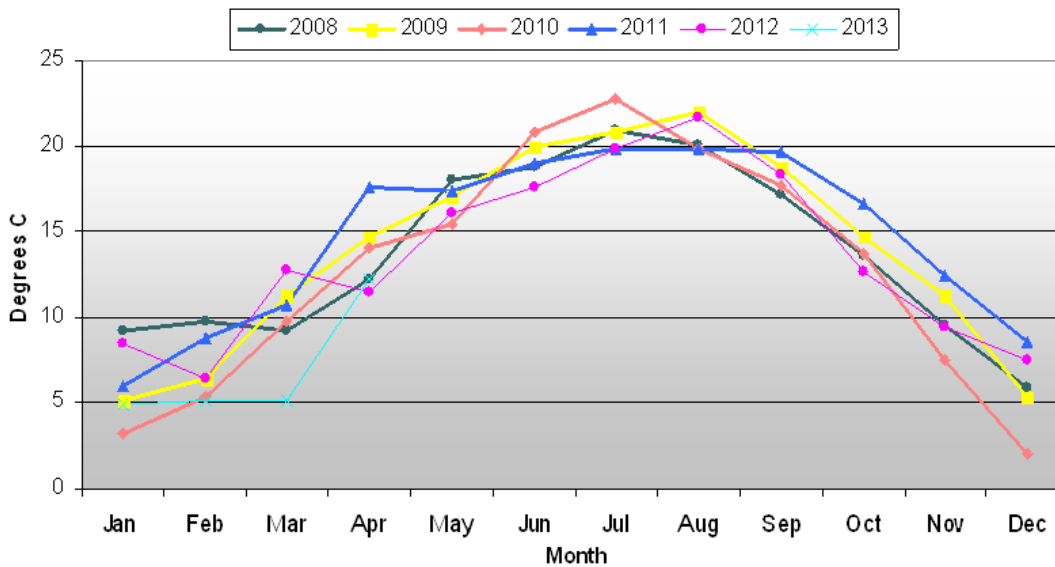
Clearly the main purpose of the Climate Change Action Plan is to reduce the Council's overall carbon emissions relating from its operations and delivery of services. Many energy efficiency measures have been adopted by the Council, which have resulted in direct carbon dioxide reduction, as well as financial savings due to decreased energy use. Both the carbon emissions and financial savings will continue to accrue over time, particularly with the ongoing increase in fuel costs. However, bottom line carbon dioxide savings have been tempered by a number of factors. Chiefly these equate to weather conditions, which over the past two years has seen longer and colder than average winter temperatures as well as cooler summers (figures 1 & 2 below refer). This has resulted in an increased use of

energy not only directly in terms of main heating, but also in terms of the use of subsidiary heating outside the principle heating periods. This has meant that carbon emissions are higher than one would have hoped.

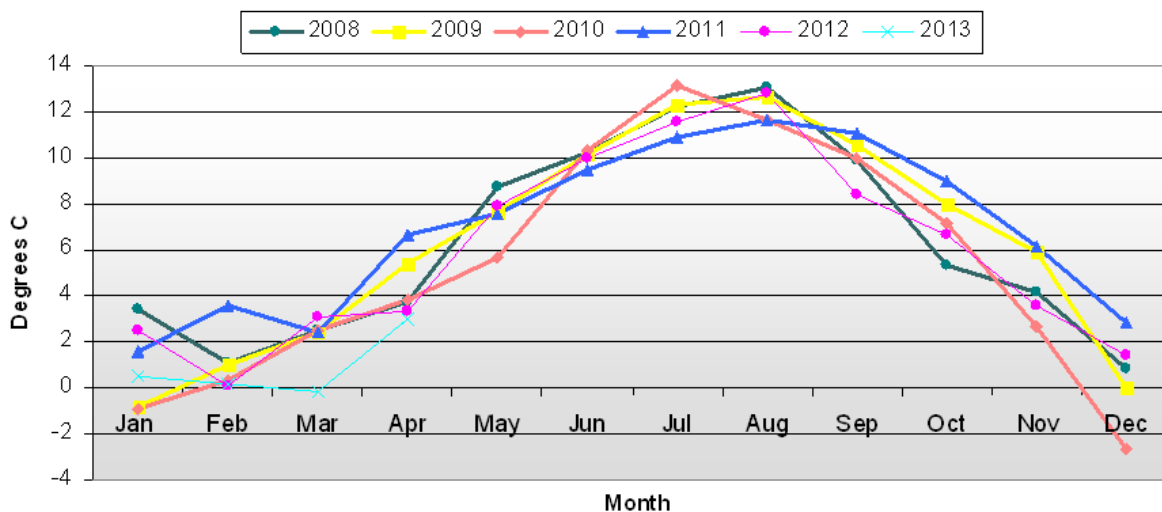
Secondly, there has been considerable staff reorganisation, with more staff working from Wallfields leading to increased energy use in that building, and a subsequent decrease, for example at the Causeway.

Thirdly, service activity has increased during the period of the Action Plan, requiring an increased use of energy. Thus we have seen increased use of the Hertford Theatre, significant changes to recycling/waste collections services; and, a near doubling of visitor numbers using East Herts leisure facilities over the last 3 years.

**Comparisons Maximum Temperature Figure 1**



**Comparison Minimum Temperature Figure 2**



### Hertford Weir Micro Hydro Project:

Members will be aware that the Executive initially agreed a business case for the installation of a micro hydro scheme at Castle Weir, Hertford in December 2010. Subsequently the Executive agreed a revised business case in January 2012 to reflect the additional requirements of the Environment Agency, with funding included in the current capital programme. Work had been expected to commence on site in summer 2012 but due to ongoing discussion with the Environment Agency, construction has not been able to start. Negotiations are still continuing with the Agency, who had expressed concerns about possible hypothetical flood risks, which had become apparent in the initial computer modelling undertaken for the site. However, subsequently the modelling parameters have been revised and it is hoped that the Environment Agency may be in a position to grant final approval in the next couple of months. If this is the case and there are no further delays, work will be able to commence later this year.

### 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"/ "Carbon Savings" columns below.

	Action	Carbon Emissions Saving	Benefit	Cost	Time
<b><u>Energy Buildings</u></b> <b>Metering</b> 1.1	Introduce smart metering to all council premises inc pools, offices, depot, car parks etc. <b>Update: Use of smart metering investigated. Meters yet to be installed</b> <b>Provision has been made</b>	High	Relatively low cost. Accurate metering of all utilities, on demand and up-to-date. Ability to set warning thresholds.	Low	Med

	<p>in capital programme and a business case is in preparation for this project. Installation will take place later in 2013, subject to business case and available resources from the Council's Facilities Team</p>				
1.2	<p>Metering linked to web &amp; make available on intranet/internet/reception areas.</p> <p><b>Update: Smart metering will be web enabled</b></p>	Med	Improve awareness of staff and public on energy use.	Low	Med
<p><b>Technical Equipment</b></p> <p>1.3</p>	<p>Investigate use of Gas flow regulator – Wallfields.</p> <p><b>Update: Not progressed at this stage, as payback assessed as insufficient, however, project will be kept under review in the light of continuing energy price rises.</b></p>	Med	Some LA's have seen 5-8% reduction in gas use.	High	Med
1.4	<p>Investigate voltage regulation at depot/ Wallfields.</p> <p><b>Update: Voltage regulator now installed and operating effectively at Wallfields. Added advantage of voltage modulation is being achieved. Not progressing with voltage regulation at Depot as insufficient business case.</b></p>	<p><b>Provisional approximate 6% reduction in electricity consumption at Wallfields, equating to annual saving of 14,180 kg CO<sub>2</sub></b></p>	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><b>Update: Zoned lighting introduced and operational at Wallfields.</b></p>	<p><b>Carbon saving not yet directly quantifiable-improved lux levels achieved through out building</b></p>	<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><b>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.</b></p>	<p><b>Carbon saving not yet directly quantifiable-improved lux levels achieved through out Wallfields.</b></p> <p><b>New Induction lighting at Hartham has partly contributed to actual CO<sub>2</sub> reduction of 115,456 kg CO<sub>2</sub> at that leisure centre for 2012 over baseline</b></p>	<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><b>Update: Not yet implemented although IT have tested <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT. Auto switch off of printers is</b></p>	Med	<p>Ease of control.</p> <p>Reduces energy consumption.</p>	Med	Med

	<p>currently being investigated as part of smart metering project above.</p>				
1.8	<p>Investigate external shading to south elevation of Wallfields and /or replace glass conservatory roof with standard roofing.</p> <p><b>Update: Glass conservatory roof now replaced with slate roof. Internal blinds fitted to all necessary windows to provide shading.</b></p>	<p><b>Refurbishment of Wallfields has contributed to reduction in natural gas used for heating leading to actual CO<sub>2</sub> reduction of 11,950kg for 2012 over 2009 baseline.</b></p>	<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><b>Update: Blinds now fitted to all appropriate windows to provide shading/cooling.</b></p>	<p><b>Likely to be savings in electricity cooling costs, as the number of fans used within the building is very significantly reduced ( as well as glare reduction benefit) but actual CO<sub>2</sub> reduction is not quantifiable.</b></p>	<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><b>Update: Investigated but not progressed during refurbishment programme due to apparent costings</b></p>	High	<p>Improved insulation will reduce energy consumption costs. Improved working environment.</p>	High	Med/Long
<p><b>Renewables</b></p> <p>1.11</p>	<p>Commission detailed report on potential for renewables across Council buildings.</p> <p><b>Update: As part of C3W contract consultants looked at Solar PV and Solar thermal at Wallfields. Contract costs were sought and these at the time appeared high so agreed not to be progressed. However, Micro Hydro scheme at Hertford Weir is to going ahead as good business case. Other options for other buildings are limited but officers are evaluating potential and keeping options under review. With increasing energy cost and currently declining costs of renewables the business case for micro renewables is likely to change.</b></p>	N/A	<p>Provides comprehensive evidence for best value approach for renewables.</p>	Med	Short
1.12	<p>Install solar thermal array to toilet block at Wallfields.</p> <p><b>Update: C3W consultants investigated options, but reported that costs appeared high and hence insufficient business case at that time. However,</b></p>	Med	<p>Reduces energy demand.</p> <p>Incentives available.</p> <p>Good exemplar.</p>	High	Short

	<b>with increasing energy costs and currently declining costs of renewables the business case for micro renewables is likely to change.</b>				
1.13	Install public exemplar solar PV array at Wallfields.  <b>Update: Option for solar PV array has not been progressed but may warrant re-evaluation in the light of increasing energy costs and currently declining costs of renewables.</b>	Med	Reduces energy demand.  Good exemplar.  Incentives available.	High	Short
1.14	Install 15kW turbine at Buntingford.  <b>Update: Initial discussion with landowner held who was sympathetic but at current time business case appears insufficient.</b>	High	Reduces energy demand.  Good exemplar.  Incentives available.	High	Med
1.15	Investigate installation of solar thermal at second public convenience e.g. Bell Street.  <b>Update: All suitable public conveniences have been closed as part of efficiency measures and the move to Community Toilet Scheme. Project not to be progressed.</b>	Low	Reduces energy demand.  Good exemplar.  Existing project working well.	Low	Short
1.16	Install mini hydro facility at Castle Hall.  <b>Update: Executive agreed business case for installation of Micro Hydro scheme at Castle Weir in December 2010.</b>	High	Reduces energy demand.  Good exemplar  Incentives available	High	Med



	<b>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 and to enable flood risk modelling to be carried out.</b>				
1.17	Investigate opportunity for solar signage in car parks. <b>Update: No progress so far.</b>	Low	Good exemplar. Small energy reduction.	Med	Med
1.18	Investigate rationalisation of server room to minimise power requirements. <b>Update: IT Services indicate that they are continuing to review server requirements following the migration of staff to Wallfields. Cooling of servers is energy intensive and responsible for significant CO<sub>2</sub> emissions.</b>	High <b>Current 2012 carbon emissions from Servers are approx 245,300 kg CO<sub>2</sub></b>	Reduce energy consumption.	Low	Med
1.19	Reduce unnecessary storage of data on servers. <b>Update: IT Services are looking at opportunities for energy efficiencies wherever possible</b>	Med	Reduce energy consumption.	Low	Short
1.20	Increase occupancy level of Wallfields to reduce per	High	Reduces per head heating costs.	High	Med

	<p>head heating demand.</p> <p><b>Update: As part of C3W programme occupancy level of Wallfields has increased dramatically as staff moved from the Causeway at Stortford. Heating demand has decreased, but summer cooling need may be increased, however, extensive range of passive cooling measures have been installed. Due to the relatively cool summer in 2012 their true operational efficiency has yet to be fully determined.</b></p>				
1.21	<p>Encourage home working by staff.</p> <p><b>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.</b></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><b>Update: No progress on this measure as this is a longer term project that would be considered as part of planned maintenance</b></p>	High	<p>Reduced energy demand.</p> <p>Good exemplar.</p> <p>Reduces light pollution.</p>	High	Short

1.24	<p><b>Update:</b></p> <p><b>EHC is continuing to work with leisure contractors SLM to incorporate energy conservation and if appropriate renewable energy measures at the District's leisure centres and pools, as these facilities are significant energy users and use of new technology can achieve significant carbon and financial savings.</b></p> <p><b>Range of energy efficiency measures have been installed at the pools and leisure centres.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion sensors installed at Hartham/Grange Paddocks gym &amp; studios</b></li> <li>• <b>Induction lighting at Hartham</b></li> <li>• <b>Replacement high efficiency glazing at Grange Paddocks</b></li> <li>• <b>Variable speed drives installed at all pools to aid efficient pool water circulation</b></li> <li>• <b>New air con units at Fanshawes/ Hartham &amp; Grange Paddocks.</b></li> <li>• <b>Medium in pool filters replaced with silica glass granules which is more efficient filter reducing energy</b></li> </ul>	<p><b>Despite programme of efficiency measures CO<sub>2</sub> emissions from leisure facilities have risen over the 2009 baseline by 150,795 kg in 2012, for all sources. Total CO<sub>2</sub> emissions in 2012 = 1,682,817 kg CO<sub>2</sub> .</b></p> <p><b>Though there has been an increase over time this is hugely offset by the very significant increase in visitor numbers thus:</b></p> <p><b>2009 per capita CO<sub>2</sub> = 3.6kg per visit.</b></p> <p><b>2012 per capita CO<sub>2</sub> = 2.0kg per visit</b></p>	Likely high reduction in energy demand.	High Grant Available	Med
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	<p><b>and chemical use.</b></p> <ul style="list-style-type: none"> <li><b>March 2013 – pool covers installed at Fanshawe &amp; Ward Freman Pools</b></li> </ul> <p><b>Further energy efficiency measures are planned including pools covers at Grange Paddocks &amp; Hartham Pools (by EHC). The Air Handling Unit at Hartham is also scheduled for replacement.</b></p>				
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><b>Update: Facilities Service is investigating cost and whether there are any contractual requirements to keep vending machines on at all times</b></p>	Low	Low cost and reduces unnecessary electricity consumption	Low	Short
<b>Water</b> 1.25	<p>Fit spray taps as standard and on replacement.</p> <p><b>Update: Spray taps to be fitted as part of planned maintenance wherever practicable.</b></p>	Low	Low cost. Reduces water consumption.	Low	Short
1.26	<p>Fit dual flush toilets as standard and on replacement.</p> <p><b>Update: Dual flush toilets to be fitted as part of planned maintenance/ refurbishment wherever</b></p>	Low	Reduces water consumption. Low cost.	Low	Short

	<b>practicable.</b>				
1.26.1a	<p>Install timer control devices to urinals to reduce unnecessary flushing</p> <p><b>Update: Timer control devices fitted to most units, remainder will be installed as part of planned maintenance/ refurbishment wherever possible.</b></p>	Low	<p>Reduces water consumption.</p> <p>Low cost.</p>	Low	Short
1.27	<p>Investigate potential for rainwater harvesting at Wallfields and other sites.</p> <p><b>Update: Officers have commenced investigation of options for Wallfields and Depot. Harvesting of water would allow EHC to be self sufficient in water for irrigation for crucial watering of bedding plants/trees early in the season. As well as saving water this allows watering to continue even due to drought periods such as that initially experienced at start of 2012.</b></p>	<b>Water harvesting will indirectly reduce carbon emissions slightly as water supply production is relatively high energy user</b>	<p>Good exemplar.</p> <p>Water saving.</p>	High	Med
1.28	<p>Introduce carbon offset budget to compensate for corporate carbon footprint.</p> <p><b>Update: Not currently progressed, as no financial benefit at this time</b></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><b>Update: Office Communicator System</b></p>	Med	<p>Reduces need to travel.</p> <p>Reduces costs.</p> <p>Convenience.</p>	Med	Med

	<b>has been implemented, which provides instant messaging though at present time teleconferencing is not included.</b>				
1.30	Promote 'Go green' on the office kettle – investigate instantaneous hot water heaters for Wallfields.  <b>Update: Instantaneous water hot water heater installed in most kitchen points in main buildings.</b>	<b>On balance slight carbon saving but difficult to quantify</b>	Potential energy saving.  Convenience / reduces wasted staff time.	Low	Short
1.31	Investigate use of Pool covers at Pools.  <b>Update: The Leisure Contractor is currently implementing pool covers.</b>	Med  <b>Use of pool covers at all pools is estimated to reduce future carbon emissions by 75,000 kg CO<sub>2</sub> per annum</b>	Reduce energy consumption & condensation.	High	Med
1.32	Investigate new Environmentally more friendly water cleaning /UV / ionization.  <b>Update: Medium in pool filters replaced with silica glass granules which are more efficient filter reducing energy and chemical use.</b>	<b>Not possible to quantify individual carbon saving – see section 1.24 above</b>	Energy reduction.  Good PR.	High	Med
1.33	Phase out use of bottled water in council premises where contracts allow  <b>Update: Bottled water has been phased out at all locations unless there is</b>	<b>Low Carbon saving not possible to quantify</b>	Reduces carbon emissions from production and transport	Low	Short

	<p><b>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.</b></p>				
1.34	<p>Promote the use and introduction of 'Hippos' (water saving devices) to reduce flush in toilet cisterns</p> <p><b>Update: Not progressed. Use of dual flush as part of planned maintenance is preferred.</b></p>	Med	<p>Water and Energy saving</p> <p>Raises awareness</p>	Low	Short

	Action	Carbon Emissions Saving	Benefit	Cost	Time
<b><u>Transport</u></b>					
2.1	<p>Implement Car share Data base linked to HCC. Provide Car share spaces Investigate benefits of providing Pool cars and Staff minibus between sites.</p> <p><b>Update: East Herts Council car share data base system in operation available for all staff and members, operated by "Liftshare" and linked to intranet. This allows regular and <i>ad hoc</i> 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. At the current time there are 69 registered staff users. There are 11 regular sharers, with a share rate of 36.9%, which is favourable to other similar organisations. The vast majority appear to be for regular commuting purposes, with just a couple for business travel. In addition to Liftshare 7 members of staff in Environmental Services/Community Development car share on</b></p>	<p><b>Estimated 4,180 kg CO<sub>2</sub> saved for Liftshare members during 2012 year, based on one registered journey per week (46 week year). If 5 days a week then saving increases to 20,900 kg CO<sub>2</sub></b></p>	<p>Encourage share Discourage use</p> <p>Multi-functional courier</p>	<p>Low</p> <p>High</p>	<p>Short</p> <p>Med</p>



	<p>a regular weekly basis amongst themselves. Since the transfer of staff from Bishop's Stortford, a car parking allocation/rota system has been introduced at Wallfields. The use of car sharing helps to maximise use of the available spaces.</p> <p>Staff bus between sites and the idea of pool cars has not been progressed on cost benefit grounds.</p>				
2.2	<p>Investigate "Green leased cars" eg biofuel mix and LPG / extend lease car period / CO2 emissions limits</p> <p><b>Update: Lease scheme deleted as part of Terms and Conditions review.</b></p>	Med	Lease vehicles tend to be more fuel efficient as more modern engines and regular maintenance, than privately purchased vehicles.	Cost borne by staff	Med
2.3	<p>Permit LPG use in staff vehicles.</p> <p><b>Update: Lease scheme deleted as part of Terms and Conditions review.</b></p>	Med	Overall CO <sub>2</sub> reduced.	Cost borne by staff	Med

<p><b>Member Travel</b></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><b>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.</b></p>	<p>Low</p>	<p>Reduce car travel.</p>	<p>Low/ Med</p>	<p>Med</p>
<p><b>Staff Commuting Cycle/walk</b></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><b>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</b></p>	<p>Likely low</p>	<p>Carbon saving. Health benefits.  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 - on a salary sacrifice basis - has been introduced for staff.</p>				
<p><b>Bus/Trains</b></p> <p>2.6</p>	<p>Promote season ticket loan scheme for staff To/from work On business EHC funded bus service</p> <p><b>Update: Officers are continuing to investigate all opportunities to promote greener staff travel, but initiatives above not implemented so far, due to cost.</b></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><b>Update: Not progressed but some staff now working in other locations due to 'shared services' partnering with other local authorities for certain functions. The Council also shares reception space with South Anglia Housing Association and the HMRC at Bishops Stortford and Wallfields respectively.</b></p>	<p>Med</p>	<p>Staff work near home reduce commuting time / carbon emissions</p>	<p>Med</p>	<p>Med</p>

<p><b>Contractors vehicles / transport</b></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><b>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</b></p>	High	Improved environmental performance.	High	Long

<u>Procurement</u>	Action	Carbon Saving	Benefit	Cost	Time
3.1	<p>Investigate Video conferencing and advanced communications.</p> <p><b>Update: Web casting of certain public meetings and committee meetings is now available.</b>  <a href="http://www.eastherts.public-i.tv/site/">http://www.eastherts.public-i.tv/site/</a>  <b>For staff IT effort is currently geared to enabling staff to work at home/remotely. This will mean significantly fewer journeys for staff to/from work.</b></p>	Med	Reduced travel to meetings. Time saved travelling.	Med	Med
3.2	<p>Investigate “Wireless town hall” approach including:</p> <p><b>Update: Increased use of internet available council services including payments and</b></p>	High	Reduced paper.	High	Med

	<p><b>planning applications on line are in operation. Options for further development are under 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.</b></p> <p><b>Examples can be found on East Herts web site as follows:</b></p> <p><a href="http://www.eastherts.gov.uk/index.jsp?articleid=9376">http://www.eastherts.gov.uk/index.jsp?articleid=9376</a> - on line benefit claims and keeping track of payments</p> <p><a href="http://www.eastherts.gov.uk/index.jsp?articleid=12699">http://www.eastherts.gov.uk/index.jsp?articleid=12699</a> - on line housing applications</p> <p><a href="http://www.eastherts.public-tv/site/">http://www.eastherts.public-tv/site/</a> - web casting of meetings and on-line consultations -</p> <p><a href="http://www.eastherts.gov.uk/index.jsp?articleid=16149">http://www.eastherts.gov.uk/index.jsp?articleid=16149</a> saves paper</p>				
3.2.1	<p>a) Cordless office telephones which permit mobile workstations.</p> <p><b>Update: Office communicator has been rolled out across council to all staff to allow improved communication</b></p>	<p><b>Home working staff commuter data not quantifiable</b></p>	<p>Faster decision making as meetings can be held sooner than otherwise.</p>	High	Med

3.2.2	<p>b) WiFi – access to Council network from any workstation,</p> <p><b>Update: Citrix installed allowing allowing access to all files from any workstation.</b></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><b>Update: Office communicator has been rolled out across council to all staff to allow improved communication</b></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><b>Update: Office communicator has been rolled out across council to all staff to allow improved communication</b></p>	<b>Home working staff commuter data not quantifiable</b>	<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><b>Update: Not directly progressed but</b></p>	High	Reduced need for customer travel to visit office – vehicle emissions savings.	High	Med

	<b>potential East Herts network available from any workstation via Citrix</b>				
3.4	Investigate potential of providing access to Council services from mobile locations e.g. "mobile town hall" vehicle.  <b>Update: Not progressed</b>	High	Improved customer service.  Payments made more quickly	High	Med
3.5	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.  <b>Update: IT Services continue to investigate range of options to enable more efficient methods of working.</b>	High	Reduce paper / printing (including water, energy and ink).  Require fewer / smaller printers – leasing and maintenance savings.  Saving in staff time – both print unit and service staff making copies.	High	Med
3.5.1	Omit the last blank page from Council committee agenda papers – replace with worded statement at end of report to indicate final page  <b>Update: Completed</b>	Low	Reduces paper	No cost	Short
3.6	Revise default printer settings – double sided and replace single side printers.	Low	Reduce paper.	Low	Quick Win



	<b>Update: Double sided printing is undertaken on most machines, where possible.</b>				
3.7	<p>Ensure all new PC's are low energy units.</p> <p><b>Update: It is understood that IT Services now actively consider energy efficiency of equipment during procurement process.</b></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><b>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.</b></p>	<b>Current 2012 carbon emissions from PC's are approx 106,375kg CO<sub>2</sub></b>	Electricity saving.	Med	Med
3.9	<p>Procure hardware for turning off electrical equipment at the socket rather than leaving on standby.</p> <p><b>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.</b></p>	Med	Energy saving Convenience	Low	Short

	<b>Procurement of electrical timers is being investigated for larger electrical equipment as part of web based metering proposal</b>				
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><b>Update: Increased virtualization of IT underway, but no specific movement on server room technology</b></p>	<b>Current 2012 carbon emissions from Servers are approx 245,300 kg CO<sub>2</sub></b>	Electricity saving	Low	Med
<b>Other</b> 3.11	<p>Continue to specify use of sustainably sourced (FSC) timber for projects and procurement.</p> <p><b>Update: Council policy in place. FSC timber specified where ever available.</b></p>	High	Protects forests. Ethically correct.	Low	Quick Win
<b><u>Contracted out services</u></b> 3.12	<p>Investigate potential for energy saving / procurement saving measures within contracts.</p> <p><b>Update: Energy efficiency is now a factor that is considered within major contracts e.g Waste Contract leading to</b></p>	Low	Possible reduction in energy consumption. Reduction in costs. Better procurement choices.	Med	Med

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

	<p><b>rounds to maximise efficiency as part of new co-mingled recycling collection scheme beginning in November 2013.</b></p>				
<p><b>Contracted Services – Strategic Procurement</b></p> <p>3.15</p>	<p>Review Council Procurement Strategy re contract terms for operational contracts</p> <ul style="list-style-type: none"> <li>- Requirement for contractors to show carbon reduction over life of contract</li> <li>- Contract performance criteria re carbon reduction</li> </ul> <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><b>Update: Specific questions were asked of waste contract tenderers relating to potential improvements over life of contract. Enhanced environmental performance criteria have been achieved.</b></p>	High	<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>	High	Long

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<p><b>Contracted Services – Operational improvements</b></p> <p>3.16</p>	<p>Review Refuse and Recycling Service rounds to identify costs and carbon benefits of re-scheduling.</p> <p><b>Update: Review was included in 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.</b></p>	<p><b>2012 carbon emissions fuel usage has resulted in very significant savings of 619,657 kg CO<sub>2</sub> compared with 2009 baseline. This has chiefly been achieved through improved round scheduling and high efficiency vehicles.</b></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><b>Update: Reference made to HCC to confirm use of carbon impact assessments.</b></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</p>	<p><b>2012 carbon emissions fuel usage</b></p>	<p>Fuel savings.</p>	<p>High</p>	<p>Long</p>

	<p>for alternative fuels for vehicles and evaluate emissions of vehicles.</p> <p><b>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.</b></p>	<p><b>has resulted in very significant savings of 619,657 kg CO<sub>2</sub> compared with 2009 baseline. This has chiefly been achieved through improved round scheduling and high efficiency vehicles.</b></p>			
3.19	<p>Recycling –Continue to develop options to increase level of recycling relative to waste sent to landfill.</p> <p><b>Update: Ongoing eg mixed plastic recycling was introduced from mid 2011. Co-mingled to be introduced later in 2013.</b></p> <p><b>Overall total waste going to landfill reducing so reducing greenhouse gas (principally methane CH<sub>4</sub>) emissions from landfill.</b></p> <p><b>Note: CH<sub>4</sub> is 21x more damaging than CO<sub>2</sub>.</b></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</p>	Med	Better understanding of how recycling impacts on the Council carbon footprint. Set targets which	Med	Med

	<p>contribute to reduction in energy use.</p> <p><b>Update: Monitoring of carbon impacts of recyclables on ongoing basis.</b></p>		involved contractors.		
3.21	<p>Depot operations – evaluate energy efficiency of materials processing machinery.</p> <p><b>Update: Not yet implemented</b></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><b>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.</b></p>	Variable – depending on contract	<p>Reduced carbon emissions</p> <p>Potentially helps achieve national/ local carbon saving targets</p>	Variable	Variable

<b>Planning</b>	<b>Action</b>
4.1	<p>Planning will require and enforce the requirement for new developments of more than 10 dwellings or 1,000m<sup>2</sup> of non-residential floor space to secure at least 10% of their energy from decentralised renewable or low-carbon sources, or onsite renewables unless this is not feasible or viable.</p> <p><b>East Herts policy approach is to continue to maintain the policy approach contained in the now revoked East of England Regional Spatial Strategy, relating to the creation of energy through new developments.</b></p>
4.2	<p>Planning will require development to comply with policy in respect of flood prevention and alleviation.</p>
4.3	<p>Planning will require the incorporation of Sustainable Urban Drainage systems in accordance with the recommendations of the Council's Strategic Flood Risk Assessment and the Flood and Water Management Act 2010. Hertfordshire County Council is the Lead Local Sustainable Drainage System (SUDS) Approving Body or 'SAB'.</p>
4.4	<p>Planning will seek to encourage, where appropriate and viable, new developments to install District Heating systems and Combined Heat and Power (CHP) generation facilities, in accordance with national policy as part of a series of approaches and allowable solutions.</p>
4.5	<p>Planning will require 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.</p> <p><b>East Herts, where possible, encourages developments to exceed the minimum requirements of Building Regulations.</b></p>



4.6	Planning will seek to encourage new development to incorporate facilities for zero-and low emission vehicles.
4.7	Planning will seek to encourage new development to maximise opportunities for more sustainable modes of transport, including cycling and walking.
4.8	Through the emerging East Herts District Plan, Planning will set ambitious but viable targets for renewable and decentralised energy generation.
4.9	Through the emerging East Herts District Plan, 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.
4.10	Through the emerging East Herts District Plan, Planning will support in principle opportunities for innovative sustainable development initiatives across the District
4.11	Through the emerging East Herts District Plan, Planning will consider opportunities for development of sustainable and renewable energy sources such as biomass generation.  <b>Planning encourages all development across the District to use appropriate and viable solutions for renewable energy generation and use where feasible.</b>
4.12	Through the emerging East Herts District Plan, Planning will require developments to address climate change adaptation measures, such as provision of green infrastructure.
4.13	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.  <b>Planning is continuing to encourage the use of such features where appropriate</b>
4.14	The Council will continue collaborative working between Planning Policy and other teams such as Environmental Services in order to develop a robust evidence basis for Climate Change policy development.
4.15	The Council will promote awareness of the Hertfordshire Building Futures website <a href="http://www.hertslink.org/buildingfutures">www.hertslink.org/buildingfutures</a> in order to encourage higher standards of development within the district.

	Action	Carbon Saving	Benefit	Cost	Time
<u>Promotion and Awareness</u> 5.1	Caretakers to check that printers & copiers are switched off during night time close of buildings.  <b>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 solutions are being explored.</b>	Med	Low cost	No cost	Quick Win
5.2	Staff awareness sessions to include climate change / energy / facts and figures / top tips.  <b>Update: Staff awareness sessions to be instigated from October 2013 including further top tips in Staff Update as occasional feature; and, additional information to be provided in kitchen areas. Liftshare promotion /recycling promotions during 2012.</b>	Low	Improves awareness. Demonstrates commitment from senior management.	No cost	Quick Win
5.3	Introduce climate / carbon awareness at staff induction.  <b>Update: To be included in next round of staff induction programmes</b>	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><b>Update: HR have advised that this is difficult to include.</b></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><b>Update: Not yet implemented, as carbon calculations can be difficult to quantify, although officers are exploring options</b></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"> <li>• Reduce number waste bins</li> <li>• Increase number of paper recycling bins.</li> </ul> <p><b>Update: Number of general waste bins has been reduced throughout offices. Increased number of recycling bins including can collection.</b></p> <p><b>Large paper recycling wheelie bins are located at strategic points on each floor.</b></p>	Low	<ul style="list-style-type: none"> <li>• Improves recycling</li> <li>• Reduces waste to landfill</li> <li>• Highlights issue</li> </ul>	Low	Short

5.7	<p>Promote office recycling initiative on regular basis.</p> <p><b>Update: Staff recycling awareness promotion carried out during 2012 and will continue on <i>ad hoc</i> basis.</b></p>	Low	Low cost. Popular with staff Easy.	Low	Quick Win
5.8	<p>Promote energy insulation measures to staff.</p> <p><b>Update: Staff energy efficiency awareness posters promotion during 2012 and will continue on <i>ad hoc</i> rolling basis.</b></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><b>Update: Not progressed to date, as nationally operated schemes were in operation.</b></p>	Low	Popular with staff Reduces energy consumption Helps with NI186 target.	Med	Short
5.10	<p>Investigate possibility of making staff 'Update' electronic only.</p> <p><b>Update: Completed</b></p>	Low	Reduces cost. Saves paper.	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><b>Update: Fuel efficient driver training has been investigated, but no budget available. Officers continue to</b></p>	Med	Reduces cost. Low cost if lunchtime seminar.	Low	Short

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

5.16	<p>Appoint volunteer staff energy wardens to promote switch off campaign.</p> <p><b>Update: Not yet implemented</b></p>	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><b>Update: Number of general waste bins has been reduced throughout offices. Increased number of recycling bins including can collection.</b></p> <p><b>Large paper recycling wheelie bins are located at strategic points on each floor.</b></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><b>Update: ‘Hippos’ and other water saving methods were promoted to local residents/staff through article in past LINK magazine (autumn 2010), together with free giveaways and also at past 2 Environment Film Festivals.</b></p> <p><b>Later in 2013 new “Don’t be a Drip campaign” to be launched by Herts Sustainability Forum, of</b></p>	Med	Low cost Useful promotional tool	Low	Short

	<b>which EHC is an active member. Water usage in East Herts, along with the rest of Herts is highest in UK at approx 170 litres per person per day. Top new build regulations aim for 105 litres ppd, but still need to reduce use in existing household as Herts is one of driest areas in UK and water resources are under severe pressure.</b>				
5.19	Investigate development of a staff volunteering scheme to promote team development and undertake small scale local community environmental improvements  <b>Update: Not yet progressed</b>	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	Undertake staff environmental awareness to provide briefings on carbon saving/green measures at home and work  <b>Update: Staff awareness to be promoted through Update magazine</b>	Low	Provides information for staff. Encourages uptake of carbon saving measures and spreads corporate message	Low	Short

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