

East Herts Council

Climate Change Task and Finish Group
Annual Review of Progress
East Herts Climate Change Action Plan
February 2011

Introduction:

Members will recall that the Council adopted the Climate Change Strategy and Action Plan in December 2009. It was agreed at the time by the Environment Scrutiny Committee that the Climate Change Task and Finish Group be asked to reconvene one year on to review progress made in implementing proposed actions within the Climate Change Action Plan and then to report to a subsequent meeting of the Environment Scrutiny Committee. It should be noted that all agreed initiatives within the Action Plan were/are subject to a business case analysis before implementation to ensure value for money.

This report summarises the work achieved to date (December 2009-January 2011) in implementing actions within the Action Plan. In summary, Officers believe that much work has been achieved over the last year and that achievements have been particularly aided by the C3W programme. The main area for future activity is likely to be staff education and awareness raising. It is considered that this is best implemented once refurbishment and the office moves have been completed.

Environmental Film Festival:

In April 2010 a successful Environmental Film festival was organized by the Council in conjunction with Greener East Herts at the former Castle Hall. 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 launch event for Greener East Herts and was well attended with almost 400 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. Greener East Herts is also involved with implementing some of the actions relating to environmental issues within the East Herts Sustainable Community Strategy.

A second Film Festival is currently being planned for 19 November 2011 at Hertford Theatre.

Review of Action Plan Activity:

Note commentary on the activity undertaken for each action during the past year is provided as an Update shown in bold in the Action column below.

	Action	Carbon Saving	Benefit	Cost	Time
<u>Energy Buildings</u> Metering					
1.1	Introduce smart metering to all council premises inc pools, offices, depot, car parks etc. Update: Use of smart metering investigated as adjunct to C3W improvements. Meter yet to be installed but provision made in capital programme.	High	Relatively low cost. Accurate metering of all utilities, on demand and up-to-date. Ability to set warning thresholds.	Low	Med
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	Med	Some LA's have seen 5-8% reduction in gas use.	High	Med
1.4	Investigate voltage regulation at depot/ Wallfields. Update: Potential benefit for voltage regulator investigated in detail.	Low	Case studies from LA's have shown 3-7% reduction in electricity use.	Med	Med

	<p>Confirmed that technology is sound and will not only save energy but have added benefit of modulating electricity supply to building included in capital programme as part of C3W programme improvements to Wallfields – to be installed by mid 2011. Not progressing with voltage regulation at Depot as insufficient business case</p>				
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: Project included as part of C3W building refurbishment programme</p>	Med	<p>Reduces energy uses. Popular with staff. Good example.</p>	High	Med
1.6	<p>Introduce PIR lighting control – Wallfields / Pools and other facilities.</p> <p>Update: Lighting control include as part of C3W programme 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. 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 are currently trialing <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment</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: External shading considered in detail for Wallfields south elevation as this is a key problem with the building. Glass conservatory roof to be replaced as part of C3W refurbishment works, and options to replace glass roof to reception also being investigated as an additional project.</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 to be fitted where required as part of C3W refurbishment</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

Renewables 1.11	Commission detailed report on potential for renewables across Council buildings. Update: As part of C3W contract consultants looked at Solar PV and Solar thermal at Wallfields. Contract costs were sought and these were high so agreed not to be progressed. However, Micro Hydro scheme at Hertford Weir is to go ahead as good business case. Other options for other buildings are limited but officers due to meet with Energy Savings Trust (EST) consultants in March to determine level of potential	N/A	Provides comprehensive evidence for best value approach for renewables.	Med	Short
1.12	Install solar thermal array to toilet block at Wallfields. Update: C3W consultants investigated options, but reported that costs were high and hence insufficient business case at current, so not being progressed. However, officers will keep project under review as new Renewable Heat Incentive tariff may change business case.	Med	Reduces energy demand. Grants available. Good exemplar.	High Grant Available	Short
1.13	Install public exemplar solar PV array at Wallfields. Update: C3W consultants investigated options, but reported that costs were high and there was an insufficient business case	Med	Reduces energy demand. Good exemplar. Grants available.	High Grant Available	Short

	at current time. However, the proposal is being kept under review.				
1.14	Install 15kW turbine at Buntingford. Update: Initial discussion with landowner held who was sympathetic but at current time business case appears insufficient, although EST consultants to advise on latest position in March.	High	Reduces energy demand. Good exemplar. Grants available.	High Grant Available	Med

1.15	Investigate installation of solar thermal at second public convenience e.g. Bell Street. Update: Suitable public conveniences have been closed as part of efficiency measures. Scheme not to be progressed.	Low	Reduces energy demand. Good exemplar. Existing project working well.	Low Grant Available	Short
1.16	Install mini hydro facility at Castle Hall. 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. Initial tender and consultation works progressing. It is hoped that work will start on site in Summer 2011.	High	Reduces energy demand. Good exemplar Grants available	High Grant Available	Med
1.17	Investigate opportunity for solar signage in car parks. Update: No progress so far. EST consultants to advise on options and	Med	Good exemplar. Small energy reduction.	Med	Med

	opportunities.				
1.18	Investigate rationalisation of server room to minimise power requirements. Update: IT indicate that they are keeping server requirements under constant review.	High	Reduce energy consumption.	Low	Med
1.19	Reduce unnecessary storage of data on servers. Update: IT are looking at opportunities for energy efficiencies wherever possible	Med	Reduce energy consumption.	Low	Short
1.20	Increase occupancy level of Wallfields to reduce per head heating demand. Update: As part of C3W programme occupancy level of Wallfields will increase dramatically as staff move 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 are to be installed as part of C3W programme.	High	Reduces per head heating costs.	High	Med
1.21	Encourage home working by staff. Update: As part of C3W programme home working is being actively encouraged and a significant minority of staff will become home workers on a regular basis with a further proportion doing soon an	High	Reduces energy demand. Reduces desk space. Flexibility for staff.	Low	Short

	ad hoc basis. Note if possible indicative will be provided at the meeting				
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. Contractors are required by Council to provide annual energy consumption data for their operations.</p>	High	Likely high reduction in energy demand.	High Grant Available	Med

Water					
1.25	<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>	Low	<p>Low cost.</p> <p>Reduces water consumption.</p>	Low	Short
1.26	<p>Fit dual flush toilets as standard and on replacement.</p> <p>Update: Dual flush toilets to be fitted a part of</p>	Low	<p>Reduces water consumption.</p> <p>Low cost.</p>	Low	Short

	planned maintenance wherever practicable.				
1.27	<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 pay back, rainwater harvesting is not included.</p>	Med	<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>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 is currently being 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: Once staff have been moved to their final positions as part of C3W</p>	Low	<p>Potential energy saving.</p> <p>Convenience / reduces wasted staff time.</p>	Low	Short

	programme and refurbishment works have ceased it is planned to undertake a corporate energy efficiency campaign within the building. September 2011 onwards				
1.31	Investigate use of Pool covers at Pools. Update: Details of pool covers and their benefits have been passed to the leisure manager for discussion with the leisure contractor	Med/ High	Reduce energy consumption & condensation.	High	Med
1.32	Investigate new Environmentally more friendly water cleaning /UV / ionization. Update: Details of more environmentally friendly filtration products and their benefits have been passed to the leisure manager for discussion with the leisure contractor.	Med	Energy reduction. Good PR.	High	Med
1.33	Phase out use of bottled water in council premises where contracts allow Update: Bottled water has been phased out at all locations unless there is no other option for the provision of a ready supply of drinking water. Further tap water provision will be provide at Wallfields as part of C3W building refurbishment works further minimizing use of	Low	Reduces carbon emissions from production and transport	Low	Short

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

	Action	Carbon Saving	Benefit	Cost	Time
<u>Transport</u>					
2.1	Implement Car share Data base linked to HCC. Provide Car share spaces Investigate benefits of providing Pool cars and Staff minibus between sites. Update: Agreement reached with HCC to utilize county council car share system. Scheme ready to be launched pending final C3W arrangements for office car parking and replacement of staff member at HCC.	Med Med	Encourage share Discourage use Multi-functional courier	Low High	Short Med
2.2	Investigate "Green leased cars" eg biofuel mix and LPG / extend lease car period / CO2 emissions limits Update: Lease scheme cut as part of Terms and Conditions review.	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	Permit LPG use in staff vehicles. Update: Lease scheme cut as part of Terms and	Med	Overall CO ₂ reduced.	Cost borne by staff	Med

	Conditions review.				
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<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 move to single site meetings will in the main take place at Wallfields. The Car Share scheme will be open to both staff and members.</p>	<p>Low</p>	<p>Reduce car travel.</p>	<p>Low/ Med</p>	<p>Med</p>
<p>Staff Commuting</p> <p>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: Improved drying facilities are under consideration.C3W Green Transport group are investigating cycle/green transport initiatives. Bike mileage scheme is in</p>	<p>Likely low</p>	<p>Carbon saving. Health benefits.</p> <p>Subsidised bikes.</p>	<p>Med</p>	<p>Med</p>

	operation.				
Bus/Trains					
2.6	<p>Promote season ticket loan scheme for staff To/from work On business EHC funded bus service</p> <p>Update: C3W Green Transport Group 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>
2.7	<p>Investigate reciprocal office arrangements with other local authorities</p> <p>Update: No progress so far</p>	Med	<p>Staff work near home reduce commuting time / carbon emissions</p>	Med	Med

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

	Energy savings achieved by the contractor ultimately can be passed on to the client through reduced contract price				
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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-i.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 payment on line is in operation. Council tax account information and Housing benefit account information soon to be on line. Options for further development are under active consideration by Head of Customer Services. Planning</p>	High	Reduced paper.	High	Med

	<p>applications are now on line. Greater use of electronic document management. With preparation for C3W reorganization underway great use is being made of managing/storing documents electronically rather than retaining paper copies.</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: OCS – office communicator being 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: Range of measures being installed to allow access to all files from any workstation as part of C3W programme</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: OCS – office communicator being 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: OCS – office communicator being 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</p>	High	Reduced need for customer travel to visit office – vehicle emissions savings.	High	Med

	network available from any workstation via Citrex				
3.4	Investigate potential of providing access to Council services from mobile locations e.g. "mobile town hall" vehicle. Update: Not progressed	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. Update: IT investigating range of options to enable more efficient methods of working. Current emphasis on enabling mobile/home working to facilitate C3W move.	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 Update: Completed	Low	Reduces paper	No cost	Short
3.6	Revise default printer settings – double sided and replace single side printers. Update: Double sided printing is undertaken	Low	Reduce paper.	Low	Quick Win

	on most machines, but is not yet default position. IT to be requested to progress.				
3.7	<p>Ensure all new PC's are low energy units.</p> <p>Update: It is understood that IT 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 are currently trialing <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment</p>	Med	PC and monitor consume .25 Kwh X 10 X 5 X 52 X 370 = 240.5 Mw pa.	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. Potential for use of close down energy efficiency adapters and provision of these to home workers to be investigated with IT.</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 (FFC) timber for projects and procurement.</p> <p>Update: Council policy in place, where ever FFC 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 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	Investigate potential for enhanced recycling facilities in leisure facilities.	Low	Popular with public.	Low	Short

	Update: No progress to date				
Contractors vehicles / transport 3.14	<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>				
Contracted Services – Strategic Procurement 3.15	<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 	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

	<p>- Contract performance criteria re carbon reduction</p> <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. New Corporate Procurement Officer in post from January 2011. Environmental Services officers to meet with her to brief on Climate Change Action Plan proposals to ensure dissemination into other contracts as appropriate and to enhance Procurement Strategy.</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>High</p>	<p>Reduction in fuel usage benefiting contractor and the Council.</p>	<p>High</p>	<p>Med</p>
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	Update: Review included in new Waste management contract.				
3.17	Request County Council to include carbon impact assessment when determining disposal / re-processing locations. Update: Reference made to HCC to confirm use of carbon impact assessments.	Med	Less distance to travel to tip – fuel saving.	High	Long
3.18	Next Refuse and Recycling contract to include options and costs for alternative fuels for vehicles and evaluate emissions of vehicles. 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.	High	Fuel savings.	High	Long
3.19	Recycling –Continue to develop options to increase level of recycling relative to waste sent to landfill. Update: Ongoing eg mixed plastic recycling from mid 2011. Recycling volumes on target.	High	Reduce emissions from landfill.	High	Long
3.20	Recycling - introduce monitoring of carbon impact of materials	Med	Better understanding of how recycling impacts on the Council carbon footprint.	Med	Med

	collected Depot operations – set targets for contractors to contribute to reduction in energy use. Update: Monitoring of carbon impacts of recyclables implemented on annual basis		Set targets which involved contractors.		
3.21	Depot operations – evaluate energy efficiency of materials processing machinery. Update: Not yet implemented	Med	Procure energy efficient machinery.	High	Med
3.22	In future procurement/ service contracts the Council will consider the impacts of Climate Change, where appropriate. Update: New Corporate Procurement Officer in post from January 2011. Environmental Services officers to meet with her to brief on Climate Change Action Plan proposals to ensure dissemination into other contracts as appropriate.	Variable – depending on contract	Reduced carbon emissions Potentially helps achieve national/ local carbon saving targets	Variable	Variable

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 during the past year.

Planning	Action
4.1	<p>Planning will</p> <p>Require and enforce the regional requirement for new developments of more than 10 dwellings or 1000m² 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.</p>

4.2	<p>Planning will</p> <p>Require development to comply with existing policy in respect of flood prevention and alleviation.</p>
4.3	<p>Planning will</p> <p>Seek to encourage the creation of Sustainable Urban Drainage systems in accordance with the recommendations of the Council's Strategic Flood Risk Assessment.</p>
4.4	<p>Planning will</p> <p>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.</p>
4.5	<p>Planning will</p> <p>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.</p>
4.6	<p>Planning will</p> <p>Seek to encourage new development to incorporate facilities for zero-and low emission vehicles.</p>
4.7	<p>Planning will</p> <p>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</p> <p>Set ambitious but viable targets for renewable and decentralised energy generation.</p>
4.9	<p>Through the emerging Local Development Framework, Planning will</p>

	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 Local Development Framework, Planning will consider opportunities for innovative sustainable development initiatives across the District
4.11	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.
4.12	Through the emerging Local Development Framework, Planning will Consider opportunities 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.
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 www.hertslink.org/buildingfutures 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	Med	Low cost	No cost	Quick Win

	<p>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. However, IT is currently trialing <i>Nightwatchman</i> which is a software programme which enables the auto shut down of IT equipment. This will be implemented if found to be successful.</p>				
5.2	<p>Staff briefing sessions to include climate change / energy / facts and figures / top tips.</p> <p>Update: Not yet undertaken. C3W and financial efficiency savings have been the focus of staff briefings. Once the C3W move is complete it is planned to run an awareness campaign for staff, launching in Energy Efficiency Week, October 2011.</p>	Low	<p>Improves awareness. Demonstrates commitment from senior management.</p>	No cost	Quick Win
5.3	<p>Introduce climate / carbon awareness at staff induction.</p> <p>Update: To be considered by HR</p>	Low	<p>Improves awareness of measures available. Reduces energy consumption. Improves recycling targets.</p>	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 tat</p>	Low	<p>Raises awareness and increases opportunity for positive actions.</p>	No cost	Short

	this could be difficult issue to introduce at the current time				
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. Facilities also advise that all paper arising from office moves due to clear out is being recycled</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 once office moves complete in late summer 2011, although all staff have been advised of current paper recycling</p>	Low	Low cost. Popular with staff Easy.	Low	Quick Win

	provision.				
5.8	Promote energy insulation measures to staff. Update: Staff energy efficiency awareness planned for Energy Efficiency week in Autumn 2011 once office moves have been completed	Ditto	Ditto	Ditto	Ditto
5.9	Investigate Introduction of loan / deduction from salary for purchase of domestic loft / cavity wall measures by staff. Update: Not progressed to date	Low	Popular with staff Reduces energy consumption Helps with NI186 target.	Med	Short
5.10	Investigate possibility of making staff 'Update' electronic only. Update: Completed	Low	Reduces cost. Saves paper.	Low	Short
5.11	Investigate potential for provision of safer driving / fuel efficient driver training for staff and members possibly linked to advanced driver training course. Update: Fuel efficient driver training has been investigated. New subsidised training from EST may be available from next financial year. Potential for this to be included in Staff Awareness campaign later in the year.	Med	Reduces cost. Low cost if lunchtime seminar.	Low	Short
5.12	Encourage staff to allow more time to travel to meetings to encourage	Low	<ul style="list-style-type: none"> • Low cost • Increased safety • Reduces fuel 	Low	Quick Win

	speed reduction. Update: This is reflected in corporate advice to staff		consumption		
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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 new 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	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 staff awareness campaign, although new lighting in Wallfields currently being installed as part of C3W programme will assist with this.	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	Investigate further improvements to office recycling, as good basis	Low	Low cost	Low	Short

	<p>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. Facilities also advise that all paper arising from office moves due to clear out is being recycled</p>				
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</p>	Med	<p>Low cost Useful promotional tool</p>	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	<p>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</p>	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: Not yet progressed. Potential to include this as part staff energy efficiency campaign in due course.</p>	Low	Provides information for staff. Encourages uptake of carbon saving measures and spreads corporate message	Low	Short
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17TH February 2011