

Wychavon climate change action plan 2008 - 2011

Ref	What	When by	Who	Resource implications (costs, annual savings, payback)	Comments
1. Strategy					
1a. Strategic approach					
CC1	Consider participating in the Carbon Trust's Local Authority Carbon Management (LACM) Programme to help reduce our energy consumption and carbon emissions further.	30 September 2008	Cherrie Mansfield & Mark Haslam	No direct financial costs to us. If we participated in the programme there is a requirement of two days a week commitment from us for the ten month duration of the programme.	Through the LACM, the Carbon Trust provides councils with technical and change management support and guidance to help them achieve carbon emissions savings. The primary focus of the work is to reduce emissions under the control of the local authority such as buildings and vehicle fleets.
CC2	Set a five year target and timescales for energy use reductions in own estate and the wider community.	31 March 2009	MM Climate Change Group Executive Board	To be determined.	The new Worcestershire LAA includes three year targets for NI186 (CO ₂ emissions per capita). The targets, which are subject to Government agreement, are based on a 2005 baseline of 7.2 tonnes per capita. The targets are expressed cumulatively: Year 1: 3% reduction from 2005 levels (2.4% from national measures, 0.6% from local measures) Year 2: 6% reduction from 2005 levels (4.7% from national measures, 1.3% from

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					local measures) Year 3: 9% reduction from 2005 levels (7.1% from national measures, 1.9% from local measures)
CC3	Introduce a single system for recording data relating to sustainable energy use to improve our ability to monitor and manage our energy performance.	31 October 2008	Cherrie Mansfield, Mark Haslam, Elaine Salter, Fred Davies	Could potentially use Covalent performance monitoring software. Cost: time to set up and populate. Savings: time in collating data in future as it would be more easily accessible. Increased ability to manage, and reduce, energy consumption.	The system could include data on energy use in our estate, energy efficiency of public and private sector housing stock, planning applications for renewable energy/micro generation, business travel.
CC4	Investigate current best practice and identify additional action we can take to reduce energy consumption.	Start by 31 October 2008, then ongoing	MM Climate Change Group	Depends on what action we decide to take as a result of the research.	There are a number of sources of case studies and best practice we can draw on through internet research, contacting other councils, attending relevant events and signposting by the EST and Carbon Trust.
1b. Staff & councillor motivation & knowledge					
CC5	Include energy awareness in induction/welcome presentations for all new staff and councillors.	31 July 2008	Vic Allison & Sheena Jones	No cost.	
CC6	Run tailored energy efficiency training for key front line staff and councillors to increase awareness and enable them to provide relevant advice to residents and businesses.	Starting from September 2008	Vic Allison & Sheena Jones	Cost will depend on choice of training and provider. We could potentially deliver the training through the local Energy Advice Centre. The EST's Grants for Action are a potential source of	The Worcestershire & Warwickshire Energy Efficiency Advice Centre (WEEAC) already deliver some staff training for us. The training proposed would be

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				funding.	targeted at frontline staff in the community contact centres, housing, planning, building control, environmental services and economic development. A mix of general energy awareness training, plus more technical courses, such as City and Guilds energy qualifications might be appropriate. We could also offer the training to partners such as the PCT and County Council, e.g. health visitors and social workers.
CC7	Middle Manager Climate Change Group reps to meet with the Energy Champs at least twice a year to provide advice, support and share progress on this action plan.	From July 2008 onwards	MM Climate Change Group	None.	There are Energy Champs in each service area. Their primary role is to raise awareness about energy efficiency and encourage good housekeeping measures in the workplace.
2. Services					
2a. Resources					
CC8	Research sources of external funding and support services and apply to relevant programmes to help deliver this action plan.	From July 2008 onwards	Cherrie Mansfield	From existing resources. Potential for attracting external funding to deliver elements of this action plan and for working with partners to secure funding.	The EST's Grants for Action is one potential source of funding open to us once the action plan is signed off.
CC9	Reinvest savings from energy efficiency into further action by	30 August 2008	Vic Allison	No additional cost to the council. Invest to save potential.	The baseline cost for gas and electricity across all council

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	establishing an earmarked reserve for such purposes.			Financial and carbon dioxide savings made will contribute to our Gershon efficiency targets.	buildings is approximately £150K. We will need to neutralise the effect of inflation when calculating savings made.
CC10	Introduce high energy standards for all new council buildings and ensure any new building and regeneration projects on our land deliver energy efficiency improvements/minimise CO ₂ emissions.	From July 2008 onwards	Mark Haslam	We will need to take into account invest to save potential and payback periods when making decisions about the standards to apply.	We will need to define our minimum level of standards using a tool such as the Building Research Establishment Environment Assessment Method (BREEAM).
CC11	Consider putting a condition on future Wychavon Community Grants to encourage more sustainable practices.	31 March 2009	MM Climate Change Group/Jem Teal	Existing resources. This would require a change in the conditions governing community grants.	Suggest specifying this as a condition for all grant awards over £1,000. Could also make climate change/sustainable energy a future theme for our grants programme.
2b. Social housing					
CC12	Work with Registered Social Landlords (RSLs) to identify specific joint energy efficiency initiatives and to build up a better picture of the energy efficiency of the social housing stock.	Start by 31 August 2008	Elaine Salter	Staff time. From within existing resources.	We already do some work with the RSLs, but to date it has been a bit ad hoc.
2c. Energy advice & grants					
CC13	Create a Wychavon multi-agency fuel poverty partnership to identify vulnerable and 'hard to reach' groups, make referrals for help and maximise take up of available grant schemes	31 December 2008	Elaine Salter	Time and ours and partners' existing resources. Should also be able to draw in external funding. WEEAC has already volunteered to chair the partnership.	This is consistent with the Government's current plans to supply household income data to energy suppliers. One stop approach currently being delivered via WEEAC

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CC14	Build up a good relationship with the new regional Energy Saving Trust advice centre and influence its work plan.	31 December 2008	Elaine Salter & others		
2e. Planning policy					
CC15	Introduce specific energy policies within the new Joint South Worcestershire Local Development Framework setting out standards for new domestic and commercial developments and a series of Supplementary Planning Documents that minimise the impact of developments on climate change.	31 March 2011	Fred Davies/Andy Ford	From within existing Joint Core Strategy budgets – funded by us, Malvern Hills and Worcester City Councils.	Currently proposing sustainable homes code level 4 by 2011 and level 6 by 2016. Need to include similar standards (e.g. BREEAM) for commercial developments.
CC16	Identify and train a planning officer and building control officer to champion energy issues and ensure colleagues are giving consistent and relevant energy advice.	31 December 2008	Fred Davies/Andy Ford	Approximately £500 - £1000 to be met from existing training budgets or external funding.	Likely to be more effective than blanket training for all officers, although there will still be a need for some general awareness training. Also links to action CC6.
CC17	Lobby Government to introduce stronger planning standards on energy efficiency in new developments.	31 March 2009	Executive Board	Existing resources.	To enable us to require more stringent energy efficiency requirements on future development.
Community leadership					
3a. Engagement with stakeholders					
CC18	Identify and consult key stakeholders about this action plan and work with them on an ongoing basis.	From June 2008	Vic Allison & MM Climate Change Group	Existing resources. Will identify potential for working more closely with partner to deliver actions in this plan.	Key stakeholders to include: Worcestershire County Council, Primary Care Trust, Parish Councils, RSLs, Wychavon Leisure, WEEAC,

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					EST, Wychavon Community Plan Core Group and LSPs. As part of the consultation we could ask our partners to identify any actions they're interested in delivering with us.
CC19	Develop a communication/marketing plan setting out how we will raise awareness about climate change and promote sustainable energy measures to different target audiences (e.g. staff, residents, partners, businesses).	31 December 2008	Cherrie Mansfield/ Emma Wild with others	Existing resources. Want to engage partners in this too.	Need to ensure we convey messages consistent with those coming from a national, regional and county level. To include a programme of projects, events, competitions.
CC20	Join the Worcestershire Climate Change Group.	31 July 2008	Cherrie Mansfield	Time to attend meetings. Potential benefits through working together and sharing approaches.	Will also assist partnership working towards the LAA targets.
CC21	Make contact with Advantage West Midlands about its role in business support.	30 September 2008	Geoff Carpenter	Existing resources.	
3b. Raising awareness with the wider community					
CC22	Work with the largest businesses in Wychavon to help them reduce their energy consumption, including promoting Carbon Trust services and Energy Saving Trust's free fleet advice service.	31 March 2010	Geoff Carpenter with Economic Development		
4. Own estate					
4a. Procurement					
CC23	Introduce high energy efficiency standards in the procurement of	31 August 2008	Andy Taylor	Existing resources. Potential for financial and CO ₂ savings through	Suggest we apply a minimum standard of C rating for

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	electrical goods.			procuring higher energy standards.	products covered by the EC Energy Label.
CC24	Review and strengthen our contract procedure rules to encourage sustainability amongst subcontractors by including environmental criteria as part of the process for selecting suppliers.	31 March 2009	Vic Allison/Jon Bowdige	Existing resources.	
4b. Own buildings					
CC25	Replace thermostatic radiator valves on the heating system throughout the Civic Centre.	30 September 2008	Property team	Estimated cost £2500 from existing maintenance budget. Estimated £700 saving, 3.5 year return, and a 4.8 tonnes CO ₂ saving.	Tried & tested method plus good housekeeping
CC26	Install time switch controls on remaining vending machines in the Civic Centre.	30 September 2008	Property team	Estimated cost £150 from existing maintenance budget. Estimated £600 saving, 1 year return, with 3.7 tonnes CO ₂ saving.	Good housekeeping.
CC27	Upgrade lighting to Council Chamber and Civic Centre reception and lobby areas to more energy efficient.	31 December 2008	Property team	Estimated cost £5,500 from existing maintenance budget. Estimated £600 saving, 9 year return, with 3.7 tonnes CO ₂ saving.	Also required for LUX levels and health and safety maintenance requirements.
CC28	Re-insulate the loft space and all roof voids in the Civic Centre.	30 September 2008	Property team	Estimated cost £3000 from existing maintenance budget. Could provide savings and reduction of CO ₂ emissions.	Good housekeeping.
CC29	Complete site maintenance at the Civic Centre and implement a programme of good housekeeping measures in relation to the boiler,	31 March 2009	Property team	This would reduce energy loss, improve CO ₂ emissions and reduce cost. Good practice & house keeping.	See Asset Management Plan for further details

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	hot water system and lighting as set out in the Asset Management Plan.				
CC30	Introduce further water reduction by re-bagging toilet cisterns at the Civic Centre.	31 March 2009	Property team	To reduce the usage of water, water costs and CO ₂ emissions for water treatment.	Good housekeeping.
CC31	Consider upgrading Civic Centre, lighting to infra-red sensitive lighting in all communal areas (toilets, corridors, etc).	31 March 2009	Property team	Estimated cost £5,500. Estimated £500 saving, 11 year return, with 3.0 tonnes CO ₂ saving.	This lighting is a tried and tested method for energy efficient lighting, constructed to new developments.
CC32	Consider installing a Powerperfactor at the Civic Centre.	31 March 2009	Property team	Estimated cost £22,000. Estimated £7,600 savings, 2.8 year return, and 46.4 CO ₂ tonnes saving.	WCC have installed & tested, both at County Hall & some Schools. Share results with partners if we do this.
CC33	Insulate unlagged high level pipework at Evesham Community Contact Centre.	30 September 2008	Property team	Estimated cost £1,000 from existing maintenance budget. Estimated £250 saving, 4 years return, with 1.4 tonnes CO ₂ saving.	As detailed in the Carbon Trust report, together with a 4 year payback period.
CC34	Install time switch control on Hydroboil tea urns at Droitwich Community Contact Centre.	30 September 2008	Property team	Estimated cost £50 from existing maintenance budget. Estimated £200 saving, 1 year return, with 1.4 tonnes CO ₂ saving.	As detailed in the Carbon Trust report, together with a 1 year payback period.
CC35	Consider installing a Building Energy Management System (BEMS) within the Plant Room at the Civic Centre and fitting appropriate adaptations to control heating levels.	30 September 2009	Property team	Currently investigating costs, savings and pay back currently	A requirement to record & monitor the energy use within the building together with accurate control, to reduce use, used and installed in most New Developments, Pershore Medical, Leisure etc.
CC36	Investigate the feasibility of rain water harvesting at the Civic Centre.	31 March 2009	Property team	To reduce the usage of water, water costs & CO ₂ emissions for	

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				water treatment	
CC37	Investigate the feasibility of introducing solar panels.	30 September 2009	Property team	At present the Carbon Trust report has not clearly identified a clear installation costs or energy return, we plan to research this item further	
CC38	Investigate the feasibility of introducing Brie soleil, (Solar Shading) to external areas of the Civic Centre.	31 March 2009	Property team	At present the Carbon Trust report has not clearly identified a clear installation cost, although we do believe with climate change this is a future requirement to eliminate the need or call for Air Conditioning throughout the Civic Centre	Once installed free Solar shading.
CC39	Develop at least one exemplar sustainable energy capital project.	31 March 2011	Depends on the project	Depends on the project. Significant potential for attracting external funding, for example from Department for Business, Enterprise & Regulatory Reform's Low Carbon Buildings Programme.	
4c. Transport					
CC40	Contact the Energy Saving Trust for advice on the council's 'fleet'.	31 December 2008	Cherrie Mansfield	Existing resources.	
CC41	Review and update the Wychavon Travel Plan to include visitors and set new targets for reducing car use and increasing car sharing.	31 March 2009	Fred Davies/Andy Ford	Existing resources.	
CC42	Review our policies for car loans and leases to encourage take-up of lower emission vehicles and investigate the feasibility of	31 March 2009	Vic Allison	Review and investigation to be undertaken within existing resources.	

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	providing pool cars.				

- **Managing performance, measuring success**

We will monitor and report progress against this action plan through our Covalent performance management system and Signals of Success quarterly performance reports. We will also use a number of measures to help us assess success over the lifetime of the plan including:

- energy consumption in the Civic Centre and Community Contact Centres
- NI185: carbon dioxide reductions from local authority operations
- NI186: carbon dioxide emissions per head in Wychavon (DEFRA provide this data)
- NI187: tackling fuel poverty
- financial costs and savings made.