

**CARBON MANAGEMENT STRATEGY AND IMPLEMENTATION PLAN  
MONITORING OF ACTION PLAN**

**Projects for completion 2007/2008**

<b>Project</b>	<b>Lead Officer (s)</b>	<b>Completion Date</b>	<b>Progress Made</b>
Replacement of the oil boiler at Belle Isle Nursery with a wood pellet boiler	Completed	April 2008	Completed
Installation of energy saving transformer at the Civic Centre (voltage optimisation)	Paul McCormick / John Street	April 2008	Completed
Provision of automated meter reading at sites not currently metered on a half hourly basis	Paul McCormick	April 2008	No progress to date

**Projects for completion 2008/2009**

<b>Project</b>	<b>Lead Officer (s)</b>	<b>Completion Date</b>	<b>Progress Made</b>
Recruit and train Environmental Champions to promote behavioural change amongst staff	Kathryn Lamble	April 2009	Training completed and three campaigns undertaken so far, focusing on saving energy, reducing/ reusing waste and recycling.
Installation of Powalite system to Civic Centre MSCP lighting	Paul McCormick / John Street	April 2009	Work completed.
Trial of bio-diesel (from recycled vegetable oil) in vehicle fleet	Paul McCormick / Haydn Davies	April 2009	5 refuse vehicles running on 50% bio fuel.
Upgrade Livestock Centre lighting	Paul McCormick / Dave Lewis	July 2009	1 quote received, awaiting other quotes.
Upgrade Civic Centre lighting	Paul McCormick / John Street	April 2009	On going being carried out in stages.
Installation of energy saving transformer at the Livestock Centre	Paul McCormick / Dave Lewis	April 2009	Work not progressed in 08/09 due to moratorium, but investigative works to be undertaken in 08/09.
Fitting of time clocks to all vending machines/auxiliary office equipment and SAVA plugs (fridges)	Kathryn Lamble / Paul McCormick	April 2009	Time switches fitted to some printers and other equipment. No other work planned at this stage.
Improve accessibility of recycling points in offices	Kathryn Lamble	April 2009	Completed - new recycling scheme rolled out across 16 sites in February 2009. 40% reduction in waste to landfill at the Civic Centre achieved as a result.

### Projects for completion 2008/2009 Continued

Project	Lead Officer (s)	Completion Date	Progress Made
Eco- driver training	Paul McCormick /Haydn Davies	April 2009	Progressing - to be linked with CPC requirement for HGV drivers.
PC screens to standby after 15 minutes instead of 30 minutes (bypassing the screen saver)	Paul Evans	April 2009	The installation of power management software is being investigated – quote obtained.

### Proposed projects for completion 2009/2010

Project	Lead Officer (s)	Completion Date	Progress Made
Replace the light fittings at King William MSCP Extension	Paul McCormick /Steve Carnell	April 2010	Client holding decision pending more extensive refurbishment scheme for car park through Engineering and Construction
Replace the light fittings at King William MSCP	Paul McCormick /Steve Carnell	April 2010	Quotation obtained but no client brief as yet. Client holding decision pending more extensive refurbishment scheme for car park through Engineering and Construction
Replace the oil boiler at the Corn Exchange with a wood pellet type	Paul McCormick /Dave Lewis	April 2010	Grant obtained but now on hold through moratorium, pending a decision.
Installation of energy saving transformer at the MRF	Paul McCormick /Mike Trim	April 2010	Work not progressed in 08/09 due to moratorium, but investigative works now planned.
Guildhall energy efficiency improvements	Paul McCormick /John Street	April 2010	Carbon Trust survey results highlighted, lack of insulation within boiler room. To be progressed in 09/10.

## Further Opportunities for 2010/11 – 2012/13

Project	Lead Officer(s)	Completion Date	Progress Made
Cathedral and Quay MSCP lighting	Steve Carnell / Paul McCormick		Feasibility works required.
Harlequins MSCP lighting	Steve Carnell / Paul McCormick		Feasibility works required.
Guildhall MSCP lighting	Steve Carnell / Paul McCormick		Completed
Mary Arches MSCP lighting	Steve Carnell / Paul McCormick		Feasibility works required.
Corn Exchange voltage optimisation	Dave Lewis/ Paul McCormick		Some initial design work in relation to unstable electrical network analysis done but no further progress as yet as moratorium on finance. Feasibility works required
Review of MSCP's opening hours	Steve Carnell / Paul McCormick		Need to address further by discussion with car park manager
Replacement of the oil boiler at the Civic centre with a wood pellet type	John Street		Unlikely to proceed at this time due to moratorium.
Investigate part funding of projects from Carbon Trust by first seeking free design advice from the Trust.	Paul McCormick		Project plans to be set after option appraisal carried out and all dependant on future finance from the Council being made available.

## Embedding projects to be investigated 2008/09 onwards

Project	Lead Officer (s)	Completion Date	Progress Made
Setting of carbon reduction targets for individual directorates or units	Kathryn Lamble / Paul McCormick	-	
Business plans/Service Improvement Plans to include measures to be taken to address carbon management	Subject to SMT report	-	
Carbon impact assessment on policies/strategies and policy alignment	Subject to SMT report	-	
Annual appraisal process to address carbon management/assessment of staff training needs in relation to carbon management	Subject to SMT report	-	
Development of an environmental code of conduct for staff	Kathryn Lamble	-	Green workplace handbook in process of being updated.
Place greater emphasis on carbon management in induction training	Ian Walker / Kathryn Lamble	-	Inconvenient Truth film shown to new staff every 6 months. New induction training package to be produced.
Incorporate energy saving message in relation to PC use into all IT training courses	Ian Walker / Kathryn Lamble	-	Energy saving message is incorporated in IT training courses.
Develop measures to address carbon management through procurement	Paul McCormick/ Kathryn Lamble	-	Development of Green Accord initiative contributes to this.
Development of a guidance note for lighting, heating projects etc	Paul McCormick	-	Design guidance can be undertaken, outline remit of applicable project required.

Other measures with the potential to effect savings will be investigated such as:

- Automatic taps in washrooms and waterless urinals
- Renewable energy sources such as wind, solar and combined heat and power (CHP)
- Kerbside collection of used vegetable oil for conversion to bio-diesel
- Upgrade of lift control systems
- Review of IT Data Centre temperature control and setting
- Investigation of auto shutdown/hibernation software for PCs
- Review of the Council's Green Travel Plan
- Incorporation of carbon management objectives into the Leisure Centres contract when re-let in 2010.