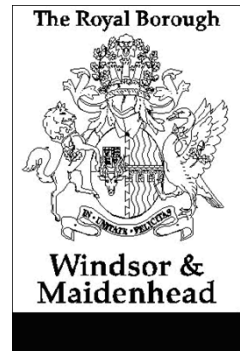


Report for: ACTION



<b>Contains Confidential or Exempt Information</b>	NO – PART I
<b>Title</b>	<b>Energy Reduction Manager Update</b>
<b>Responsible Officer(s)</b>	David Scott, Head of Governance, Partnerships, Performance and Policy.
<b>Contact officer, job title and phone number</b>	Michael Potter, Energy Reduction Manager, 01628 682949
<b>Member reporting</b>	Cllr Coppinger, Lead Member for Sustainability
<b>For Consideration By</b>	Sustainability Panel
<b>Date to be Considered</b>	25 <sup>th</sup> January 2016
<b>Implementation Date if Not Called In</b>	Immediately
<b>Affected Wards</b>	n/a

**REPORT SUMMARY**

1. This report provides an update from the Energy Reduction Manager and is intended to give the Sustainability Panel an overview of the progress being made to deliver the Panel’s energy reduction strategy.
2. This paper recommends that Members note progress and comment on the proposed work plan.
3. Recommendations are being made because it is important that Members provide comment and direction on the work being carried out and that the sustainability strategy energy reduction target is met.

**If recommendations are adopted, how will residents benefit?**

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. By reducing energy and waste costs, the Borough is providing better value for money to its residents.	March 2016

**1. DETAILS OF RECOMMENDATIONS**

**RECOMMENDATION: That**

- i. the panel note the progress made to date and comment on the proposed work plan over the next period as detailed in paragraph 17.13.
- ii. the proposal to advertise the energy switching scheme in the Around the Royal borough using fliers be approved.

- iii. the installation of a solar monitoring screen similar to those highlighted in paragraph 17.9 be approved.

## 2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 The Council is currently working towards a four year Sustainability Strategy running from April 2014 to March 2018. The strategy focuses on 6 work streams including: Sustainability, Energy, Water, Waste, Transport and Renewable Generation. The strategy has three key targets over the four year period which are:

- Reduce energy in the Council building estate by 15% in 2017/18 compared to a 2013/2014 baseline.
- Reduce water usage in the Council's corporate office buildings by 3% in 2017/18 compared to a 2013/2014 baseline.
- Recycling rates increase to 55% in 2017/18.

Each year an action plan is drawn up to enable the Council to meet these targets as well as other goals presented in the strategy documents. This update provides a progress report for the energy work stream.

Option	Comments
The Council does not work towards the sustainability strategy. <b>This is not recommended</b>	Failing to work towards the sustainability strategy would mean the Council would not be able to meet its legislative commitments, would not be able to continually drive down energy costs and therefore would not be offering value for money for its residents.
The Council works according to the current and any future sustainability strategy. <b>This is the recommended option</b>	The Council will be able to meet all its legal requirements whilst improving the local environment and providing value for money for its residents.
The Council advertises the energy switching scheme to residents using fliers in Around the Royal Borough. <b>This is the recommended option</b>	If the Council fails to advertise the energy switching scheme to all residents it is likely that the scheme sign up will be lower. Advertising using fliers in Around the Royal Borough is a recommended costs effective way of advertising to the borough's residents.
The Council installs a new solar monitoring screen similar to the fixed screen type found in paragraph 17.10. <b>This is the recommended option</b>	If the Council fails to install the new screen members of the public may not know that the Town Hall has solar panels on the roof since the existing screen is not very pronounced.

## 3. KEY IMPLICATIONS

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Overall reduction of gas and electricity consumption compared to 2013/14 baseline.	<7%	7-8%	8.1-9%	>9%	31 <sup>st</sup> March 2016

#### 4. FINANCIAL DETAILS

##### Financial impact on the budget

Revenue	2015/16	2016/17	2017/18
	Revenue £'000	Revenue £'000	Revenue £'000
	£0	£6	£0

Capital	2015/16	2016/17	2017/18
	Capital £'000	Capital £'000	Capital £'000
	£0	£1	£0

- 4.1 The energy switching project may require funding if the scheme is marketed using fliers in Around the Royal Borough. It is estimated that this would cost £6k. This funding, however, should be recouped through the referral fees paid by the energy switching company. This means as long as enough residents sign up to switch energy supplier that the scheme will be cost neutral. It is anticipated that one of the switching providers would provide referral fees of just over £6k based on the number of households in the borough and the past performance of energy switching schemes.
- 4.2 This use of existing capital relates to the recommendation to install a solar monitoring screen. This cost can be met from the existing Energy Saving Initiatives budget.

#### 5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from this report.

#### 6. VALUE FOR MONEY

- 6.1 The work to reduce the Council's energy usage will provide residents with value for money if the Council continues to reduce energy usage.

#### 7. SUSTAINABILITY IMPACT APPRAISAL

7.1 All the work referred to in this update relate to improving the sustainability of the Council.

## 8. RISK MANAGEMENT

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Targets for overall energy and water reduction are not met.	High	By providing updates at each panel meeting, Members are able to keep track of overall progress to ensure the Council meets its annual commitments.	Low
Increasing energy and water costs for the council puts additional pressures on budgets.	High	By providing updates at Panel meetings on progress to reduce energy and water usage and progress on securing the best available energy contracts, Members will be able to assess the work that is taking place to ensure that cost increases are minimised as far as possible.	Low

## 9. LINKS TO STRATEGIC OBJECTIVES

9.1 The Energy Manager's Update meets the following strategic priorities of the Council:

### **Residents First**

- Improve the Environment, Economy and Transport
- Work for safer and stronger communities

### **Value for Money**

- Deliver Economic Services
- Improve the use of technology
- Invest in the future

### **Delivering Together**

- Enhanced Customer Services
- Deliver Effective Services
- Strengthen Partnerships

### **Equipping Ourselves for the Future**

- Equipping Our Workforce
- Developing Our systems and Structures
- Changing Our Culture

## 10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 There are no direct equalities. human rights or community cohesion implications arising from this report.

## 11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 There are no direct staffing/accommodation implications arising from this report.

## 12. PROPERTY AND ASSETS

12.1 This update contains content relating to the improvement of the Council's buildings and the information collated about them.

## 13. ANY OTHER IMPLICATIONS

13.1 There are no other implications.

## 14. CONSULTATION

14.1 No formal consultation has been carried out.

## 15. TIMETABLE FOR IMPLEMENTATION

Date	Details
31/03/2016	Completion of current annual plan.

## 16. APPENDICES

16.1 Appendix 1- Comparison of corporate energy consumption between 2013/14 and 2015/16.

## 17. BACKGROUND INFORMATION

### Energy Performance target

17.1 A 5.1% reduction in energy consumption is currently being achieved in the 2015/16 financial year (April – November) compared to the 2013/14 baseline for this period (see Appendix 1 for monthly figures). It is expected that over the final 4 months of the year that further levels of savings will be achieved. This is mainly due to the implementation of the LED lighting project which will start to provide savings from December. Once the LED project and other known savings are taken into account it is expected that there will be a 8.8% reduction over the whole year compared to the baseline.

### Building LED project

17.1 The building LED project is progressing and Hines Meadow Car Park is now almost complete. At the moment the car park is showing just over a 50% reduction in energy consumption, which will deliver 750,000 kWh/ £66,000 of savings over a year. However, this is short of the projected savings of roughly 900,000 kWh. This is unexpected at this site since the number of lights are known as well as the hours that they are on (the two elements of information required to work out energy consumption). The reasons for this shortfall are being investigated and if it is possible will be rectified.

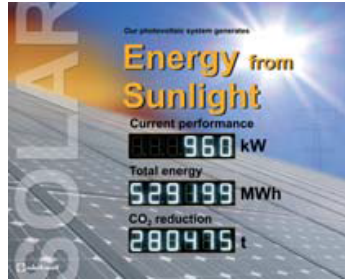
- 17.2 Unfortunately the installation at Hines Meadow took longer than planned due to a number of access issues, which related to problems locating distribution boards and access to certain working areas. This has had a knock on effect with the rest of the programme. However, work is now being carried out at Windsor Library, the Town Hall and the Guildhall and the contractor is endeavouring to make up the lost time. The contractors are still hoping to complete the installations by the end of February, which was the scheduled programme end date.

### **Collective Energy Switching**

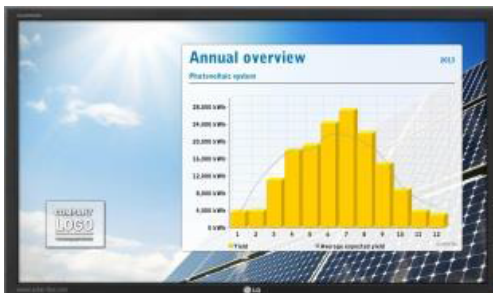
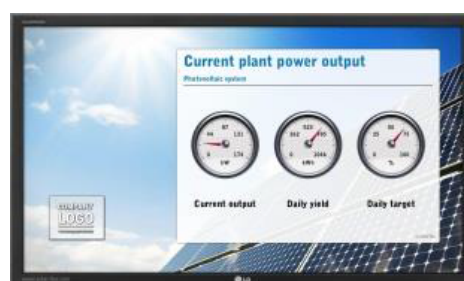
- 17.3 The initial enquiries relating to the collective energy switching manifesto commitment are complete. The Procurement and Communications teams have provided feed back on the scheme and they both have advised that the implementation of a scheme locally is viable.
- 17.4 The energy switching process will require the Council to market the scheme. The Communications team are able to offer a certain amount of advertisement of the scheme through various routes such as the staff bulletin, website, twitter, facebook, advantage card, Around the Royal Borough, residents e-newsletter. It has also been suggested that parish councils be asked to further publicise the scheme within their parish areas. These items can be delivered without the need for any additional resources.
- 17.5 Further media advertising can be carried out at a cost to the Council such as advertising in local newspapers, radio, bus stops, buses, google etc but it is proposed that these methods be not pursued at this time.
- 17.6 Another option which would reach the widest audience possible in a cost effective way is by sending a flier out with Around the Royal Borough. It was estimated that this would cost between £4.5k and £6k depending on the nature of the flier. This method has been successfully used in the past by the Waste Team in their recycling campaigns. It is worth noting that the Council is not obliged by the energy switching company to spend money on marketing but it has been recommended in order to improve the level of sign up by residents. However, it is likely that the majority, if not all, of this expenditure will be recouped through the referral fees paid by the energy switching company.
- 17.7 The procurement team have reviewed the initial information of the scheme and are now checking over the formal offer contract documents from both energy switching companies. Once this stage is complete the contract will be awarded in accordance with the Council's contract rules.

### **Town Hall Solar Display**

- 17.8 A review of the solar panel public displays market has been carried out and there are two different display types currently available.
- 17.9 The first type of solar display screen is one that has a fixed background picture and a LED number display. These screens work by collecting energy generation data from the electric meter and increasing the LED number when a kwh of energy has been generated. Some examples of these types of screens are below:



17.10 The second type of solar display uses an adapted LED TV screen. The whole of this screen is then available for a slideshow of customisable screens showing the generation data. The screen would be connected directly to the internet and would collect the generation data from an online portal. The solar data can also be linked to other energy data as required. Some example screens of this type are:



17.11 Scrolling LED screens have also been investigated but at this time a suitable model has not been found. This is because these screens work on the basis that either a message is typed in to the system and then that message is played in a loop or it is connected to a RSS feed (Rich Site Summary) and the screen receives website information when the information on the website is updated. RSS feeds can be used for information such as news headlines and stock market information. Neither of these scenarios will work with a solar monitoring system as it requires that the message is updated on a regular basis and it is not possible to create an RSS feed for the solar data.

17.12 It is recommended that a screen such as the one found in paragraph 17.10 should be installed in the foyer to provide more of an impact.

### Streetlighting LED project

17.13 The Council is embarking on a LED replacement programme of the streetlighting estate. The LED streetlighting project has now gone out to tender with a view to completing the exercise by the end of the current financial year. In April/May an

energy savings plan will be made available which will then provide an insight into when savings will be achieved and the level of savings to be generated in 2016/17 and 2017/18. The project installation programme is scheduled to start mid 2016 and will continue for an estimated 18 months.

**Work planned over the next period until the next Sustainability Panel**

17.14 The work for the next period includes:

- Ensuring the LED lighting project is delivered to programme.
- Arranging site visits for Adopt a building.
- Creating a water consumption baseline.

**18. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held and Department</b>	<b>Date sent</b>	<b>Date received</b>	<b>See comments in paragraph:</b>
<b>Internal</b>				
Andrew Scott	Civic Team Manager	11/01/16	13/01/16	Throughout
David Scott	Head of Governance, Partnerships, Performance and Policy	14/01/16	14/01/16	Throughout
<b>External</b>				

**REPORT HISTORY**

<b>Decision type:</b>	<b>Urgency item?</b>
Non-key decision	No

Full name of report author	Job title	Full contact no:
Michael Potter	Energy Reduction Manager	01628 682949