

Report for: ACTION



Contains Confidential or Exempt Information	NO – PART 1
Title	Energy Reduction Manager Update
Responsible Officer(s)	Russell O’Keefe, Strategic Director Corporate and Community Services.
Contact officer, job title and phone number	David Scott, Head of Governance, Partnerships, Performance and Policy. Tel: 01628 79 6748
Member reporting	Cllr Coppinger, Lead Member for Sustainability
For Consideration By	Sustainability Panel
Date to be Considered	12 th July 2016
Implementation Date if Not Called In	Immediately
Affected Wards	All

REPORT SUMMARY

1. This report provides an overview of the progress being made to deliver the Council’s energy reduction strategy.
2. This update report recommends that Members note progress and comment on the proposed work plan until the next Sustainability Panel. It also recommends that the name for the energy switching scheme is agreed.
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 utility and waste costs, the Borough is providing better value for money to its residents.	March 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: the panel are asked to note the progress made and comment on the proposed work plan over the next period as detailed in paragraph 17.24.

RECOMMENDATION: that the panel agree on a name for the energy switching scheme

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 workstreams including: Sustainability, Energy, Water, Waste, Transport and Renewable Generation. The strategy has three key targets over the four year period which are:

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

After the first two years of the strategy the 2013/2014 energy baseline has been reduced by 12.5%. This equates to the Council avoiding just under £130,000 of energy costs over these two years.

Option	Comments
(a) The Council does not work towards the sustainability strategy. This is not recommended	(a) 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.
(b) The Council works according to the current and any future sustainability strategy. 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.
(c) Members of the panel agree a name for the energy switching scheme. This is the recommended option	(c) The energy switching scheme name will be used on all marketing of the scheme to residents. It is therefore important the right name is agreed for use.

3. KEY IMPLICATIONS

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Overall reduction of annual gas and electricity consumption in Council buildings in 2016/17 compared to the 2013/14 baseline.	<11%	11-12%	12.1-13%	>13%	31 st March 2017

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1 None arising directly from the report, however, significant savings have been targeted based upon the reduction in consumption that the strategy will deliver.

5. LEGAL IMPLICATIONS

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

6. VALUE FOR MONEY

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

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

Risks	Uncontrolled Risk	Controls	Controlled Risk
Targets for overall energy and water reduction are	High	By providing updates at each panel meeting, Members are able	Low

Risks	Uncontrolled Risk	Controls	Controlled Risk
not met.		to keep track of overall progress to ensure the Council meets its annual projected reductions and savings commitments.	
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
31/03/2017	Completion of current annual plan.

16. APPENDICES

16.1 Appendix 1 – Lighting project sites

17. BACKGROUND INFORMATION

LED Lighting project phase 2

17.1 Although 30 Council sites have now had their lighting upgraded to LED, there is enough scope to progress a second phase of the LED upgrade project. A number of corporate sites which were not included in the first phase of the LED upgrade programme could be included in a second phase. There are also a small number of additional lights at the phase one LED upgrade sites which were not included in the phase one project and these could be included in the second phase too.

17.2 The second phase corporate sites are currently being identified in collaboration with the Regeneration and Property Service Lead. The largest of the remaining sites is Maidenhead Library. Appendix 1 shows a list of the corporate sites and indicates whether each site has recently had a lighting upgrade in either the MITIE energy performance contract or the first LED upgrade phase. The table also shows a question mark next to the sites that are currently being considered for the second phase programme.

17.3 A full proposal will be brought to the next Sustainability Panel for review.

Energy Switching Campaign

17.4 The contracts for the energy switching campaign have now been agreed with choosr. This means that the Council is still on target for delivering the first auction

in October this year. The Energy Reduction Manager, the Communications Manager and the Customer Service Principal have now met with ichoosr to discuss the programme that will take the Council to the first auction.

17.5 The next step is to agree the scheme name. This name will be used across all communications of the scheme and so it is important that it provides the right message and it is clear what the scheme is.

17.6 Some examples of what other switching schemes have been called are as follows:

- 'Switch N Save' – Nottinghamshire
- 'The Big London Energy Switch'
- 'Big Switch' – Which? national campaign
- 'Community Energy Switch' – Cornwall
- 'Better together Oxfordshire'
- 'West Berkshire Energy Switch'
- 'Surrey Switch and Save'
- 'One big switch' – Scotland
- 'Switch Hampshire'
- 'Wales Together'

17.7 Looking at the above list of campaign names there are some similarities. Firstly including the name of region in the title is common, secondly stating that the community is doing the switch together and finally stating that the scheme is actually a switching scheme. Putting all or some of these elements together provides a few possible scheme names for the borough:

- Royal borough's community switch
- Windsor and Maidenhead's Switching Together
- The Royal borough's Switching Together
- The Royal Borough's Big Energy Switch
- The Royal Borough of Windsor and Maidenhead Energy Switch
- Lets Switch Together Windsor and Maidenhead
- RBWM Switch2Save
- RBWM Switch to Save
- RBWM Energy Switch to Save
- RBWM Switch Over
- RBWM Switch Over to Save
- RBWM Community Switch to Save
- RBWM Save by Switching

17.8 It is recommended that the panel agree on one of the above scheme names or propose an alternative which can be adopted going forward in the preparations for the first energy auction.

MITIE Energy Performance Contract

17.9 Unfortunately there has been a delay in getting the first annual reconciliation report (ARR) (due December 2015). This is because changes needed to be made to the monitoring and verification plan. The monitoring and verification plan sets out how the project savings are monitored and this document was originally

put together and agreed in 2013. The Energy Reduction Manager asked for a review of the document since there were a number of items in the plan that needed updating or improving.

- 17.10 The plan was improved to ensure that the document is as transparent and user friendly as possible. Some necessary updates were also carried out to ensure the correct project information is shown in the document.
- 17.11 Since the monitoring and verification plan is now ready, MITIE will very shortly be releasing the end of year report for the first contract year. This report will be shared with the Sustainability Panel as soon as it is issued. At this stage it is known that Stafferton Way Car Park is hugely underperforming and ways to meet the shortfall are being investigated (see paragraphs 17.12 – 17.14).

Town Hall Building Management System (BMS) replacement

- 17.12 The tender of the Town Hall Building Management System (BMS) has been slightly delayed whilst further system investigations are carried out. This is because MITIE, under the energy performance contract, are not making the savings at one of their RE:FIT sites (Stafferton Way Car Park) which means they need to make the missed savings up. As a suggestion the Town Hall BMS replacement was highlighted as a project where savings could be made.
- 17.13 MITIE have been on two site visits to review the BMS system at the Town Hall and they are now collating the retrieved information to form the basis of their proposal. It would be worth considering this proposal prior to releasing the work out to tender as the work could be included under the existing performance contract.
- 17.14 Once the full proposal, which may include alterations at Stafferton Way Car Park as well as the potential Town Hall BMS upgrade, has been worked out by MITIE the panel will be informed.

Schools Sustainability Education

- 17.15 An action on this year's sustainability strategy action plan is to investigate ways that the Council can help schools to become more sustainable. It is envisaged that energy reduction would be a key focus, however, a wider remit could be adopted.
- 17.16 As an initial step the Energy Reduction Manager has had a meeting with Reading International Solidarity Centre's (RISC) Education Team. They offer training to schools on sustainability, amongst other topics, as part of their 'Global Citizenship' training course. The training is aimed at teachers and provides the teachers with the knowledge and resources to embed the course themes into the curriculum. Schools can access funding for the training by signing up with the Global Learning Programme. The funding is provided by UK Aid (Department of International Development). The funding is available UK wide and RISC are the local provider of the training.
- 17.17 The full training course has a number of key topics such as: sustainability, diversity, human rights, interdependence, peace and conflict. Whilst this wide ranging course mainly goes beyond the scope of environmental sustainability, environmental sustainability can be a focus of what is delivered to schools as

part of their training. If schools wish to tap further into the course then they would be free to do so.

- 17.18 The funding for the training is paid via a system of e-credits that only schools can access i.e. local authorities can't access the funding directly. This means that the training wouldn't necessarily be seen as coming via the Council. Indeed there is already a network of schools that are involved with the scheme but sustainability is not a focus. The RISC Education Team thought that the schools which are already involved in the training would very likely want to be involved in anything that we helped coordinate.
- 17.19 It is therefore being considered whether the Council could host a schools sustainability event. This would serve as an initial contact and knowledge sharing event to solely discuss sustainability topics. The RISC Education Team could provide a workshop/training and the Energy, Waste and Transport teams could also provide talks about their respective areas. It is hoped that an event such as this would spur action in schools both on a curriculum level and on a physical level e.g. a change in the way things are done or energy/ water reduction initiatives are carried out. Further investigations are required before any commitment to the event can be made.

Water reduction works

- 17.20 A number of surveys have been carried out to gain more information about the taps, WCs and urinals. Surveys have been carried out at the Town Hall toilets and the public conveniences at Windsor Coach Park, River Street Car Park and the Guildhall. Most of the sites offered opportunities for savings, although Windsor Coach Park public conveniences already have functional flush controls on the urinals, a low flush valve to the WCs and sensor taps, therefore savings would be limited at this site.
- 17.21 Waterless urinals have been investigated further with a quotation being provided. The paybacks provided in the quotation were 3 years for River Street Car Park public convenience and 2 years for Windsor Coach Park public conveniences. Although very promising, upon further investigation it was found that there were a number of assumptions made which significantly improved the savings figures. For example, a urinal without controls will flush every time the cistern fills. The quotation assumes that there are no controls in place and that the urinals flush 24hrs a day and 5 times an hour. Since both of these sites have sensor controls on the urinals it is unlikely that this is the case. Following some further modelling by the Energy Reduction Manager the River Street Car Park had a payback of 13 years and the Windsor Coach Park 8 years. This scenario assumed that the controls were working properly.
- 17.22 The Energy Reduction Manager has spoken to a number of water experts about waterless urinals and the general consensus has been that whilst water is dramatically saved they can often lead to maintenance issues. The number of times a day that the urinals are cleaned and the way that they are cleaned is important in their operation. Unfortunately the frequency of the cleaning is not deliverable on the Council's cleaning contract. This means that it is not recommended at this stage to pursue waterless urinals. As a recent case study, Thames Water recently decided to not install waterless urinals at their Reading head office and instead they have installed better controls to the urinals.

17.23 Further investigatory work is currently ongoing with different suppliers to determine the best course of action going forward. According to Thames Water's case study it is possible to save 80% of water from the toilets, 60% from sensor taps, and 90% with urinal controls (with no previous control). Overall they have saved 83% of the water used in the toilets where they have installed the upgrades. The Energy Reduction Manager is therefore currently investigating a monitored trial of a very low water consuming toilet as well as improved urinal controls and sensor taps.

Work planned over the next period until the next Sustainability Panel

17.24 The work for the next period includes:

- Progressing the energy switching campaign.
- Investigating phase 2 LED upgrade projects.
- Investigating water reduction projects.

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
David Scott	Head of Governance, Partnerships, Performance and Policy	17/06/2016	28/06/2016	Throughout
Andrew Scott	Civic Team Manager	17/06/2016	23/06/2016	Throughout
External				

REPORT HISTORY

Decision type:	Urgency item?
Non-key decision	No

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