

Energy Saving Trust's Carbon Reduction Management Programme for Waverley Borough Council

Received March 2007

Summary of recommendations – First progress update June 2008

Short term actions in order of priority

| Priority EST Recommended | Recommended Actions | Current Status |
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| High | <p>Commitment:</p> <ol style="list-style-type: none"> 1. Establish top-level commitment, as this is critical for the allocation of resources and the provision of support to staff. Linked to this: 2. Establish an 'energy champion' at a senior level. The individual doesn't have to be an environmental specialist, or have environmental qualifications, just someone who is a good networker, enthusiastic, tenacious and well supported. This individual should take the lead in developing partnerships and could also lead an internal steering group on energy. | <ol style="list-style-type: none"> 1. Top level commitment has been achieved. COMPLETE 2. The officer will be the Director of Community Services. COMPLETE |
| High | <p>Council estate:</p> <ol style="list-style-type: none"> 3. Ring-fence any savings achieved through not paying the climate change levy (through using on-site renewable energy generation or through the purchase of renewable energy on a renewable energy tariff) for sustainable energy measures for the council's own estate. 4. Establish a system for monitoring energy data, even for the buildings with low consumption of energy and use this information to benchmark Waverley's performance with other councils. | <ol style="list-style-type: none"> 3. Climate change levy is paid due to the type of green tariff we are on. There will be a review of the energy supplier in September and be able to make the savings from not paying the levy. PENDING 4. A monitoring process for CO2 emissions, which will include energy consumption, will be established by the end of the year. This will assist us deliver NI 185 as well as our requirement to display an energy certificate for our buildings which we have to be getting on an annual basis to prove improvement. ONGOING |
| High | <p>Council housing:</p> <ol style="list-style-type: none"> 5. When allocating properties to new tenants, ensure that consideration is given to factors that could exacerbate fuel poverty. For example put groups vulnerable to fuel poverty (eg pensioners, single parent families) into the most energy efficient homes, and put families into homes that are the right size for them. 6. Include energy efficiency information in new tenant packs. | <ol style="list-style-type: none"> 5. Properties allocated to people vulnerable to fuel poverty take priority when it comes to energy efficiency improvements. ONGOING 6. This action is currently being considered by Housing Officers for implementation. PENDING |

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| | 7. Make energy efficiency improvements at the time of change of occupancy where possible, to reduce disruption. | 7. Already taking place. COMPLETE |
| High | Private housing: 8. Increase the time available for the HECA officer post. | 8. Something for CMT to consider. Additional officer time will be beneficial for the achievement of a variety of targets that we are required to achieve. NOT YET APPROVED |
| Medium | Transport: 9. Use the Energy Saving Trust's Practical help team to give free presentations regarding sustainable energy and sustainable road transport. | 9. We are entitled to one free presentation a year. Last year it was taken up by planning policy. This year we are entitled to another free session. Topic is under consideration IN PROGRESS |
| Medium | Council estate: 10. Consider seeking Carbon Trust site-specific advice about energy efficiency, for all council-owned buildings. 11. Find out when the contract for the leisure centre is due to be renewed and ensure that sustainable energy is built into the contract. The council should also consider using combined heat and power (CHP) for any other council-owned non-domestic buildings, in particular leisure centres. 12. Establish energy champions in each department or building and ensure they are responsible for keeping staff informed of energy saving tips and can keep an eye on simple things such as lights and monitors being left on. | 10. This option has not been considered yet. IN PROGRESS 11. Leisure centre contract is being finalized at the moment. A desktop study for a CHP in the Farnham leisure centre has been done by a consultancy that is working with Woking BC. The report was passed on to the leisure centre. Potential link to the East Street CHP has also been suggested for consideration. PENDING 12. The Green Advocates have been launched at the beginning of the year. A review of the members is being planned for late summer to assess activity of members. They have been involved in organising the Green Travel Week and in promoting Green Initiatives on their own work areas. IN PROGRESS |

Medium term actions in order of priority

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| High | Strategies: 13. Create an over-arching energy strategy and action plan that makes reference to existing strategies such as the housing strategy and the climate change action plan. This strategy should contain specific targets that are in line with national targets and should include an action plan showing how the HECA target will be met. It should also include a section on improving the energy efficiency of the | 13. A Climate Change Strategy is being planned which will act as the overarching document for Waverley and will make reference to existing strategies and action plans. IN PROGRESS |

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| | <p>council's estate.</p> <p>14. Allocate resources for the implementation of this overarching action plan</p> <p>15. Incorporate sustainable energy into the community plan, as this will add weight to the issue.</p> <p>16. Consider incorporating fuel poverty into the community strategy.</p> | <p>14. The Climate Change group should lead this process. We are hoping for partnership with WWF to guide us through the process. ONGOING</p> <p>15. 16. Waverley LSP is in the process of producing a new Community Action Plan. The community strategy will adopt the themes that the Surrey Sustainable Community Strategy will have, one of which will be the environment. Consideration will be given to incorporate sustainable energy and fuel poverty into Waverley's new corporate plan. IN PROGRESS</p> |
| High | <p>Affordable warmth:</p> <p>17. Identify households in fuel poverty and establish a policy to ensure the properties of those that are most vulnerable can be improved to levels well beyond the Decent Homes Standard.</p> <p>18. Create and formalise links with the health sector, as they are perfectly placed to identify fuel poor households.</p> | <p>17. Waverley does not yet have a fuel poverty action plan to address these issues. NOT YET COMPLETE</p> <p>18. This action has not been considered yet. NOT YET COMPLETE</p> |
| High | <p>Private housing:</p> <p>19. Use the information collected through the new housing condition survey to target action in the private sector and develop and invest in schemes for improving energy efficiency in the private sector.</p> | <p>19. The new housing condition survey has been completed. We have received a draft report and the finished report is currently being finalized. PENDING</p> |
| High | <p>Funding:</p> <p>20. Keep up to date on all available funding and investigate potential funding sources for the council's own estate.</p> <p>21. Consider applying for the DTI's Low Carbon Buildings Programme funding for renewable technologies for the council's housing stock.</p> <p>22. Work in partnership with EAGA and the local EEAC to secure Warm Front funding for the private sector.</p> <p>23. Ring-fence any savings from implementing energy efficiency measures (or from savings through reducing fuel bills through behavioural changes) to invest in further energy efficiency measures for the council's estate.</p> <p>24. Bring in external funding, for example obtain Energy Efficiency Commitment funding from energy suppliers to carry out work to help meet HECA targets.</p> | <p>20. New and available funding sources will be kept under review by the Sustainability Co-Coordinator. IN PROGRESS</p> <p>21. This action has not been considered, as the council does not have any top up budgets for renewable technologies to be added to the funding. NOT YET COMPLETE</p> <p>22. Waverley works in tandem with the Energy Efficiency Advice Centre to obtain advice and secure funding for private sector clients. IN PROGRESS</p> <p>23. This option is being investigated. IN PROGRESS</p> <p>24. This option is being explored. Meetings have taken place with Mark Group energy saving for</p> |

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| | | potential partnership. IN PROGRESS |
| High | Council housing: 25. Ensure that when tenants are provided with a new heating system, they receive a home energy advice visit. | 25. Residents do receive a system explanation visit when they have a new heating system installation or service. The Housing Energy Saving group is currently working on a number of issues to do with advice and guidance on energy efficiency. COMPLETE (for new installations) |
| High | Training staff: 26. Establish an energy training strategy and initiate an energy efficiency training programme with all staff (especially frontline staff). Include energy efficiency training in the induction programme for all new staff. This should ideally include key people from different departments. 27. Ensure that frontline staff who visit tenants are aware of issues associated with poor energy efficiency and are either able to provide advice there and then, or refer the tenants to the relevant staff within the council. 28. Initiate training with planners about energy efficiency, but more particularly renewable energy. | 26. Energy efficiency training on induction to be agreed by the end of the year. NOT YET COMPLETE 27. Support for 2 training sessions for 2008/09 has been agreed by HR. Training to be delivered by National Energy Action and to be available for Housing, Building Control and Planning officers as well as other front line staff. IN PROGRESS 28. Two training sessions were arranged last year by Planning policy on renewable energy. COMPLETE |
| Medium | Council estate: 29. Assign energy costs to departments or buildings, based on actual use. Set targets for energy reduction and train staff to use less energy. Publicise the results and use them to raise further awareness. Any savings should be ring-fenced for energy efficiency investment. 30. Consider whole life costing to ensure that energy efficiency is integrated into both refurbishment and new build, to overcome budget constraints. 31. Consider savings from not paying the climate change levy when investigating the potential for purchasing green electricity for other council buildings. 32. Investigate the Carbon Trust's Design Advice service for the new leisure centre, and any other large new developments. 33. Implement a green procurement policy of only buying A-rated appliances and occupying "good" or "very good" buildings. 34. Establish an affinity deal with an energy supplier to cover void council properties and ensure that any revenue (via commission payments) obtained through this is ring fenced for other energy efficiency improvements. Once established, this | 29. This action has not been looked at yet. NOT YET COMPLETE 30. Increasingly taken into account in tender evaluations and other procurement decisions. IN PROGRESS 31. See action 3 PENDING 32. There are no plans for a new leisure center. It was decided to go with the refurbishment option. NOT YET COMPLETE 33. White goods are not bought on a regular basis. There is no known intention to change occupation of buildings. Therefore, this action is not applicable. COMPLETE 34. We have an agreement with Scottish-Southern Energy to cover void council properties in exchange of a fee. The fee is currently paid into a general |

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| | deal could also be offered to private sector householders, thus generating more revenue. | housing budget. The housing team is looking into the possibility of ring-fencing that money and spend it on other energy efficiency improvements. IN PROGRESS |
| Medium | <p>Council staff travel:</p> <p>35. A review of the council action plan for business travel should be carried out, with consideration to reducing business mileage and encouraging travel on alternative methods of transport.</p> <p>36. Review the car sharing schemes available in the area and, once one has been selected, publicise this widely to staff and take some measures to encourage uptake of the scheme.</p> | <p>35. A review process for our business mileage is in progress with the view to come up with a revised Corporate Transport Policy. Green Travel Week in May raised staff awareness. IN PROGRESS</p> <p>36. Car sharing schemes in the area have been investigated. Waverley's internal car sharing database was re launched during Green Travel Week. If it is proved to be well used then we will invest in a Waverley membership to surrey car share network. ONGOING</p> |
| Medium | <p>Social housing:</p> <p>37. Use an existing tenant group, or establish a group of tenants to provide advice to others regarding energy efficiency.</p> <p>38. Establish good partnerships with local housing associations, as they tend to be very pro-active and can be a good delivery agency. They will also be able to assist in terms of providing information for HECA returns.</p> | <p>37. There is an existing tenants panel group. An energy monitor has been provided to them to use in turns to raise their awareness to energy efficiency. Other training options will be investigated, to enable them to provide advice to others. IN PROGRESS</p> <p>38. There is an ongoing partnership with housing associations. Waverley is also represented in a quarterly RSL forum regarding new development issues. There is also partnership between Housing Options and stockholding associations. ONGOING</p> |
| Medium | <p>Training:</p> <p>39. Ensure that building control officers are trained and equipped to provide advice to householders regarding sustainable energy, when undertaking work that does not require planning permission.</p> <p>40. Brief any outreach staff on energy saving measures.</p> | <p>39. See action 27 above. IN PROGRESS</p> <p>40. Part of staff training plan (see action 26). NOT YET COMPLETE</p> |
| Low | <p>Community:</p> <p>41. When speaking with local businesses, the council should promote the Energy Saving Trust's free fleet advice service.</p> | <p>41. Will be the subject of a future presentation to Waverley Business Forum. NOT YET COMPLETE</p> |

Long term actions in order of priority

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| High | <p>Planning:</p> <p>42. Ensure that the planning system encourages renewable technologies, either through the production of supplementary planning guidance, or through the local plan.</p> <p>43. Use the 'Meeting the 10 per cent' publication to assist with the development of Waverley's SE2 policy for renewable energy generation.</p> | <p>42. Planning policy framework has been redefined since this report was produced. PPS22 encourages the use of renewables and therefore on a Waverley level it is not necessary to include it in our policies. ONGOING</p> <p>43. Policy SE2 is fully implemented by Waverley. Information and guidance on the website is also available to the interested applicants, as well as a link to the publication. COMPLETE</p> |
| High | <p>Private housing:</p> <p>44. Develop a database for the private sector stock to ensure that energy efficiency improvements are effectively targeted the private sector, to ensure that HECA targets are met.</p> | <p>44. Awaiting completion of Private Sector Housing Condition survey. NOT YET COMPLETE</p> |
| Medium | <p>Council stock:</p> <p>45. Expand the council stock database by recording a carbon rating for properties.</p> <p>46. Consider specifying integrated packages of improvement measures wherever possible.</p> | <p>45. SAP rating assesses energy efficiency measures but carbon ratings are not recorded yet. NOT YET COMPLETE</p> <p>46. Energy efficiency programme in progress, which includes double-glazing. ONGOING</p> |
| Medium | <p>Private housing:</p> <p>47. Consider offering additional incentives to householders to install renewables, for example through offering top-up grants for the DTI's Low Carbon Buildings Programme.</p> | <p>47. The private sector housing grant budget has been reduced in the current year. Alternative method to support this incentive is being considered. NOT YET COMPLETE</p> |
| Medium | <p>Community:</p> <p>48. Allocate resources and responsibility for the implementation of the energy strategy in the wider community.</p> <p>49. Work with local businesses to promote travel plans and car sharing. The council should consider including local businesses within any car club that is set up.</p> | <p>48. 49. Will become subject to future prioritisation. NOT YET COMPLETE</p> |