

**Energy Saving Trust's
Carbon Reduction Management Programme for Waverley Borough Council**
Received March 2007

Summary of recommendations – Second progress update May 2009

Short term actions in order of priority

Priority EST Recommended	Recommended Actions	Current Status	Responsible Officer
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. Peter Maudsley has been identified as the Climate Change champion at a senior level. 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 of 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. The climate change levy is not paid anymore as the Burys are on a green tariff, which excludes us from paying the levy. However it is not feasible to ring fence the saving at the current economic climate. COMPLETE 4. We are required to monitor energy consumption as part of our reporting for NI185/194. A process is in place now to collect as much data as possible and our benchmark will be done at the end of the financial year at the same time as reporting to DEFRA. This will be done on a year to year basis from now on. COMPLETE 	<p>Steve Holt</p> <p>Fotini Kallipoliti to Co-ordinate</p>
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 	<ol style="list-style-type: none"> 5. All council properties are supplied with Energy Performance Certificate's (EPC's), which demonstrate the efficiency of the property. Properties are allocated through 	Mike Rivers

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	<p>pensioners, single parent families) into the most energy efficient homes, and put families into homes that are the right size for them.</p> <p>6. Include energy efficiency information in new tenant packs.</p> <p>7. Make energy efficiency improvements at the time of change of occupancy where possible, to reduce disruption.</p>	<p>a bidding process (Homechoice) so are not allocated by Waverley. COMPLETE</p> <p>6. Housing section now produce Energy Performance Certificates (EPC) for each property. The energy efficiency of each property is included within the certificate making tenants more informed on the efficiency of each property. COMPLETE</p> <p>7. Already taking place. Water efficiency devices, energy efficiency bulbs or new boilers are fitted as needed. COMPLETE</p>	<p>Andrew Booker</p> <p>Andrew Booker</p>
<p>High</p>	<p>Private housing:</p> <p>8. Increase the time available for the HECA officer post.</p>	<p>8. The part time HECA officer's job description has been recently changed to allow more project time and less technical Air Quality work. At the current economic climate it is unlikely that the time of the post will increase. COMPLETE</p>	<p>Collin Giddings</p>
<p>Medium</p>	<p>Transport:</p> <p>9. Use the Energy Saving Trust's Practical help team to give free presentations regarding sustainable energy and sustainable road transport.</p>	<p>9. A Climate Change workshop is being planned for members to take place between April 09 and June 09. Waverley is currently working with the Surrey Climate Change Partnership to develop the contents of the workshops that will be delivered to all Surrey authorities. COMPLETE</p>	<p>Fotini Kallipoliti</p>
<p>Medium</p>	<p>Council estate:</p> <p>10. Consider seeking Carbon Trust site-specific advice about energy efficiency, for all council-owned buildings.</p> <p>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.</p> <p>12. Establish energy champions in each department or building and</p>	<p>10. This option is being considered for assistance with energy audits of the sheltered units. IN PROGRESS</p> <p>11. Leisure centre contract is being finalized at the moment. All energy efficiency options will be investigated in detail for all leisure centres. IN PROGRESS</p> <p>12. The Green Advocates have been launched at the</p>	<p>Andrew Booker</p> <p>Kelvin Mills</p> <p>Fotini Kallipoliti</p>

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EST	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.	beginning of 08. A re-launch workshop took place in March 09. COMPLETE	to co-ordinate

Medium term actions in order of priority

Priority Recommended	Recommended Actions	Current Status	Responsible Officer
High	<p>Strategies:</p> <p>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 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>13. The Surrey Climate Change Partnership has commissioned Jacobs consultancy to come up with a Surrey-wide Climate Change Strategy with they view for it to be approved by all Surrey authorities. The draft strategy will be presented to all councils by September 09 for approval. IN PROGRESS – Due in 09/10</p> <p>14. Once the strategy is approved it will help us with the production of a Waverley specific action plan. The Climate Change group should lead this process. IN PROGRESS -- Due in 09/10</p> <p>15. 16. Waverley Strategic Partnership has adopted the themes of the Surrey Sustainable Community Strategy, one of which is 'Housing, Infrastructure and Environment.' A Waverley-focused action plan is being developed to sit under the themes. One of the LAA targets relates to the reduction in CO2 emissions (NI186). IN PROGRESS</p>	<p>Fotini Kallipoliti</p> <p>Fotini Kallipoliti</p> <p>Sarah McLaren</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>17. Waverley does not yet have a fuel poverty action plan to address these issues. However, new National Indicator NI187 - Tackling Fuel Poverty will cause Waverley to achieve reduction in the proportion of properties in fuel</p>	<p>Simon Brisk</p>

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	18. Create and formalise links with the health sector, as they are perfectly placed to identify fuel poor households.	poverty. COMPLETE 18. This action has not been considered yet. NOT YET COMPLETE	Simon Brisk
High	Private housing: 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.	19. The house condition survey has been completed and the home improvement policy is being revised and is planned to commence in year 2010/11. ONGOING	Simon Brisk
High	Funding: 20. Keep up to date on all available funding and investigate potential funding sources for the council's own estate. 21. Consider applying for the DTI's Low Carbon Buildings Programme funding for renewable technologies for the council's housing stock. 22. Work in partnership with EAGA and the local EEAC to secure Warm Front funding for the private sector. 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. 24. Bring in external funding, for example obtain Energy Efficiency Commitment funding from energy suppliers to carry out work to help meet HECA targets.	20. ONGOING 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. CONSIDERED BUT NOT ACHIEVABLE - COMPLETE 23. This action has not been agreed. NOT ACHIEVABLE - COMPLETE 24. We are currently agreeing the details to the Heatseekers project, which takes advantage of the Carbon Emissions Reduction Target funding (CERT) and encourages residents to insulate their properties free or at a discounted price. IN PROGRESS – Due to commence in 2009/10	All Fotini Kallipoliti to co ordinate
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.. COMPLETE - ONGOING	Andrew Booker
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.	26. An energy checklist will be produced for new employees to fill in with their manager when they start their employment. To be produced by the end of May 09. DUE May 09	Fotini Kallipoliti and Alex Overington

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	<p>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.</p> <p>28. Initiate training with planners about energy efficiency, but more particularly renewable energy.</p>	<p>27. Training sessions have been delivered in November 08. COMPLETE</p> <p>28. Two training sessions were arranged in 2007 by Planning policy on renewable energy. COMPLETE</p>	<p>Fotini Kallipoliti and Alex Overington</p> <p>Sarah Wells</p>
<p>Medium</p>	<p>Council estate:</p> <p>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.</p> <p>30. Consider whole life costing to ensure that energy efficiency is integrated into both refurbishment and new build, to overcome budget constraints.</p> <p>31. Consider savings from not paying the climate change levy when investigating the potential for purchasing green electricity for other council buildings.</p> <p>32. Investigate the Carbon Trust's Design Advice service for the new leisure centre, and any other large new developments.</p> <p>33. Implement a green procurement policy of only buying A-rated appliances and occupying "good" or "very good" buildings.</p> <p>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 deal could also be offered to private sector householders, thus generating more revenue.</p> <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</p>	<p>29. This actions is not achievable for the Burys as there is no submetering possibility. Energy use information will be published on Backstage during 09, upon completion of Eco driver installation. Due in 09</p> <p>30. Whole life costing in mapped in new repair and refurbishment contract for council and housing stock. PARTIALLY COMPLETE</p> <p>31. See action 3 COMPLETE</p> <p>32. There is a plan for a new leisure center in Godalming. Energy Efficiency will be incorporated where possible. IN PROGRESS</p> <p>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</p> <p>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 housing budget. COMPLETE</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. IN PROGRESS</p> <p>36. Waverley has signed up to Surrey carshare in March</p>	<p>Fotini Kallipoliti to co -ordinate</p> <p>John Swanton Roger Standing</p> <p>Kelvin Mills</p> <p>Roger Standing</p> <p>Andrew Booker</p> <p>Transport working group</p> <p>Transport</p>

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Medium	<p>one has been selected, publicise this widely to staff and take some measures to encourage uptake of the scheme.</p> <p>Social housing: 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>09. A promotional campaign has been planned to raise the profile and encourage more uptake of the scheme. COMPLETE</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. A DIY workshop is currently being planned; energy saving advice will be incorporated in that. 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>	<p>working group</p> <p>Andrew Booker</p> <p>Alice Baxter</p>
Medium	<p>Training: 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. A number of building Control officer have attended training on the "Code of Sustainable homes" in February 09. COMPLETE</p> <p>40. Part of staff training plan (see action 26). Due May 09</p>	<p>Paul Frame</p> <p>Fotini Kallipoliti and Alex Overington</p>
Low	<p>Community: 41. When speaking with local businesses, the council should promote the Energy Saving Trust's free fleet advice service.</p>	<p>41. Will become subject to future prioritisation. NOT YET COMPLETE</p>	<p>All</p>

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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. COMPLETE - 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>	Sarah Wells Sarah Wells
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 the commencement of Heatseekers project. IN PROGRESS - Due 10/09</p>	Simon Brisk
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>	Andrew Booker Andrew Booker
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 FEASIBLE</p>	Simon Brisk
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. See action 13 IN PROGRESS - Due in 09/10</p> <p>49. Will become subject to future prioritisation. Current resources do not enable us to complete this action. NOT YET FEASIBLE</p>	Fotini Kallipoliti to co-ordinate



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