



*Basingstoke  
and Deane*

# Basingstoke and Deane Borough Council Carbon Management Report



**2009**



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## Foreword

Basingstoke and Deane Borough Council takes the challenge of climate change very seriously and is aware that the effects on the environment and economy of the borough could be varied and far reaching. We therefore want to be prepared for action and, following public commitments already made through the signing of The Nottingham Declaration and producing a climate change strategy, we are pleased to have had the opportunity to be supported through this carbon management programme, receiving expert assistance in collating baseline data, establishing projects, quantifying savings and developing an implementation plan.

Through the structured work of this programme, Basingstoke and Deane Borough Council has been able to identify projects where the council can start reducing its carbon footprint straight away. We propose to achieve a CO<sub>2</sub> reduction of 20% by 2011 with an additional aspirational target of a further 10% reduction by 2013.

Climate change is a priority action area for Basingstoke and Deane as set out in the Council Plan 2008 – 2012, which further confirms our commitment to take early action to improve the council's carbon footprint, achieve financial savings and present a good example to the borough community and partners.



**Chief Executive**



**Cabinet Member for Climate Change and the Environment**

## Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for local authorities - it's all about getting your own house in order and leading by example. The UK government has identified the local authority sector as key to delivering carbon reduction across the UK in line with its Kyoto commitments and the Local Authority Carbon Management programme is designed in response to this. It assists councils in saving money on energy and putting it to good use in other areas, whilst making a positive contribution to the environment by lowering their carbon emissions.

Basingstoke & Deane Borough Council was selected in 2008, amidst strong competition, to take part in this ambitious programme. Basingstoke & Deane Borough Council partnered with the Carbon Trust on this programme in order to realise vast carbon and cost savings. This Carbon Management Plan commits the council to a target of reducing CO<sub>2</sub> by 20% by 2011 with a proposal to achieve a further aspirational 10% by 2013. The underpins potential cumulative financial savings to the council of around £422,000 over the first four years of the carbon management programme.

There are those that can and those that do. Local authorities can contribute significantly to reducing CO<sub>2</sub> emissions. The Carbon Trust is very proud to support Basingstoke and Deane Borough Council in their ongoing implementation of carbon management.



Richard Rugg  
Head of Public Sector, Carbon Trust



## **1. Background**

Basingstoke and Deane Borough Council is well-placed to take a strong role on climate change issues, firstly by reducing CO<sub>2</sub> emissions from its own operations and services and additionally by considering how the council and its local partners should adapt to a changing climate. To be effective and credible in this objective, it is vital that Basingstoke and Deane Borough Council puts its 'own house in order' as an early priority and leads by example through demonstrating a commitment to improving its own carbon footprint.

To achieve this objective, Basingstoke and Deane Borough Council submitted an application to The Carbon Trust Local Authority Carbon Management Programme and was successfully selected in 2008 to take part in the programme. Subsequently in May 2008, officers were involved at the start of the 10 month programme of consultancy and support, embarking on a structured programme to set a baseline and targets, identify and quantify options and produce and implement a Carbon Management Plan.

Prior to starting the carbon management programme, Basingstoke and Deane Borough Council had already demonstrated a commitment to tackling the issues of climate change by:

- Signing The Nottingham Declaration in 2007 when Basingstoke and Deane Borough Council made a public commitment to tackle climate change by taking actions to reduce carbon emissions in its own buildings, operations and services as well as to take a leadership role in the local area working with partners and the broader community to reduce CO<sub>2</sub> in the borough.
- Producing a Climate Change Strategy in 2008 setting out aims and objectives to:
  - Reduce carbon emissions in the council's own buildings
  - Help the borough to prepare and plan for the inevitable impacts of climate change
  - Ensure that climate change issues are considered in all the council's services and operations
  - Reduce carbon emissions across the borough through partnerships and community involvement



Taking part in the Carbon Trust Carbon Management Programme is the first stage towards achieving the first and third objectives above and the programme provides motivation to:

Raise awareness to business units that it is everyone's responsibility to reduce carbon emissions

Translate aims and objectives into actions

Lay solid foundations for consistent and efficient monitoring and reporting of improvements.

- Establish a target of a 20% reduction in CO<sub>2</sub> from the baseline for 2006/07 by 2011
- Proceed towards a further 10% reduction by 2013
- Set out a detailed list of projects to achieve this reduction

Since October 2008 the council has displayed Energy Display Certificates in Deanes and Parklands receptions which show that the Civic Offices are currently at the poorest rate of energy efficiency (G). This provides further incentive to act now to improve energy efficiency, to reduce carbon emissions, energy costs and to demonstrate to the borough that Basingstoke and Deane Borough Council is committed to making improvements.

## **2. Climate Change**

Climate change is often referred to as "*The most serious environmental challenge facing us in the 21<sup>st</sup> century*" and the international scientific consensus is that increasing levels of man-made greenhouse gases are leading to global climate change. The consequences of this will include an increase in temperature, rising sea levels and greater frequency of severe weather events. Scientific understanding of climate change is now sufficiently clear to justify nations taking prompt action.

Climate Change is caused by the build-up of greenhouse gases in the atmosphere which act to trap the heat that would otherwise escape into space; in fact without some greenhouse gases the Earth would be a frozen planet. However, scientists believe that the activities of people are increasing concentration of these gases. Analysis of ice cores has revealed that current carbon dioxide levels are now the highest in the last 400,000 years and the rate of increase is accelerating. This will lead to an increase in global temperatures four to eight times more rapid this century than the last.

Whilst there are a number of different greenhouse gases, the gas of greatest concern is carbon dioxide (CO<sub>2</sub>). This is the gas produced when fossil fuels such as gas, petrol, coal or oil are burned for electrical or heat energy and transport. There is a proven relationship between the increase in the concentration of carbon dioxide in the atmosphere and the increase in global temperature.

### **3. National and International Reviews and Strategies**

There are a number of national and international reviews and strategies have served to drive forward the climate change and carbon management agenda:

- The Stern Review on the Economics of Climate Change (2006) makes the argument that the cost of stabilising climate change impacts will be significant but manageable – however any delay will be dangerous and more costly.
- The UK Climate Change Programme (2006) sets out policies and priorities for action in the UK and internationally.
- The Climate Change Bill (2008) puts into statute the UK's targets to reduce carbon dioxide emissions through domestic and international action by at least 60 % by 2050 and at least 26% by 2020, against a 1990 baseline.
- The Local Government White Paper published in 2006, states that all local authorities should be taking action on Climate Change through:
  - Managing their own estates, delivering effective green travel plans, green procurement, developing local renewable energy for use in their own and community buildings.
  - Working with communities at local level to reduce CO<sub>2</sub> emissions
  - Helping to drive local progress against climate change targets with Local Strategic Partnerships and other partners.
  - Considering how to reduce CO<sub>2</sub> emissions created by the services they provide or outsource.
- The Kyoto Protocol. The UK has agreed to achieve 12.5% reductions from 1990 levels by 2010. Other international directives, include EU Energy Performance or Buildings Directive and EU Emissions Trading Scheme.

### **4. National Performance Indicators**

A number of new National Performance Indicators have been introduced with direct and indirect links to the Council's climate change work:

- **NI 185 - CO<sub>2</sub> reduction from local authority operations.**  
The aim of this indicator is to *"measure the progress of local authorities to reduce emissions from operations which are directly under their control and to encourage them to demonstrate leadership on tackling climate change"*.

Taking part in the Carbon Management Programme in 2008/09 is timely in preparation for reporting on National Indicator 185. The council will be expected to report a percentage reduction in its carbon footprint year on year and the carbon management programme has provided structured support to set up the process for collecting the necessary data to produce a baseline from which the CO<sub>2</sub> reductions can be noted.



The data required to be collected for this is extensive and includes collecting information for the first time in a number of areas such as community buildings, leisure centres and sports pavilions. Understanding from where the data needs to be collected at an early stage is allowing Basingstoke and Deane Borough Council officers to set up processes and procedures for future efficiency in data collection and reporting.

- **NI 186 - Per capita reduction in CO<sub>2</sub> emissions in the Local Authority area.**

This covers the whole of the Basingstoke & Deane Borough area. Data assessed is from CO<sub>2</sub> emissions from housing, road transport (but not motorways) and business. A percentage reduction will be reported annually and data published. This is also a Local Area Agreement.

<http://www.defra.gov.uk/environment/statistics/globalatmos/galocalghg.htm>

**N188 - Adapting to climate change.**

The aim of this indicator is “*to ensure local authority preparedness to manage risks to individuals, communities and businesses from a change climate, and to make the most of new opportunities*” This is also a Local Area Agreement.

- **NI 179** - Cash released through energy savings may contribute to Value for Money and efficiency savings.
- **2008/09 CAA and Key Line of Enquiry** on use of natural resources sets out expectations for councils to:
  - understand and quantify its use of natural resources
  - manage performance to reduce its impact on the environment
  - manage the environmental risks it faces, working effectively with partners.
- **Energy Performance Certificates.** The Council now has to display Energy Certificates in both Deanes and Parklands receptions. Both buildings are currently rated at the lowest grade of G.

## 5. Local Drivers

### Hampshire Local Area Agreement

There are two Local Area Agreements concerned with climate change:

- Mitigate the progress of climate change. Demonstrate a per capita reduction in CO<sub>2</sub> emissions in the local authority area – **NI 186**
- Adapt to consequences of climate change – **NI 188** – To embed the management of climate risks and opportunities across all levels of services, plans and estates.

**Basingstoke and Deane Local Strategic Partnership.** Climate change issues are currently being considered in the review of the Community Strategy taking place in 2009 and Hampshire County Council states in its guidance, that all partners to the Local Area Agreement have a part to play in reducing CO<sub>2</sub> emissions and influencing wider behaviour, in support of national and international commitments to tackle climate change.

## 6. Strategic Themes and Processes

There are a number of other strategies, plans and policies established by Basingstoke and Deane Borough Council that, whilst they do not directly deal with climate change, do however provide links to carbon management aims and objectives:

- Sustainability Policy – *Use energy, water and other natural resources efficiently, effectively and with care.*
- Procurement Strategy - *All procurement shall have regard to the Council's sustainability policy and its core values.*
- Council Travel Plan – *To encourage alternative methods of transport*
- ICT Strategy - *Deliver Green IT by introducing improvements that ensure what exists operates efficiently and make resource consumption a key consideration for purchasing decisions.*

To work towards and ensure delivery of the carbon reduction vision, the following established initiatives will move the work forward and embed carbon reduction in all aspects of the council's work by:

- Establishing carbon management within Basingstoke and Deane Borough Council as a responsibility of everyone. Areas such as ICT, Facilities Management, Finance, Planning & Transport and Procurement are working together as units who have a stake in the process. Additional groups such as the Climate Change Champions Group and Climate Change Panel have a role to ensure all staff and councillors are aware of what they can do to reduce



emissions. All other units and individuals will be aware that improvements for the council are the responsibility of everyone and they will be kept involved through awareness raising campaigns and projects.

- Continuing to support and partner TV Energy for expert information and advice on renewable energy and energy efficiency audits, particularly at community buildings where energy efficiency has not previously been a priority and financial savings can be made.
- Continue in partnership with Climate South East for statistics and information on impacts of a changing climate in the South East.
- Implementing the new Energy Policy which clearly sets out how the council plans to manage its resource use in the future.
- Establishing procedures for better data collection and provide a carbon impact assessment for plans and projects.
- A new Facilities Manager role has been created with specific reference to climate change and energy efficiency.
- A one-off sum of £240,000 has been earmarked for climate change work and this will be used between 2008/09 and 2010/11 for campus improvements, projects and climate change initiatives.
- Continue to work with our Corporate Communications Unit to keep a consistent message out to all staff and councillors, particularly on success stories. Maximise all opportunities for press coverage

## **7. Basingstoke & Deane Borough Council's Low Carbon Vision**

In line with its Climate Change strategy and commitment to reduce its carbon footprint, Basingstoke and Deane Borough Council will embed carbon consideration throughout its areas of work and influence. Accordingly it sets out a vision which shows a long term aim to create a positive future for Basingstoke and Deane and to be prepared to take on the challenges of a changing climate.

***Basingstoke and Deane Borough Council will set a good example by minimising the council's carbon footprint throughout its buildings, services and operations.***

***The Council will also take a leadership role in the borough, and work in partnership with the community to reduce carbon emissions and create a positive environmental future for local residents and businesses.***

This vision will be achieved by:

- Inclusion as a corporate priority action in the Council Plan
- Embedding through services, operations and areas of influence.
- Using the allocated climate change, facilities management and ICT budgets on improvements and seeking additional external funding opportunities wherever possible.
- Inclusion in policies and procedures



- Taking a positive approach, looking for opportunities and chances for innovation both within own Basingstoke and Deane Borough Council's services and the wider borough.

## **8. The Carbon Management Programme**

Throughout the programme Basingstoke and Deane Borough Council has shared workshops and consultant resource with Test Valley Borough Council, as individually neither council had annual energy bills sufficiently high enough to fulfil the single council requirement. This has worked very well in practice and has created some stimulating discussions and a broader range of input with more people involved in the workshops.

Since the programme started in May 2008 the council has been guided through building the carbon management process:

- Bringing together the carbon management team
- Gathering energy data and setting the baseline
- Identifying and quantifying projects and options
- Finalise the carbon management plan
- Implementation of the plan

A Carbon Management Team was brought together consisting of the Cabinet Member for the Environment and Climate Change as Councillor Sponsor, Head of Environmental Care as Project Sponsor and the Climate Change Officer as Project Leader. Other representation on this team comes from Finance, Procurement, Transport, ICT, Communications and Facilities Management.

Although Basingstoke and Deane Borough Council has considerable work to do to achieve better carbon management, there are a number of past initiatives which will stand the council in good stead as it moves towards a low carbon future:

- Climate Change Champions group established to provide internal awareness to individual Business Units, promoting sustainable working practices and championing the importance of tackling better use of resources throughout council departments.
- Annual monitoring of civic office energy, water consumption, paper and business mileage.
- Awareness campaigns.
- Facilities Manager position has included climate change and energy efficiency in the job description.

## 9. Targets and objectives

The Carbon Management Programme Report sets out Basingstoke and Deane Borough Council's commitment to reducing the CO<sub>2</sub> emissions in its buildings, operations and services and this reduction will be achieved through:

- Working towards a target of 20% reduction by 2011 from the 2006/07 baseline with an additional aspirational target to reduce CO<sub>2</sub> by a further 10% by 2013.
- Implementing an accurate baseline collection and reporting procedure that will be used year on year for assessing progress and reporting to Defra on NI185
- Ensuring that climate change continues to be an important consideration for Council projects, particularly for whole life costing and option appraisals.
- Involving all staff and elected members in in-house improvements and raise awareness of their involvement in the improvements being made.
- Engaging, involving and influencing where possible, partners and suppliers.
- Embedding carbon management in corporate processes, reporting, procurement and decision making process.

Basingstoke and Deane Borough Council is following the carbon reduction process as set out by The Carbon Trust and as detailed in the diagram below:



**Reduce energy wastage** – through awareness raising campaigns, draught proofing and insulation.

**Install energy efficient technology** – ICT equipment, lighting, heating controls etc.

**Onsite renewable energy** – once the building fabric has been dealt with to stop energy wastage and energy efficient technology has been installed wherever possible, the next step will be to investigate the potential of renewable energy systems for council properties.

**Offsetting** – once all energy saving and generating possibilities have been explored and where possible taken up, the council will consider the option of offsetting the carbon emissions that remain. Investigation will need to be undertaken to see if this is a realistic option and look for best practise and experience from other local authorities.

## **10. Emissions Baseline**

Through the Carbon Management Programme, Basingstoke and Deane Borough Council has been able to establish baseline CO<sub>2</sub> emission data showing the annual total CO<sub>2</sub> emissions produced through the council's buildings and operations which has been calculated as 4,509 tonnes.

The largest portion of the Council's carbon footprint occurs through the Civic Offices and community buildings (2,686 tonnes) and these are areas where the initial focus must start. The remaining emissions are produced from business mileage and operations (1,823 tonnes).

For this carbon management programme Basingstoke & Deane Borough Council has chosen to follow the scope of data required for the National Indicator N185 as discussed with Hampshire County Council. This has proved to be a useful exercise as officers are now aware of where it is necessary to set up new processes and procedures which will provide the council with a more efficient and accurate data collection process for 2009/10 when reporting to Defra commences.

The scope of NI 185 is described as follows:

*"NI 185 is to include all CO<sub>2</sub> emissions from the delivery of local authority functions. In terms of the meaning of the word in legislation "function" covers both the duties and powers of an authority. It covers all an authority's own operations and outsourced services. Even if the services are being provided by an external body (e.g. a private company) they remain the function of the authority.*

Basingstoke & Deane Borough Council has chosen to collect data on the following:

- Civic Offices
- Civic Office Car Parks
- Council Depots
- Parks buildings
- Public Conveniences
- Community Halls
- Staff business mileage
- Councilor mileage
- Operations

It is proposed in future to include The Anvil and Haymarket, the Aquadrome and Tadley swimming pool and outsourced contracts over £100,000 as requested by Defra for reporting on NI185.

Providing leadership and influence in these areas will also work towards reducing the CO<sub>2</sub> emissions for NI186. Sub contractors are currently not legally required to submit carbon data for their operations, however the council will include in future contracts wording to encourage companies to be aware of the aims and objectives of the borough's Climate Change Strategy and it is hoped that these companies will provide information on their CO<sub>2</sub> emissions when requested. It is currently not possible to include in contracts that companies are obliged to provide this information as this would put a limit on the number of companies who would be able to tender for a contract and could also incur extra costs for the council. It is hoped that as carbon management becomes more commonplace this information will be more readily available.

The current baseline data is incomplete and some figures have been calculated according to guidance from the consultants. Data collection will be improved in future years to provide more accurate reporting. However, the majority of figures are factual in this baseline and it is vital for Basingstoke and Deane Borough Council to be aware of which actions are the highest emitters and how much CO<sub>2</sub> overall it currently emits.

The baseline data collected is for the financial year 2006/07. This financial year reporting has been chosen to mirror the NI 185 reporting to Defra. Energy consumption data has been collected and reported for the Civic Offices since 2003, so this data is easily sourced. However, there have been some questions on accuracy and it is proposed to install more meters in the council's buildings for more accurate detailed energy consumption monitoring and reporting

Business mileage, councillor mileage and operational mileage data has been sourced from the Financial Administration Unit.

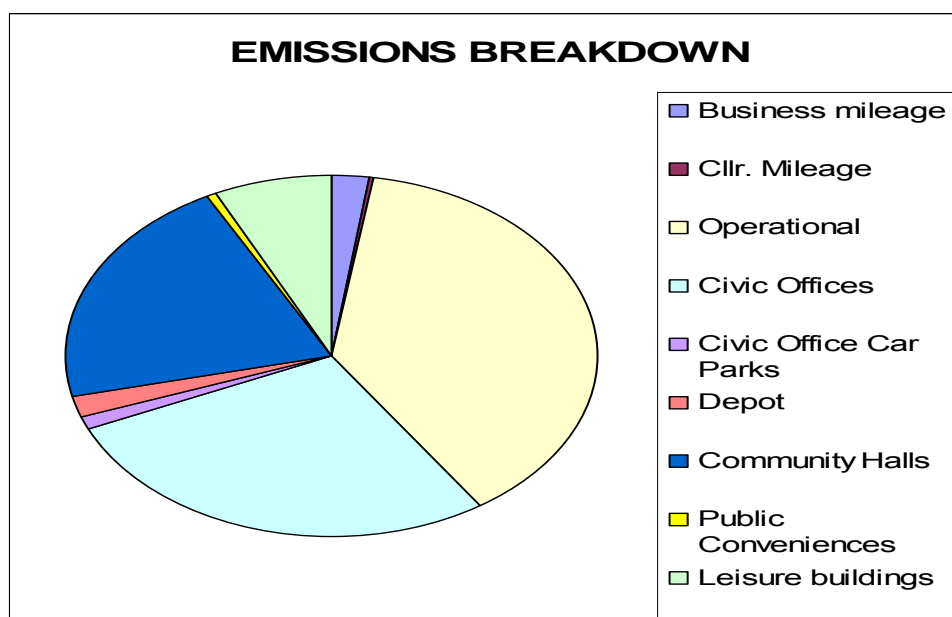
Rail and air travel information is sourced from the Administration Unit. Processes and systems are currently being set up to establish easier access to the information required.

The spreadsheet provided by The Carbon Trust is the same as that to be used for Defra reporting.

### 11. Emissions for baseline year 2006/07

The chart below shows a further breakdown of CO<sub>2</sub> emissions from the council's buildings and operations.

The highest percentage of emissions comes from council building stock which includes the Civic Offices, Wade Road Depot. Parklands car park, community halls, public conveniences and sports pavilions.



Basingstoke and Deane Borough Council is now preparing to reduce this through a variety of improvements. It is acknowledged that due to their age and style of build, the Civic Office buildings are energy inefficient and this could pose problems in making improvements. Energy Display Certificates are on display in Deanes and Parklands buildings; the current rating is the poorest at Level G but it is expected that a detailed action plan for energy improvement in the Civic Offices will help to raise this to a higher level in future and reduce these buildings substantial contribution to the overall carbon footprint, as noted in the chart below.

Gathering the baseline data for all the council's properties included in this piece of work has helped focus on additional buildings such as community halls and sports pavilions to provide a sample of the amount of energy they consume and to scope improvements wherever possible.

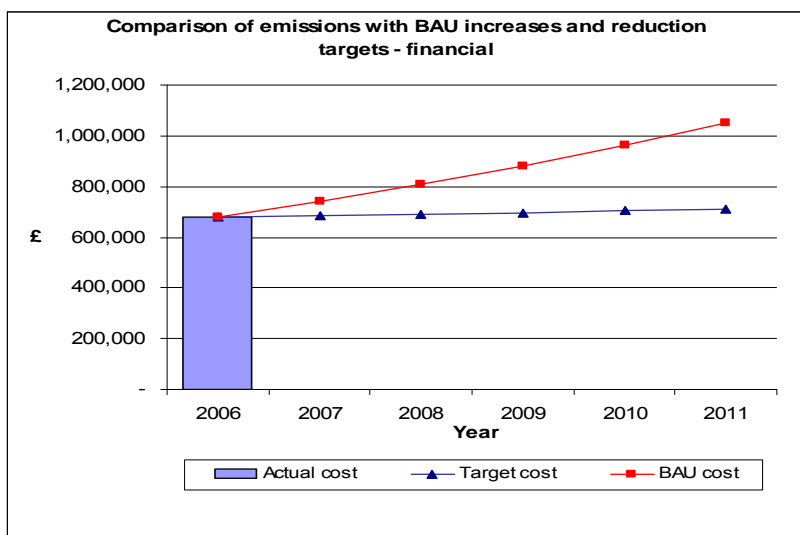
Community halls also provide a significant part of the overall carbon footprint as show above. It is unlikely that energy efficiency has been a high priority at community buildings until recent rising fuel costs have raised concern. The council, through it's partnership with TV Energy, is able to provide free of charge an energy efficiency audit and feasibility studies for renewable energy to these buildings. Energy data from community halls has had to be estimated for this current baseline, but a process is being established to request energy consumption from the halls on an annual basis as is required for reporting on NI185.

Operational activities also make up a large part of the council's carbon footprint. This includes the waste collection service which is run by Veolia. This operation creates over two thirds of overall emissions from transport and Veolia will be approached to see how they plan to reduce their carbon footprint for their waste collection service in accordance with their Environmental and Quality Policy which lists the aim to: *Protect surrounding environments and preserve natural resources. Reduce environmental nuisance and prevent pollution risk related to activities.* A waste collection review is currently underway, looking at a shared collection service across seven Hampshire authorities. Carbon emission impacts will be considered as part of a new contract.

## 12. Value at Stake

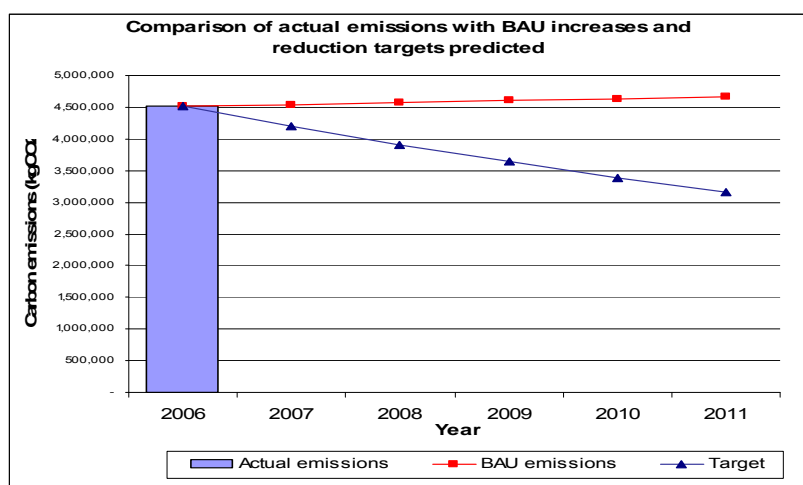
The Value at Stake charts below show the difference between the predicted energy consumption for the council under a 'business as usual' scenario where no carbon management work is undertaken and the reduction in CO<sub>2</sub> emissions following the implementation of the projects as set out in this report

In the chart below, the red line shows the potential rise in energy bills through price increases with the blue line showing a business as usual scenario with prices and energy consumption at current levels.



However, with the reduction in energy and fuel consumption proposed and set out in the projects quantified for this programme, a considerable reduction in carbon

emissions will result, as represented by the falling blue line in the chart below and this could represent a cost saving for the council – of potentially £422,000 over the first four years of this carbon management programme.



### 13. Total Emissions and Cost

Working through the processes of the Carbon Management Programme has allowed Basingstoke and Deane Borough Council to provide a baseline showing total CO<sub>2</sub> emitted for the year 2006/07 along with corresponding costs.

	Buildings	Transport	Total
<b>Baseline CO<sub>2</sub> emissions (tonnes)</b>	2,685	1,823	4,508
<b>Baseline Cost (£)</b>	£ 334,999	£ 343,510	£ 678,509

Through this carbon management programme it is hoped to reduce not only CO<sub>2</sub> emissions but also to make cost savings and the baseline information will allow the council to see how it is progressing towards its target.

### 14. Carbon Management Projects

This Carbon Management Programme has brought together a team of officers from various business units within the council to discuss how to deliver carbon reductions across the council. Two units in particular will have a very large influence over CO<sub>2</sub> reductions: ICT and Property Services.

Property Services were already fully aware of the poor energy efficiency of the two main Civic Office buildings: Deanes and Parklands and Facilities Management had already identified the need to produce a reviewed and updated Energy Policy and action plan. These actions are included in this carbon management project list. Fundamental energy efficiency actions have been noted and feasibility studies are being carried out looking at insulation and draught proofing, improving lighting and

heating systems. Actions are included to identify council sites with progress reported to Environment Overview Committee every six months. There is also a commitment to consider renewable energy systems where feasible and appropriate, working towards the additional 10% reduction to bring the total reduction to 30% from the 2006/07 baseline.

The revised Energy Policy states that it is the responsibility of everyone working for the council to take the responsibility to reduce CO<sub>2</sub> emissions within their own actions and areas of work. A comprehensive awareness raising campaign is being planned to deliver this message to all staff and councillors.

The ICT Unit also acknowledges its role in planning and procuring to reduce the council's carbon footprint and has already planned actions such as reducing the number of servers and printers.

Basingstoke and Deane Borough Council is already working in partnership with TVEnergy who are providing free energy audits to community buildings in the borough when requested. This work will continue in 2009/10 and it is hoped that the actions identified to provide quick-win energy saving will serve to reduce the council's overall carbon footprint.

The Wade Road Depot which provides operational services and vehicles is trialling Chemecol additives for reducing consumption of red diesel. They will further be trialling an electric vehicle and undertaking a green fleet review. As carbon management work within Basingstoke and Deane Borough Council progresses it is expected that more business units will have carbon reduction actions specific to their units and areas of work.

### Existing projects

Ref	Project	Lead	Cost		Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Fin	CO <sub>2</sub>			
BAS 001	Work with TVEnergy to provide energy efficiency advice to community halls.	Lucy Martins Sandy Pearcey		£7,000	£9,000 (overall on community halls' energy bills)	156	1yr	23%	2008/ 2009
BAS 002	Staff and councillor awareness – switch off campaign, removal of kettles, heaters etc.	Simon Buckingham Lucy Martins Corp Comms Climate Change Champions Climate Change Panel	Zero	Zero	£128	2	n/a	0.04%	2009
BAS 003	Switching off vending machines overnight	FM	Zero	Zero	£345	4	-	0.60%	2008



<b>BAS 004</b>	<b>Chemecol additive for red diesel to reduce fuel consumption</b>	<b>Steve Feather stone</b>		<b>£578</b>		<b>£5,000</b>	<b>12</b>		<b>1.77%</b>	<b>2008</b>
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### Planned / funded projects

Ref	Project	Lead	Cost		Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Fin	CO <sub>2</sub>			
BAS 005	Reduce CO2 limit for lease car and car loans by 5g each year	Finance	No cost	-	£113	1	*	0.15%	2009
BAS 006	Install 10 Smart Meters in Civic Offices to closely monitor energy consumption and make improvements.	FM	£24,560		£2,888	34	8yrs	5%	2009
BAS 007	Upgrade BMS system in Parklands	FM	£50,000		£539	10	*	1%	2009

\* further calculations required

### Near term projects

Ref	Project	Lead	Cost		Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Fin	CO <sub>2</sub>			
BAS 008	Install & trial intelligent lighting on one wing in Parklands	FM	£22,000		£226	3	*	0.39%	2009
BAS 009	Draught proofing in Deanes & Goldings	FM	£13,060		£1,000	19	6yrs	3%	2009
BAS 010	Upgrade boiler Controls in Goldings	FM	£6,000		£196	4	*	0.53%	2009
BAS 011	Replace boilers in Goldings	FM	£29,000		£346	6	*	1%	2009
BAS 012	Cooling Tower Dosing System replacement	FM	£2,000		£627	7	3yrs	1%	2009
BAS 013	Compressor removal in Deanes plant room	FM	£3,000		£1880	22	2yrs	3%	2009
BAS 014	Install Systems Centre to turn off all possible equipment at weekends	ICT	£5,000		£330	4	*	0.58%	2009
BAS 015	Consolidation of printers reducing by 15 each year and shifting to	ICT	£37,500		£2500	31	15yrs	4%	2009

	centralised MFDs									
BAS 016	Modify hydraulic fire damper system	FM	£3,000			£1135	14	2.5yrs	2%	2009
BAS 017	Investigate feasibility to replace councillors courier run with electronic/postal service	Climate Change Panel	Zero			Potential saving £2910	7	n/a	1%	2009
BAS 018	Green fleet review	Steve Featherstone	Zero			Potential saving £26,000	60	n/a	9%	2009
BAS 019	Energy efficiency training on carbon management and energy audits for relevant staff	FM	tbc			Potential saving £9000	134	n/a	19.0%	2009
BAS 020	Feasibility studies to improve insulation in Deanes and Parklands	FM	10,000			Potential saving £1,000	24	10yrs	3%	2009
BAS 021	Consolidation of servers	ICT	Zero			£5,000	66		2%	2009

## Medium to long term projects

Ref	Project	Lead	Cost			Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue		Fin	CO <sub>2</sub>			
BAS 022	Modification of BMS in Deanes	FM	£60,000			£550	10	*	1%	2010
BAS 023	Additional lighting improvements in Deanes, Golding and Parklands	FM	£150,000			£8,000	102	*	15%	2010/11
BAS 024	Replace boiler in Parklands	FM	£130,000			£1400	27	*	4%	2010
BAS 025	Investigate feasibility and funding opportunities for installing renewable energy systems wherever possible in BDBC managed properties	FM Lucy Martins	tbc							2011/12

\* further calculations required.

The projects detailed above and quantified using the methodology and spreadsheets provided by the consultants together reach a total of 24% reduction overall. In theory this figure exceeds the 20% reduction target proposed, however the Carbon Management Team has agreed to continue with the 20% reduction. The methodology used is not an exact science and the Team has chosen to be cautious and realistic about the target it wishes the council to publicly adopt.

However, it is hoped that a higher percentage reduction will be achieved leading to the achievement of the aspirational 30% reduction by 2013. A regular review process and ongoing development of further projects, processes and initiatives will keep carbon management work and progress moving forward for Basingstoke and Deane Borough Council.

### **15. Carbon Management Plan Financing**

There is currently a three year revenue budget allocated to climate change work. This represents £80,000 for 2008/09 with subsequent years being £100,000 and £60,000 respectively. Further budget allocation is available from the ICT and Property Services budgets for the majority of the projects listed above.

The council is confident of having budget to carry out the actions detailed above to reach the proposed 20% reduction. The exception to this is the action BAS024 which will require further work to identify feasible options and to look for any available funding following the feasibility studies.

Where specific projects are identified beyond those detailed in this report there will be opportunities to submit potential bids for capital budget and whenever the Facilities Management Asset Management budget is allocated to maintenance projects, the best energy efficiency and carbon management criteria will be considered as a matter of course.

Work will be carried out on an ongoing basis to look for external funding opportunities and to investigate the suitability of seeking Salix funding. Joint working with other local authorities is currently being considered in a number of areas and joint funding bids for European Funding could possibly provide a source of income for further projects

### **Benefits and Savings**

Delivering the carbon reduction projects will not only reduce the council's overall carbon footprint but will potentially generate considerable financial savings too. These figures are based on and including a predicted increase of 8.4% as provided from research undertaken by the Carbon Trust consultants. If energy costs rise above this, the amount of financial savings will be greater still.

	2008/09	2009/10	2010/11	2011/12
<b>Annual cost saving</b>	£ 37,251	£ 79,281	£ 126,577	£ 179,674
<b>Annual CO<sub>2</sub> saving</b>	228 tonnes	448 tonnes	660 tonnes	648 tonnes

Additionally, as Basingstoke and Deane Borough Council delivers on these proposed reductions to its carbon footprint there will be a number of unquantifiable benefits:

- Meeting National Indicator targets
- Maintaining the council's good reputation and setting a good example to the borough

### Financial costs and sources of funding

Climate change is currently one of Basingstoke and Deane Borough Council's Council Plan priorities and as such has been allocated a budget over three years. Further funding for the project listed above will come from the budgets of the ICT and Property Services budgets to create the total spend as noted below.

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
<b>Climate Change Budget</b>						
<b>Total annual capital cost</b>						
<b>Total annual revenue cost</b>	£80,000	£100,000	£60,000	-	-	-
<b>Total costs</b>	£80,000	£100,000	£60,000	-	-	-
<b>Additional budget from ICT and Property Services</b>		£322,500	£340,000			

### 16. Actions to Embed Carbon Management in Basingstoke and Deane Borough Council

There are a number of channels already established within Basingstoke and Deane Borough Council which can be used to maintain awareness that all staff and councillors must work towards reducing the overall CO<sub>2</sub> emissions of the council and to effectively assess carbon impacts when planning work or projects.

- Climate Change Champions Group
- Corporate Communications via intranet, LCD screens and staff magazine
- Corporate Management Team consisting of Heads of Service and Professional Officers Management Team (POMT). A date is currently arranged for 12<sup>th</sup> May to provide a presentation to POMT on carbon impacts and management.
- Climate Change Panel of Councillors
- Carbon Management Team



### **Corporate Strategy – embedding CO<sub>2</sub> saving across your organisation**

Endorsement of this Carbon Management Report will be sought from the Strategic Management Team consisting of the Chief Executive and Corporate Directors. Endorsement will also be received from the Portfolio Holder for the Environment and Climate Change who is a member of the Carbon Management Panel. The report will then be presented to the Environment Overview Committee for their information and support.

Further work will take place with individual business units and at Management Team meetings to ensure everyone is aware of their responsibilities and have an understanding of how to assess carbon impacts. There is currently a tick box on the council's report format to note environmental impacts. This will be developed to provide greater information and guidance on how to make carbon assessments and will be provided within the electronic format of the report.

### **Responsibility – being clear that saving CO<sub>2</sub> is everyone's job**

A group of Climate Change Champions representing all business units is already established and the group will work to raise awareness, provide encouragement and motivation to make improvements in their areas. The Champions will have an important role to play in the awareness raising campaign and will include achievements on climate change actions in their annual appraisals.

The new Energy Policy will include wording to make it clear that all Basingstoke and Deane Borough Council employees are responsible for working towards reducing the council's carbon footprint. This will be publicised to staff and councillors during the awareness campaign.

External groups who share the Civic Office accommodation will receive information on the council's carbon reduction commitment and will be expected to participate in the philosophy of low carbon working.

The potential to include carbon reduction objectives within the priorities of individual business units will be discussed as will separate metering by office wings to enable the potential introduction of competition between areas for the best energy efficiency.

### **Data Management – measuring the difference, measuring the benefit**

The work undertaken to gather data for this carbon management programme has highlighted where improvements need to be made and new processes are being established to make this easier and more efficient in future years for reporting on NI185 and tracking improvements against the baseline.

Individual business units must take ownership of the carbon produced by their areas of work and be able to calculate the carbon impacts of their projects. It may become apparent that training needs to be introduced to help with this.

Staff will be kept fully informed by good news stories of progress on reducing CO<sub>2</sub> to encourage and motivate everyone to do their bit and in order that all staff can be proud of and engaged in improvements the council is making. Good news stories will

also be publicised in the local media to demonstrate to the wider borough that the council is playing its part and making good progress in reducing its carbon footprint. Progress against the target will be assessed annually when all data is collated for reporting on NI185, however specific areas will be monitored on a more regular basis where the data is available to provide more frequent analysis.

### **Communication and Training – ensuring everyone is aware**

A detailed communications and awareness raising campaign will be developed setting out clearly how the council will raise awareness and communicate progress on reducing its carbon footprint. A communications plan for this is currently being established; working with the Climate Change Champions, Corporate Communications, Facilities Management and the Climate Change Officer. It is planned to take over all the council's internal communication systems, LCD screens, front page of intranet over an entire week. This should ensure that the message is noted by everyone and a programme of competitions or similar will be devised to encourage engagement in this important commitment. The communications plan will also set out how the message will be sustained and refreshed once the main week of the campaign is over.

Climate change and carbon management topics will continue to be presented at the corporate induction presentation and at management meetings as the need arises.

### **Policy Alignment – saving CO<sub>2</sub> across your operations**

Financial Administration have just reviewed the council's lease car scheme and have gained approval for a year on year decrease of 5kg of carbon criteria when choosing a lease car. A review of staff travel policies has been undertaken by a sub group of the Climate Change Champions and although choices must be made on the basis of financial cost it has been highlighted that business travel by train for the majority of destinations is currently cheaper than using the car. Guidance will be provided to staff on how to calculate the financial cost of train versus car travel.

The Procurement Strategy (2008 – 2011), is well aligned to Basingstoke and Deane's Carbon Management Programme and sets out environmental considerations:

#### **Environmental products**

- *Consider the costs and benefits of environmentally preferable goods, suppliers and services*
- *Wherever possible and practicable, specify a requirement in line with nationally or regionally agreed minimum specifications*
- *Where such exact specification is not possible, offer a facility for suppliers to submit offers for environmentally friendly alternatives.*

### **Environmental construction, biodiversity & recycling**

- *Set targets for Carbon Management, Building Research Establishment Environmental Assessment Method (BREEAM) and sustainable construction, refurbishment and maintenance*
- *Fulfil obligations under the Biodiversity duty as part of Sustainable Development plans*
- *Investigate opportunities for recycling, reduced usage, bulk delivery and better packaging.*

*“Development, employment and lifestyles should fully recognise and respond to the threats of climate change, with the Borough Council taking a leading role in the necessary changes in behaviours and practices”.*

Additionally, ‘whole life costing’ is used in making procurement considerations and in some recent cases, a slightly more expensive product has been purchased where significant carbon savings can be made .

The council already has a Sustainability Policy with one of the aims to: *“use energy, water and other natural resources efficiently, effectively and with care.”* This policy is currently being reviewed, although the aims and objectives are likely to remain the same.

As detailed above a revised Energy Policy has been approved and the Carbon Management Team will meet on a regular basis to assess progress on the projects in the Energy Policy action plan.

Basingstoke and Deane’s Climate Change Strategy was produced in 2008. The action plan attached to this strategy is acknowledge to be a fluid document with new actions being added as and when they arise. It is acknowledged that work on climate change and carbon management issues are not static and will change and develop. Progress on this action plan is monitored by the Climate Change Panel and Environment Overview Committee. Additionally, as all actions ultimately are noted in the climate change strategy action plan this will ensure a coherent and co-ordinated approach on actions across the council.

### **Strategic ownership and oversight**

Climate Change Panel. This panel consists of a group of cross-party councillors including the Portfolio Holder for the Environment and Climate Change and Chair of the Environment Overview Committee. The aims and objectives of this panel are to:

- To monitor the delivery and development of the Climate Change Strategy Action Plan.

With a particular focus on:

- Assessing and supporting progress of the action plan



- Ensuring timescales are met
- Approving and developing additional actions
- Identifying success
- Examining recommendations from external bodies and individuals
- Actively seeking best practice

The Panel meets 4-6 week prior to the Environment Overview Committee meetings with a minimum of 4 meetings a year.

A traffic light system has been established for the climate change action plan to provide an easy reference on progress. An update report is presented to the Environment Overview Committee at every meeting, which is about six times a year. Carbon management and reduction is an action in the climate change action plan.

Carbon Management Team . This team will incorporate officers from the current Carbon Management Team who have been working on this carbon management programme and those from the Energy Group which was meeting prior to embarking on the programme. It is expected to meet each month for the first couple of months then quarterly thereafter. New terms of reference will be agreed to incorporate the monitoring of the council's carbon footprint and progress on Facilities Management carbon projects.

### **Succession planning for key roles**

There is no formal succession plan in place. However, climate change work and considerations are already accepted as the work of Facilities Management, ICT and the Climate Change Champions. There are expectations from senior management and councillors that progress will be made and continue to be made on reducing the carbon footprint of the council. Climate change is a priority in the council plan (2009-2012). These factors together will all ensure that climate change work continues despite the departure of any key members of staff.

### **Progress review**

Regular assessment on progress will take place when data is available and a thorough review will take place annually when the latest CO<sub>2</sub> data and percentage reduction is submitted to Defra. This will be reported to the Strategic Management Team, Environment Overview Committee and the Climate Change Panel. More frequent reporting of progress towards targets will be presented where data is available and Property Services will report on progress on the Energy Policy action plan twice a year.

The Carbon Management Team is confident that projects are in place to reach the 20% target proposed and it is hoped that this may even be exceeded over the three year period. The additional aspirational 10% reduction will ensure momentum is maintained for carbon management at Basingstoke and Deane Borough Council and sets a further challenge for 2011-2013.