



# Somerset County Council Corporate Property Group

## Energy Policy

This policy should be read in conjunction with:  
County Plan 2013-17  
Somerset County Council Asset Management Plan (2014)

### Policy Objectives

This policy establishes Somerset County Council's short, medium and long term objectives in regards to energy management across its estate and operations.

### General Context

The key drivers for energy management are:

- To realise the County Plan 2013-17 promise (Reduce the Council's carbon footprint);
- To meet legislative & external reporting requirements;
- To reduce impact of rising energy costs;
- To manage and reduce bottom line spend on energy;
- To unlock savings by integrating effective energy procurement, reducing energy demand and improving energy efficiency;
- To maintain security of supply through the installation of renewable energy technologies;
- To reduce reliance on fossil fuels, and
- To enhance Somerset County Council's reputation as a socially responsible organisation.

**Somerset County Council's long and medium term corporate goals are:**

- ✓ Manage energy costs and consumption
- ✓ Invest in energy efficiency (spend to save)
- ✓ Consider life- cycle costs for all new projects, goods and services
- ✓ Minimise environmental impact &
- ✓ Where feasible utilise energy from sustainable sources

**Somerset County Council's short term objectives are:**

- ✓ Ensure the Energy Policy is being delivered
- ✓ Develop and publicise an annual Energy Action Plan
- ✓ Provide regular management reports on cost and consumption
- ✓ Define roles and responsibilities for energy
- ✓ Set and publish energy & CO<sub>2</sub> performance targets
- ✓ Report performance changes and improvements annually
- ✓ Ensure compliance with legislation
- ✓ Commission a regular programme of energy audits and ensure all relevant Council buildings have a Display Energy Certificate and Advisory Report
- ✓ Manage energy and water costs within buildings
- ✓ Increase staff awareness
- ✓ Secure competitive costs for gas and electricity supplies
- ✓ Enhance the Council's energy monitoring and targeting system
- ✓ Establish a budget of investing in energy efficiency (spend to save)
- ✓ Take account of opportunities for energy savings that arise out of the rationalisation of the estate and individual buildings;
- ✓ Specify energy efficient design of new/ refurbished buildings, and procure energy efficient plant and equipment;
- ✓ Consider life cycle costs for new projects, goods and services
- ✓ Establish procedures for operation of plant and equipment &
- ✓ Publicise performance and report areas for improvement.

## Energy Policy: Roles and Responsibilities

### Chief Executive and Leader of the Council

The Chief Executive and Leader of the Council have overall responsibility for the implementation of this policy

### Asset Strategy Group

- Oversee policy implementation;
- Take full account of the opportunities for energy savings that arise out of the rationalisation of the estate or of individual buildings;
- Promotes and implements energy management;
- Ensures that the Council's energy policy's aims and objectives are taken into consideration when appointing consultants and developers/ contractors for all capital building projects and maintenance works; and
- Ensures that energy efficiency options for capital investments are fully appraised on the basis of whole life costing.

### Corporate Property Group

The roles and responsibilities of the Corporate Property Group under this policy include:

- Oversee policy development and update to reflect changes in legislation and local authority commitments;
- Report progress on policy implementation to Asset Strategy Group;
- Monitor and target energy and water usage;
- Manage and administer the central energy contracts for gas and electricity;
- Liaise with suppliers to resolve billing issues;
- Assist Finance with setting energy budgets;
- Commission surveys of buildings, plant, equipment and services and propose projects for future investment;
- Commission Display Energy Certificates and Advisory Reports;
- Develop strategies for the reduction of energy and water usage and manage the implementation of energy conservation programmes;
- Advise service areas and facilities managers on energy management and provide supporting energy data and information;
- Provide energy management advice and energy consumption/ cost/ CO<sub>2</sub> reports to customers on the central energy contracts;
- Manage and maintain the Council's energy management database;
- Benchmark energy performance of the Council's property portfolio;
- Collate and report greenhouse gas emissions data;
- Report issues with plant and equipment to the Hard FM Manager and
- Promote energy conservation good housekeeping

## Facilities Management

Facilities Managers are responsible for controlling the operational consumption of energy and water within their areas, in so far as reasonably practicable. Facilities Management roles and responsibilities under this policy include:

- Energy efficiency to be a core element of the management approach taken;
- Read utility meters and provide notification of the removal/ addition of energy supplies as requested by the Corporate Property Group- Energy Management Team (EMT);
- Where AMR is not fitted submit meter readings to energy suppliers to enable accurate billing and check utility bills to see if they correspond with measured consumption;
- Liaise with the EMT to report issues with energy billing and on any factors that are impacting on the building's energy performance;
- Ensure buildings for which they have responsibility are operated in a manner that uses energy efficiently;
- Reinforce and implement good energy management practice with building users;
- Ensure contractors who have responsibility for the facility management of corporate buildings are implementing the Council's energy policy;
- Report to Hard FM Manager if there are technical issues with plant and equipment;
- Provide practical support and advice to building users to enable energy efficient use of the building.

## Highways Lighting

- To promote and integrate energy efficiency as part of all street lighting programmes and refurbishments

## All staff and contractors

Each of the Council's services, employees and contractors has a responsibility to:

- Recognise their role as energy consumers and accept responsibility for their energy performance;
- Manage energy consumption through good housekeeping;
- Make departmental commitment to energy efficiency, and
- Promote energy conservation through their core activity

## **Further Advice and Guidance**

The Corporate Property Group is responsible for maintaining and reviewing this policy.

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