

**CLIMATE CHANGE WORKING GROUP  
MEETING HELD ON WEDNESDAY 21 NOVEMBER 2007**

Present: Richard Auty, Russell Clark, Will Cockerell, John Farnell, Sally Johnson, Simon Martin, Jake Roos, Aaron Wood

Minutes: Sue Kempster

Copied to: Suzanna Clarke, Melanie Jones, Hilary Lock, Roz Millership

|  | <b>ACTION</b>  |
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| <p>1 <b>Apologies</b><br/>Mike Brean, Russell Goodey, Andrea Oram, Keith Osborne, Ron Pridham, Helen Rodgers, Cllr David Sadler</p>  |  |
| <p>2 <b>Matters arising</b><br/>Fuel bills will be received electronically. JF requested formal quote to amend data to suit finance needs.<br/>EMAS – outstanding.<br/>M2G accreditation received. Will trial at Walden Place.<br/>Sheltered Housing – JR still needs to check energy saving after temperature turned down.<br/>JR to visit Gt Dunmow office.<br/>JR advised 6kw photovoltaic array going ahead at Vicarage Mead.<br/>Meeting held with Braintree District Council - they are going to replicate the energy efficiency planning condition.<br/>Covalent – outstanding.</p>   | <p>KO<br/>RG<br/>JR<br/><br/>JR<br/><br/>JR</p>        |
| <p>3 <b>Review of Action Plan/Slippage on Completion Dates</b><br/>Once loaded on Covalent slippage will be reported to SMB. Need to ensure that realistic revised dates along with any relevant commentary on how the date will be met are added.</p> <p>Strategic:</p> <ul style="list-style-type: none"> <li>- EMAS BS8555 slipping JR to talk to KO about revised timescales.</li> <li>- Green Procurement policy – will need to go to Finance &amp; Administration Committee and the date will therefore need to push back to February 2008.</li> <li>- Green Champion – still to be progressed – link to the Energy Management policy, e.g. how bright, how warm. Suggested a “Spring Policy” launch the Carbon Trust can help with training. Champions to be in place by May 2008.</li> <li>- Carbon Manager – JR to discuss with RM/RG.</li> <li>- Leisure Connection – SK to contact Nigel Court to attend next/future meetings.</li> <li>- Increase staff participation in management of energy in Spring. Recycling stations - ready to go – bins are on order and due first/second week of December. Roll out in offices January 2008.</li> </ul> <p>Discussion around JR leaving chocolates on PC’s and printers switched off and red cards for those not – suggestion made to leave brussel sprouts instead of using paper!</p> <p>During JR’s last check of the building the following equipment was left on:-<br/>5 PC’s<br/>14 printers (although it is acknowledged some are scheduled to run night jobs)<br/>8 copies<br/>4 scanners<br/>AW advised currently third of the way through the building removing all faxes and implementing the technology onto PC’s. Will end up with two faxes in the building.</p> <ul style="list-style-type: none"> <li>- Discussion on equipment that is in reception that comes on over the weekend.</li> <li>- Day Centre – JR to progress with RG</li> </ul> | <p>JR<br/>SM<br/><br/>JR<br/>JR<br/>SK<br/><br/>RC</p> |
| <p>- Discussion on equipment that is in reception that comes on over the weekend.<br/>- Day Centre – JR to progress with RG</p>  | <p>JR</p>  |

- Lease car policy – no progress due to financial issues. Concentrate on restriction of CO<sub>2</sub> emissions on choice of vehicles in Q4 and revisit after April 2008.
- Staff Travel plan – proposal going to SMB – implement January 2008  
Planning and Housing timescales discuss at later date

**Waste and Recycling**

- Reduction of paper at committee meetings – RC to speak to Mick Purkiss about trial with one committee. RC
- Office paper – January 2008 – publicising “think before print” RC
- Discussion on junk mail. Suggested that any publications/circulars received are placed in a box and companies then contacted to remove individuals from mailing list. AW pointed out to make sure that correct person removed from list as other staff in the building may receive a publication and would still wish to. JR
- Christmas Cards – email sent recently to Directors/HODs asking quantities needed. The group felt cards should not be sent and a message placed on website and/or e-cards. Financial and environmental issues – must give right message. RC will speak to Elaine Baynes. RC
- LA21 conference in February 2008 not November.
- Economic development – currently off sick – JR to follow up JR
- Climate change strategy – not received any feedback. Push strategy through next Uttlesford Life (RA advised this will be end of March 2008) JR

**4 Interim Target for CO<sub>2</sub> Reduction**

Target = 25% by 2011/12 nothing set in between. JR asked for agreement from the group of 5% per year, e.g. 5% saving by March 2008 compared to 2006/07. This was provisionally agreed.

**5 Green Procurement Strategy**

Nothing further to add from discussion earlier in terms of timescale. SM said there is a need to address the tensions between sustainability and ethically sourced items as they are not always the cheapest and that needs to be reflected in the document. There is provision to acquire environmental information from suppliers. Buying activity of any value is adhoc repairs, construction work and adhoc items of IT equipment, otherwise buying day-to-day items. Need to ensure consistency across buying habits.

**6 Opportunities/Strategic Implementation Plan**

Blade Services – AW suspects likely to be February/March 2008 for capacity planning which will mean the project falls into next financial year.

**7 Building Temperature/Energy Management Policy**

Thermostats set to 20°C – SJ said the general feeling is this is too cold. JR to move to 21°C. JR

Discussion on location of thermostats in the building and the issues with the outside thermostat. Suggested moving the one located in CSC office to Environmental admin upstairs which is a colder space. Setting the temperature to 21°C in the policy has to go hand in hand with making sure that the thermostatic valves work properly.

SJ reported that last person out to switch the lights off is not working in some areas

Discussion on lighting levels and what the policy should say – JR will start writing and circulate to the group and suggested going before members in March 2008.

**8 Vehicles – new vans/driver training and performance** – RC to get update from RP for next meeting. RC

**9 Carbon Manager/Heating & Electrical Contracts Manager Post** – deferred to next meeting when RM/RG present. RM/RG

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| 10 | <b>Staff Travel Plan Update</b> – deferred to next meeting when AO present.  | AO |
| 11 | <b>Recycling/paper reduction</b> – covered in the review of the action plan.   |    |
| 12 | <b>Home working</b><br>JF advised that most HOD's have been seen to establish the potential – lots of staff already doing it. IT has moved on and able to work virtually in the office at home. Lots of jobs can for part be done from home or on way to work – not many jobs require a 100% physical attendance.<br>Most people need somewhere to go to work – people reluctant to use hot desking. SMB may be surprised at extent already happening. Looking for a 40% efficiency saving. Some staff work from home on adhoc basis on specific tasks such as report writing etc. Others have a semi formal day that they work from home. AW said that IT need to be made well aware of any plans to encourage additional home working to ensure they can plan appropriately otherwise the speed will become unworkable. Support for home working coming from SMB down. Benefit is to free up space and time. |    |
| 13 | <b>Date of next meeting:</b> Wednesday 12 December 2007 <b>9:30 – 11:00</b> in the Committee Room. JR will be away for this meeting ask Keith Osborne or Mike Brean to chair.  | SK |