

**REPORT OF THE DIRECTOR OF TECHNICAL SERVICES**

**'REDUCING THE COUNCIL'S CARBON FOOTPRINT' –  
PROGRESS REPORT No 3**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 This third progress report updates Members on the various projects currently being undertaken by Technical Services to achieve the Council's Corporate Objective to '*Reduce the Council's Carbon Footprint*', as set out in the Wirral Carbon Reduction Programme to support NI 185.
- 1.2 Members are asked to note the progress made to date on these ongoing projects and to endorse the further initiatives proposed.

**2.0 BACKGROUND**

- 2.1 At the request of Cabinet, the Wirral Carbon Reduction Programme project plan is updated every six months, it enables the Council to plan and monitor progress in achieving NI 185, ie, reducing the Council's CO<sub>2</sub> emissions. This third six monthly progress update of the Project Plan is attached to this report at Appendix 1.
- 2.2 Members will be aware that the Department of Technical Services continues to play a significant role in supporting the Corporate Objective "to create a clean, pleasant, safe and sustainable environment". This report details the progress made in implementing the Wirral Carbon Reduction Project Plan.
- 2.3 Members will also recall that the reporting of this Wirral Carbon Plan (NI185) update report, alternates with the reporting of the Council-wide Carbon Action Plan (NI 186), where the Council is working with its LSP and other partners to reduce CO<sub>2</sub> emissions across the Wirral.

**3.0 NEW INITIATIVES SINCE LAST REPORT - CARBON BUDGET**

- 3.1 Following the Council Resolution on 14 December 2009, (Minute 77 refers) Members requested that:
- The Council's carbon footprint be established and to quantify the number of tonnes of CO<sub>2</sub> released as a direct result of Council operations for 2010 onwards, and to bring forward proposals for quantifying CO<sub>2</sub> emissions as part of the procurement process for new council contracts and other spend from April 2011,
  - Prepare carbon budgets detailing carbon emissions and carbon efficiency targets for each department to be presented at Budget Cabinet and Council alongside the Council's financial budget,

- And to report to Cabinet on progress made regarding the carbon budget. This report to include measures and projects to reduce carbon emissions, including an analysis to show progress being made by department and key service areas.
- 3.2 The Carbon Budget 2010-11 was presented at Budget Cabinet on the 22 February 2010. A Carbon Budget is similar to a financial budget whereby each Council service is given an allowance of CO<sub>2</sub> in which to operate and deliver their services. Each service's carbon budget is expected to decrease annually by its target figure which equates to a 5.25% reduction to enable the Council to achieve its target of a 60% reduction by 2025. The aim is that as time progresses the Council will be able to continue to deliver services to the borough whilst decreasing its carbon emissions.
- 3.3 Previous schemes to reduce the Council's CO<sub>2</sub> emissions have all taken place at a corporate level, however the proposed carbon budgets will enable service managers to plan for CO<sub>2</sub> reductions at a Departmental and operational level.
- 3.4 Whilst the Council's CO<sub>2</sub> emissions have significantly reduced since 2005, setting an annual carbon budget for each department will provide a clear picture of the environmental impact of the Council's spending and will help us achieve both local and national carbon reduction targets.
- 3.5 There are financial savings to be made through procurement of energy efficient and low carbon contracts, goods and services, however strong departmental leadership will be needed to ensure that financial and carbon budgeting is fully integrated into mainstream financial management and business planning activity.

#### **4.0 PROGRESS UPDATE ON INDIVIDUAL COUNCIL PROJECTS**

##### **4.1 IEEP Phase 1**

- 4.1.1 Phase 1 of the IEEP is complete apart from the long term ongoing schemes which includes the Boiler Replacement Programme and Bill Validation.

##### **4.2 IEEP Phase 2**

###### **4.2.1 Electrical Energy Efficiency Scheme**

As previously reported we will now install an Automatic PC Power Down system across all Council owned buildings which utilises software to automatically close down non-essential computers. A small number of Voltage Optimisation(3) and Variable Speed Drives(4) systems are also due to be installed this year.

###### **4.2.2 Awareness Raising Programme**

The energy awareness raising team have visited six Leisure Centres this year. That has involved talking to senior managers about how to manage energy within the centres and engaging the staff at each site. A number of

energy champions have also been recruited. They have given talks and conducted walkabouts in six Libraries.

- 4.2.3 Twenty three schools have been visited, the team have also developed an awareness raising session specifically for Teachers, with twelve teacher training sessions delivered to over 120 teachers. Two Governor training events on the subject of energy conservation have been held with 35 governors in attendance at one day and one evening session.
- 4.2.4 The team have also promoted Wirral CRed. This allows them to work within the local areas including Civic Centres such as Bromborough. This has given them the opportunity to engage with the wider community and raise awareness of the need to reduce their own carbon emissions.
- 4.2.5 Adult Learners were also reached through talks at Adult Learning Centres. Over nine care homes were visited with talks to residents and staff. They also conducted walkabouts, giving advice on low cost energy measures. The team also engaged One Stop Shops managers. This resulted in giving presentations to their staff at several centres.
- 4.2.6 Part of the role of the awareness raising team has involved visiting over 70 sites to deliver the new Display Energy Certificates this provides the opportunity for the team to engage directly with staff at these sites.
- 4.2.7 We have developed a new training guide for Energy Champions which ensures a consistent and generic approach when we recruit new energy champions. The team have also developed the Energy Champion of the Year award which was presented on Learning at Work day.

### **4.3 IEEP Phase 3**

- 4.3.1 **Automatic Meter Reading (AMR) Project:** The contract was tendered earlier this year using the Buying Solutions Framework Agreement. Cabinet approved the Tender Report submitted on the 15 April 2010 (minute 398 refers) recommending that Stark Software International Limited be appointed subject to contract.
- 4.3.2 **Street Lighting/Signage Energy Efficiency Improvements:** Originally delayed due to HESPE, this project is now being progressed with Keep Left Bollards being converted to Solar Power. Following revisions to the Traffic Regulations regarding Illumination Standards further energy saving are now being assessed. The contract to install the Central Management System (CMS) has now been tendered. The CMS will initially control the operation of approximately 350 streetlights and will accurately measure their energy consumption. This will facilitate immediate financial benefits for any energy saving measures implemented.

### **4.4 IEEP Phase 4 Proposals**

- 4.4.1 The proposals detailed in the previous report to Members on the 21 September 2009 regarding the installation of Bio-Mass Heating Systems and Intelligent Lighting Controls within Council buildings will be included

within the Green Building Specifications Guide, please refer to section 4.8 regarding the development of the guide.

#### **4.5 Related Energy Projects**

- 4.5.1 **National Indicator 186:** Measures the CO<sub>2</sub> emissions across the LA's area and is one of our LAA targets which also requires us to actively work with our partners in the LSP. This item is now the subject of a separate regular report the first of which (Reducing Wirral's Carbon Footprint - Progress Report No 1) was presented to Cabinet on the 18th March, 2010 (minute 355 refers).
- 4.5.2 **Combined Heat and Power (CHP) Project :** Approval has been received from Asset Management to progress the installation of a CHP plant at Europa Pools. This project will now be retendered and reported to Members in due course. As there are a number of projects scheduled to be progressed on site, which are expected to reduce operational power loads, it will be essential to carefully manage the timing of the CHP installation.
- 4.5.3 **Carbon Reduction Commitment :** As has previously been reported to Cabinet, April 2010 saw the start of the Government's CRC Energy Efficiency Scheme (CRCEES) [formerly known as the Carbon Reduction Commitment] a new regulatory incentive to improve energy efficiency in large public and private sector organisations. The Council will also be responsible for administering the scheme on behalf of Wirral Schools and the Merseyside Pension Fund (MPF). A particular issue arises over the Council being the administering body for the MPF. The fund owns property and as such is treated by the regulations as being part of the Council's CO<sub>2</sub> emissions and management. The impact and circumstances concerning MPF property is not yet fully explored but will be built into the Carbon Budget when the details are established.
- 4.5.4 **Display Energy Certificate Scheme :** There are 30 municipal sites which require certification on an annual basis. 19 sites have been provided with new Display Energy Certificate and 11 are still to be completed. Of those completed, 8 have improved, 10 remain unchanged and 1 has dropped slightly one band. A complete picture will be available for the next report.

#### **4.6 NI 188 Planning to Adapt to Climate Change**

- 4.6.1 To ensure local authority preparedness to manage risks to service delivery, the public, local communities, local infrastructure, businesses and the natural environment from a changing climate, and to make the most of new opportunities. The indicator measures progress on assessing and managing climate risks and opportunities, and incorporating appropriate action into local authority and partners' strategic planning.
- 4.6.2 A comprehensive action plan has been developed to ensure that Level 2 is attained by March 2011. Additional Sustainability Unit staff have been assigned to help deliver this indicator. There will be a number of Climate Change Workshops, the first of which was held on the 11<sup>th</sup> May with some of our LSP and external partners. We have taken on a student from Chester

University on work placement to undertake required research into weather related climate change events in Wirral.

## **4.7 CRed Wirral**

**4.7.1 Launch** – The CRed website was launched at Tranmere Rovers home game against Brentford on 5<sup>th</sup> December 2009 to coincide with the COP 15 Climate Change Conference in Copenhagen. The launch featured: pre-match and half-time announcements, scrolling score board messages, programme advert and editorial feature. In parallel, a press release was issued alongside launch related electronic communications sent to Wirral Council and NHS Wirral staff. The launch press release was picked up directly by the Wirral News website, Heart FM and The Liverpool Year of the Environment website.

**4.7.2 Festive Promotion** – A ‘festive’ promotion followed the launch. A press release and photograph was issued to link the Wirral Council’s involvement in the national ‘10:10’ carbon reduction campaign with CRed. People were encouraged to make a New Year’s resolution to cut emission by 10% during 2010 and to sign up at the CRed Wirral website to help them. At this time, a Christmas New Year email was also sent from the Director of Technical Services encouraging staff to sign up. The press release was featured by the Wirral Globe – both newspaper and web edition – and Wirral News website.

**4.7.3 Boiler Scrappage Promotion** – In February, a press release was issued promoting CRed in the context of the ‘Boiler Scrappage Scheme’. It was featured by Wirral News.

**4.7.4 Presentations** – Presentations on CRed Wirral have been made to:

- Cheshire and Wirral Partnership NHS Trust Environmental Strategy Group –February 2010
- Transition Towns West Kirby – February 2010
- Wirral Older Peoples Parliament – February 2010
- NHS Wirral Wellbeing Group – April 2010

**4.7.5 ‘Sign-up’ stalls** – The following ‘sign-up’ sessions have been held:

- Bidston Heritage Day – September 2009
- Bromborough Civic Centre – March 2010
- Cheshire and Wirral Partnership NHS Trust environmental champions session – March 2010
- Bromborough Library – March 2010
- NHS Wirral Wellbeing Day – April 2010
- Birkenhead Park Visitor Centre – April 2010

**4.7.6 Participation**

- Number of members is 350
- Number of pledges now stand at 1413
- 201 tonnes of CO2 saved

**4.7.7 Promotion**

- 4 presentations were given
- 5 'sign up' stalls were run; and
- The first issue of the CRed e-Bulletin was produced
- A group of students at the University of Chester have completed an evaluation of different approaches to recruitment. They compared a leaflet drop to 299 houses – resulting in 1 sign up – with a 'sign-up' stall at a civic centre – resulting in 11 sign-ups.

#### **4.7.8 Planned 'promotional' work**

- Leaflets and a banner stand have now been produced.
- A series of 'sign-up' stalls are being programmed for spring and summer.
- Twenty bus backs adverts will run from 31<sup>st</sup> May for 6 weeks.
- A two week billboard campaign is programmed from 21<sup>st</sup> June with posters advertising CRed at 10 sites for two weeks (48 Sheet posters at Liscard Crescent, Wallasey; Old Chester Road, Railway embankment, Bebington; Market Street, Hoylake; New Chester Road, Rock Ferry; Church Road, Tranmere; Borough Road/Victoria Road, Birkenhead; Duke Street/Corporation Road, Birkenhead; and 6 Sheet posters at BP Petrol Station, Bromborough Road; Pensby Road, Thingwall and Total Fitness Entrance, Prenton).
- A radio campaign is planned to coincide with the poster campaign.
- Two schools (Woodchurch High and Woodlands Primary) have been contacted to discuss options for promoting CRed Wirral in the next school year.

4.7.9 The Corporate Marketing team recently completed art promotion work for the CRed Wirral initiative. CRed Wirral now has a high profile on the recently launched new look Wirral Council website, featuring on the front page of the site. This will greatly enhance visibility of CRed for all visitors to the Council's website.

### **4.8 Renewables**

4.8.1 We have placed the order to install the 5kW Photo Voltaic (PV) array at Cheshire Lines Building, installation will begin shortly. Renewable energy projects are now being integrated directly into building projects. Please refer to sections 4.9 "Green Building Specification Guide" and 4.10 "Key Educational Projects" for further information.

### **4.9 Green Building Specifications Guide**

4.9.1 The guide will ensure the design of more energy and resource efficient buildings, roads and services using materials and low carbon technologies that minimise damage to people and the environment within the borough. The guide is currently being finalised, and once approved, it will be used to develop enhanced green spec designs for the Council's new and refurbished buildings. This will enable client departments, and Members at Scheme and Estimate stage, to make an informed choice between adopting a standard specification or an enhanced green specification. A report will be presented to Members on the 'Green Specification' in the Sep 2010 cycle.

#### **4.10 Key Educational Projects**

- 4.10.1 Both Park Primary and Pensby Primary schools will include various environmentally sustainable systems including bio mass boilers, solar water heating and rainwater harvesting. Park Primary School is now on site and due for completion in January 2011 with Pensby following later.
- 4.10.2 Woodchurch High School, the Authority's BSF One School pathfinder project is on site and nearing completion. It has been designed with a bio mass boiler, intelligent lighting controls, a mix of natural and mechanical ventilation, rainwater harvesting and a wind turbine, which combine to achieve a BREEAM Very Good rating for the development. There are biodiversity habitats planned to encourage native species including the endangered black poplar. All these green specification features will also contribute to curriculum teaching on the environment and sustainability.

#### **4.11 Waste Minimisation and Recycling**

- 4.11.1 All Council buildings that were previously on the old paper and cardboard recycling service have now received a new and improved multi-material recycling service. All locations that have their normal refuse collected by Biffa but had previously not had a recycling service have now also been provided with the multi-material recycling service.
- 4.11.2 Scoping work has now been completed and a Chief Officers report will be presented to seek approval to roll out recycling services to 55 facilities where there is currently a lack of recycling service. The roll out will be completed by September 2010. This will ensure that every Council building is provided with a recycling service.

#### **4.12 Reducing Council Mileage**

- 4.12.1 The Staff Travel Survey was completed in January 2010 with 2104 members of staff completing the survey as part of a review of the 2nd Travel Plan. The results of the survey show that 58.9% of staff drive to work on their own compared to 61.2% in 2005. 16% of staff car share as part of their journey to work whilst 4.1% use the train and 7% use the bus, 9.8% walk to work and 2.4% cycle. The survey also showed that there were a number of staff that travel one or two days a week by an alternative mode of transport with 3.7% of staff car sharing, 2.2% walking and 1.9% cycling one or two days a week. The results of the survey will help to inform the initiatives for the Council's third Travel Plan, with the aim to increase car sharing, walking and cycling whilst reducing the need to travel.
- 4.12.2 The Action Plan has been amended as the Green Travel to Work Scheme is unfortunately no longer in operation due to HM Revenue and Customs revision of the criteria for eligible schemes.

#### **4.13 Council Transport**

- 4.13.1 As previously reported two members of the Transport Section have completed a 'The Safe and Fuel Efficient Driving Scheme' (SAFED). The SAFED assessor course provides high quality driver development training with proven, significant fuel saving benefits. Since then nearly all of Social Services access bus drivers have undergone SAFED training. Fuel consumption will be reviewed in March 2011 to verify the results.
- 4.13.2 As originally report to Members in April, the trial on 20% bio fuel was halted in October 2008 due to contamination of the fuel. The trial was being carried out on the Highway Operations fleet which has now been transferred to Colas.

#### **5.0 STAFFING and FINANCIAL IMPLICATIONS**

- 5.1 There are no staffing or financial implication arising directly from this report

#### **6.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 6.1 There are no specific implications under this heading.

#### **7.0 PLANNING IMPLICATIONS**

- 7.1 There are no specific implications under this heading.

#### **8.0 COMMUNITY SAFETY and HUMAN RIGHTS IMPLICATIONS**

- 8.1 There are no specific implications under these headings

#### **9.0 SUSTAINABILITY IMPLICATIONS**

- 9.1 We will continue to reduce the Council's Carbon Footprint by improving our energy efficiency, reducing our energy needs, introducing renewable technologies and improving our overall environmental performance. We will also work with and encourage our partners and the community to reduce CO<sub>2</sub> emissions across all sectors in the borough through the Wirral Wide Strategic Climate Change Action Plan and Wirral CRed.

#### **10.0 SOCIAL INCLUSION and ANTI-POVERTY IMPLICATIONS**

- 10.1 There are no specific implications under these headings.

#### **11.0 ACCESS TO INFORMATION ACT**

- 11.1 There are no specific implications under this heading.

#### **12.0 LOCAL MEMBER SUPPORT IMPLICATIONS**

- 12.1 The Council's Carbon Footprint Reduction projects are borough wide.



## **13.0 RECOMMENDATIONS**

- 13.1 Members are requested to note and endorse the performance and progress of the various Council 'Carbon Footprint Reduction' projects to date undertaken by the Technical Services Department.

**DAVID GREEN**  
DIRECTOR, TECHNICAL SERVICES

This report was prepared by Tony Dodd, Energy Manager, who can be contacted on 606 2354.

**APPENDIX 1**

**Wirral Carbon Reduction Programme**

**Wirral Council Activities 2009\10 (September 2009 to April 2010)**

**Version 2.2: Status at May 2010**

	Activity	Planned Outcome	Activity Owner & Partners	Detailed Action	Review Date\ Milestones	Progress To Date	Next Steps	On Target R-A-G
EN1	<b>Carbon Footprint Performance Monitoring</b>	Improve the overall method of monitoring performance and assist in reporting NI185, 186, 194 and the CRC.	Technical Services	Monitor emissions from : <ul style="list-style-type: none"> <li>• Energy use in Buildings.</li> <li>• Transport Fleet.</li> <li>• Business Mileage.</li> </ul>	Review Energy Database Progress Monthly	Begin the process of automatic data collection refer to section EN4	Continue to improve the overall method of data collection.	<b>G</b>
EN2	<b>Investment Energy Efficiency Programme PHASE 1</b>	Reduce the Council's carbon emissions by 60% by 2025. Going forward, achieve carbon neutrality for the borough by 2050. Assist in achieving pseudo targets set in NI 186	Technical Services WMBC	Phase 1 of the IEEP is complete apart from the ongoing schemes which includes the Boiler Replacement Programme and Bill Validation	N/A	Complete	Manage the system to ensure savings are maintained. Monitor performance  Ensure all future BEMS systems are compatible with the Corporate system.	<b>G</b>
EN3	<b>Investment Energy Efficiency Programme PHASE 2</b>	Reduce the Council's carbon emissions by 60% by 2025. Going forward, achieve carbon neutrality for the borough by 2050. Assist in achieving pseudo targets set in NI 186	Technical Services WMBC	<ul style="list-style-type: none"> <li>• Electrical Energy Efficiency Scheme <ul style="list-style-type: none"> <li>➤ Corporate PC Power Down System</li> <li>➤ Voltage Optimisation</li> <li>➤ Variable Speed Drives</li> </ul> </li> <li>• Awareness Raising Programme</li> </ul>	Oct '10  Monthly	Approval given to progress these schemes.  Full programme of events/workshops developed and on schedule.	Develop schemes and obtain quotations prior to installation.  Continue to develop the programme and review progress.	<b>G</b>  <b>G</b>
EN4	<b>Investment Energy Efficiency Programme PHASE 3</b>	Reduce the Council's carbon emissions by 60% by 2025. Going forward, achieve carbon neutrality for the borough by 2050. Assist in reporting CRC annually.	Technical Services WMBC	<ul style="list-style-type: none"> <li>• Automatic Meter Reading Project</li> <li>• Street Lighting Energy Efficiency</li> </ul>	Aug '10  Oct '10	The contract was tendered earlier this year. Tender approved & contract being developed.  Continue to	Operate contract to install & manage AMR system  Monitor systems	<b>G</b>  <b>G</b>

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				<p>Improvements</p> <ul style="list-style-type: none"> <li>▪ Switch off traffic signs (where illumination is no longer required as a result of a relaxation of legal requirements).</li> <li>▪ Convert illuminated signs and bollards to night - time operation only.</li> <li>▪ On new schemes illuminated bollards to be solar powered.</li> <li>▪ Dimming of some streetlights for part of night.</li> <li>▪ Replacement of old equipment with more energy efficient items.</li> <li>▪ Install and operate the Central Management System to control suitable street lighting columns</li> </ul>	Oct '10	<p>implement the programme.</p> <p>Explore possible installation of dimming equipment in columns on selected routes.</p> <p>The contract was tendered earlier this year. Tender approved &amp; contract being developed.</p> <p>The proposed trial installation of a CMS will initially control the operation of approximately 350 streetlights</p>	<p>efficiency.</p> <p>Develop contract and install system.</p>	
EN5	<b>Related Energy Projects</b>	Reduce the Council's carbon emissions by 60% by 2025. Help to achieve carbon neutrality for the borough by 2050.	Technical Services WMBC	<ul style="list-style-type: none"> <li>• Combined Heat &amp; Power Invest to Save Scheme</li> </ul>	Mar '11	Approval has been received to progress the installation of a CHP plant at Europa Pools.	This project will now be retendered and reported to Members in due course	<b>G</b>

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				<ul style="list-style-type: none"> <li>Carbon Reduction Commitment</li> <li>Display Energy Certificates</li> </ul>	<p>Ongoing</p> <p>Oct '10</p>	<p>Preparing for introduction in 2010</p> <p>Of the 30 municipal sites which required certificate renewals, 19 sites have been provided with new Display Energy Certificate and 11 are still to be completed.</p>	<p>Prepare baseline data for 2008-09. Begin registration process.</p> <p>Review site performance and provide next years certificates</p>	<b>G</b>
EN6	<b>Renewables</b>	Reduce the Council's carbon emissions by 60% by 2025. Help to achieve carbon neutrality for the borough by 2050	Technical Services WMBC	<ul style="list-style-type: none"> <li>Solar Water Heating Scheme at Europa Pools</li> <li>Photovoltaic Scheme at Cheshire Line Building</li> <li>Micro CHP System at Pensall House</li> <li>Develop a bio-mass fuel contract for Floral Pavilion</li> </ul>	<p>May '09</p> <p>Oct '10</p> <p>Nov '10</p>	<p>Complete</p> <p>Order placed with the Contractor to install the system</p> <p>Projects currently on hold due to the Strategic Asset Review</p> <p>Contract extended to December '10.</p>	<p>Monitor Performance. Develop system of automatic monitoring to allow performance profiles to be produced</p> <p>Install system and monitoring unit.</p> <p>Awaiting the outcome of, and the future proposals arising from the Strategic Asset Review</p> <p>Tender for new 4 year contract</p>	<b>G</b>
EN7	<b>Wirral CRed Scheme</b>	Help to achieve 60% carbon reduction in the borough by 2025. Assist in the operation	Technical Services WMBC	Develop and promote the CRed scheme together with our partners the Wirral PCT and Cheshire & Wirral Hospital Trust.	Ongoing	CRed website launched on 5 <sup>th</sup> December 2009	Continue to develop, promote and market the scheme.	<b>G</b>

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		of the LAA				developed, promoted and marketed the scheme.		
DC1	<b>Introduction of Department "Green Specification"</b>	Design more energy and resource efficient buildings, roads and services using materials and technologies that minimise damage to local people and the environment. To generate policies and strategies to ensure Low Carbon technologies are used within the Borough.	Project Team: Tech Services Individual Project Officers to access following implementation	Analyse national guidance, prepare activity programme, consider methodology for communication (staff awareness), consider PIs, collect material profiles, produce generic design details/guidelines, roll-out	Sep '10.	Develop a draft Scheme & Estimate reporting structure to include elements of the "Green SPEC."	Obtain approval for the use of the new S&E report	<b>G</b>
DC2	<b>BSF One School Pathfinder Woodchurch High School £26M BSF Funding</b>	Achieves BREEAM 'Very Good' Achieves 60% carbon reduction on 2002 Building Regulations. Water saving measures to reduce use Benchmarked lower running costs	Project Team: Tech Services CYPD Kier NW and BDP Woodchurch High School	High efficiency M&E design and Biomass Boiler High levels of insulation & thermal mass. Rainwater harvesting for WC's	Ongoing Reviews	Project is on site and nearing completion.	Completion of project and monitor environmental performance	<b>G</b>
DC3	<b>Primary Capital Programme Park Primary and Pensby Primary £11M DCSF Funding</b>	Achieves BREEAM 'Very Good' as a minimum with aim for 'Excellent' Water saving measures to reduce use Min 10% recycled content Benchmarked lower running costs	Project Team: Tech Services CYPD Park and Pensby Primary Schools	Passive solar design and High efficiency M&E design High levels of insulation & thermal mass. Rainwater harvesting for WC's High recycled content materials	Ongoing Reviews	Both Park Primary and Pensby Primary schools will include environmentally sustainable systems. Park Primary School is now on site and due for completion in January 2011 with Pensby following later.	Completion of projects and monitor environmental performance	<b>G</b>

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WR1	<b>Questionnaire all Council complexes to establish service provision regarding waste and recycling and plastic bag usage.</b>	To enable a picture to be gathered of the current service provision and possibilities for expansion. To enable the information gathered to be passed onto Chief Officers.	Technical Services	Questionnaire facilities managers , attend the facilities managers meetings.	Have all replies in by the end of September .	All replies have been analysed, good baseline data established. Looking to roll out recycling service to all Council buildings that are currently serviced for refuse collection under the Biffa contract, approx 26 locations. The existing locations that are already serviced for recycling will receive an improved service. This should be complete by June09.	Completed roll out in May 2009.	<b>G</b>
WR2	<b>Implement a new recycling system in Cheshire Lines and Wallasey Town Hall.</b>	To enable these buildings to have mini grey bins for use by staff and have 1100 litre bulk bins outside for emptying by Biffa. Backed up by an internal communications campaign.	Technical Services	Count the number of recycling bins and rubbish bins in Cheshire Lines  In Wallasey Town Hall  Meet with the Green Team for support  Order bin stickers  Draft and email for communication to staff	By mid September  Due to be completed by 26 <sup>th</sup>  By mid September  By Mid September  By mid September	Complete  Will now be part of the main roll out.  Completed  Complete  Complete	Complete	<b>G</b>

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				<p>Meet with facilities team at Cheshire Lines to brief them about swapping the old bins over for the new bins.</p> <p>Meet with facilities team at Wallasey Town Hall to brief them about swapping the old bins over for the new bins.</p> <p>Deliver bins to Cheshire Lines )</p> <p>)</p> <p>Deliver bins to Wallasey Town Hall )</p>	<p>By mid September</p> <p>Due to be completed by 26<sup>th</sup> September</p> <p>By end of September</p>	<p>Complete</p> <p>Now part of the main roll out.</p> <p>Complete</p>		
WR3	<b>Implement a limited use on plastic bags in Cheshire Lines building as detailed in the Plastic Bag Notice of Motion.</b>		Technical Services	Inform Chief Officers about the Notice of Motion on Plastic Bag Usage and the recommendations passed at Cabinet. Provide the Chief Officers with some of the baseline data gathered to use as best practice or evidence towards achieving the recommendations in the Notice of Motion.	By Mid October 2008	Due to be completed by June '09.	<a href="#">Will now be included in Chief Officers report June 2010.</a>	<b>A</b>
BM1	<b>Cycle Purchase – promotion of salary sacrifice scheme where staff are encouraged to purchase cycles at a discount of up to 40%</b>	Increased number of staff having access to and using bikes for travelling to work	Technical Services P-MM (external)	<a href="#">Promotion of scheme through 3 windows of opportunity for staff to register and purchase cycles within 2010</a>	Mar 11	<a href="#">1 window has been held in 2010 with 2 further windows to be confirmed</a>	<a href="#">Set dates for windows for purchase for remainder of 2010</a>  <a href="#">Monitor take up levels</a>	<b>G</b>
BM2	<b>Bus Season tickets – promotion of salary sacrifice scheme where staff are encouraged to purchase bus season tickets at discounted rates</b>	Increased number of staff using buses to travel to work	Technical Services P-MM (external)	<a href="#">This scheme has been cancelled due to HMRC revised guidance for bus ticket salary sacrifice schemes. This means that the scheme we ran is no longer viable</a>	-	<a href="#">No longer available</a>	<a href="#">Remove the action from the Action Plan</a>	<b>N/A</b>

**APPENDIX 1**

**Wirral Carbon Reduction Programme**

**Wirral Council Activities 2009\10 (September 2009 to April 2010)**

**Version 2.2: Status at May 2010**

	Activity	Planned Outcome	Activity Owner & Partners	Detailed Action	Review Date\ Milestones	Progress To Date	Next Steps	On Target R-A-G
BM3	<b>Offer interest free loans to staff for purchase of lower cc/greener mopeds/motorcycles</b>	Increased number of staff using greener motorised two wheelers to travel to work	Technical Services, HR, Finance	Approved motorcycle loans	Mar 11	Supplementary Road safety guidance to be provided	Publicise scheme and monitor take up levels	<b>G</b>
BM4	<b>Emergency ride home policy to allow car share scheme to ensure staff are always guaranteed a lift home should their car share arrangements breakdown</b>	Increased take up of car share scheme	Technical Services, HR	£200 Emergency Ride Home fund available for staff and to be promoted	Mar 11	£200 fund in place	Promote Emergency Ride home fund as part of the car share scheme.  Monitor take up levels	<b>G</b>
BM5	<b>Teleworking</b>	Increased numbers of homeworkers and mobile workers	All departments, HR	Development of teleworking to reduce need for staff to travel to office bases.	Mar 11	Trials in some departments on going		
BM6	<b>Flexible Flexi Time- All departments to have introduced extended office hours, relaxed core hours and a maximum of 2 days flexi per month</b>	Increased number of staff who can take advantage of flexible working	All departments	Departments not currently offering this to take through appropriate HR and Union processes	Mar 11	Finance, Technical Services, Corporate Services and Regeneration currently operating this.		
BM7	<b>Improve facilities for staff to travel by motorcycle</b>	Increased numbers of staff who can travel to work using PTW	Technical Services	Motorcycle facilities installed at Wallasey Town Hall, Westminster House, Bebington and Conway Building Site audits for Councils sites to be undertaken and identify needs for further ground anchors.	Mar 11	Ground anchors have been purchased		<b>G</b>
BM8	<b>Facilities Fund – offer an annual £5k for buildings to bid for improvements to encourage/assist staff to travel sustainably</b>	Increased number of staff travelling by sustainable modes	Technical Services	Works for a shower room in the Treasury Building ongoing and cycle lockers for the Hamilton Building and Greasby Library	Mar 11	Works ongoing	Works to be completed. Advertise for bids for new improvements in August	<b>G</b>



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BM9	<b>Attend annual Green transport /Corporate Health Day to promote the health and financial benefits of travelling by sustainable modes</b>	Increased number of staff travelling by sustainable modes	Technical Services	Provide information to staff such as journey planners, travel and cycle training (if required) as well as promoting other incentives to aid modal shift.	June 10	Event to be held in June for Bike Week with PCT	Hold event	<b>G</b>
BM10	<b>Production of How to Get to Guides for Birkenhead Buildings and Wallasey Town Hall</b>	Increased number of staff travelling by sustainable modes	Technical Services/Merseyside TravelWise	Leaflets produced which set out public transport, walking and cycling information for main Council buildings and distributed to staff	Mar 11	Provide all new members of staff with leaflets through the corporate induction	Monitor take up and arrange re-prints as appropriate	<b>G</b>
BM11	<b>Production of promotional materials to raise the awareness of the Travel Plan</b>	Increased number of staff travelling by sustainable modes	Technical Services	Produce promotional materials which promote consistent messages to staff regarding sustainable travel	Mar 11	Benefits guide updated and Travel Plan currently being updated.	Update to Staff travel plan	<b>G</b>
BM12	<b>Production of a dedicated "Getting Started Cycling" leaflet to promote cycling to staff</b>	Increase number of staff who choose to, and are able to cycle to work	Technical Services, Corporate Services	Production of leaflet and distribution to all staff as well as distribution via staff inductions	Mar 11	Leaflet has been produced	Distribute leaflet to staff. Monitor usage and identify need for re-print	<b>G</b>
BM13	<b>Promotion of car share database to reduce number of single occupancy vehicles by encouraging staff to car share</b>	Increase number of staff who are registered on the car share database.	Technical Services, All departments	Promotion of database through email, poster and intranet as well as staff induction events	Mar 11	Liftshare database in operation, take up is still low	Promotion of scheme in Autumn at sites with high numbers of SOV through coffee mornings and monitoring of take up.	<b>A</b>
BM14	<b>Promotion of Travel Plan to all new staff through presentation and distribution of</b>	Increased number of staff travelling by sustainable modes.	Technical Services	All new starters are provided with a Travel Plan pack which promotes public transport, walking and cycling as well as incentives such as salary sacrifice	Mar 11	Attendance/Presentation at all inductions to date-positive feedback	Continue attendance	<b>G</b>

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	information at regular Corporate Induction Events			schemes, cycle training and personalised journey planning		received from attendees		
BM15	All new starters with the Council to be issued with a personalised journey plan for public transport prior to commencement of their employment to raise awareness of alternatives to the private car prior to peoples first day with the Council	Increased number of staff travelling by sustainable modes.	Technical Services/Merseytravel/ Corporate HR	HR issue details of new starter to Merseytravel who send information on how to undertake the journey using public transport to the new starter.	Mar 11	Plans issued to all new starters	Monitor new starters to ascertain effectiveness and recognition of journey plans	G
BM16	Raise awareness of the existence of pool bikes and encourage staff to use them for appropriate journeys	Increased number of staff who use pool bikes for short inter-building visits or site visits when appropriate	Technical Services, All departments	Pool bikes available in Cheshire Lines, Wallasey Town Hall, Treasury and Westminster House	Mar 11	Bikes available, promotional campaign held during Summer 09.	Monitor take up levels	G
BM17	Snapshot Staff Travel Survey - Annual snapshot of modal share of staff travel	Obtain information on breakdown of modal share of staff travel	Technical Services	All staff were sent a survey with their wage slip and returned. Surveys were then entered online	Mar 11	Survey undertaken in Jan 10. 2104 members of staff participated	Review feedback from survey and consider changes	G
TR1	Run 40 vehicles on a 20% bio diesel for a 12 month period from April 08 to April 09	20% Reduction in CO <sup>2</sup> emissions in the trial vehicles.	Technical Services Transport Section and Merseytravel	Monitor group for any adverse effects. Monitor fuel consumptions. Share information collected with Transport Travel Research (TTR) and EU Energy Network, coordinated through Merseytravel		The trial on 20% bio fuel was halted in October 2008 due to contamination of the fuel.	Fleet transferred to Colas.  Remove the action from the Action Plan	N/A
TR2	Safe and Fuel Efficient Driving Scheme	The SAFED assessor course provides high quality driver	Technical Services Transport Section	Introduce a programme of sessions firstly for drivers of high mileage vehicles (social	Mar '11	Nearly all of Social Services access bus	Training completed. Monitor performance.	G

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	Introduced	development training with proven, significant fuel saving benefits.		services and education bus drivers) and then move on to other fleet drivers.		drivers have undergone SAFED training.	fuel consumption will be reviewed in March 2011 to verify the results.	