

WIRRAL COUNCIL

SUSTAINABLE COMMUNITIES O & S COMMITTEE

23 NOVEMBER 2011

SUBJECT:	'REDUCING THE COUNCIL'S CARBON FOOTPRINT' PROGRESS REPORT NO. 4
WARD/S AFFECTED:	ALL
REPORT OF:	LAW, H R & ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR KENNY
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this fourth progress report is to update Members on the various projects currently being undertaken across the Council to '*Reduce the Council's Carbon Footprint*', which promotes the Council's Corporate Priorities as set out in the Corporate Plan. The Council is committed to delivering a 60% reduction in carbon emissions by 2025.
- 1.2 The Council is expected to spend around £10 million on its energy costs in 2012/13. There are significant financial savings to be made through the implementation of an appropriate and timely programme of carbon emission reduction and energy efficiency projects and initiatives.
- 1.3 Members are asked to note the progress being made to date on the ongoing carbon reduction and energy saving projects as contained in the Wirral Carbon Reduction Programme: Wirral Council Activities, attached at Appendix 1, and to endorse the proposed further initiatives contained within the report.
- 1.4 This report does not include exempt information.

2.0 RECOMMENDATION

- 2.1 Members are requested to note the performance and progress of the various Council 'Carbon Footprint Reduction' and energy efficiency projects undertaken to date across Council Departments and endorse the further initiatives proposed in the report.

3.0 REASON FOR RECOMMENDATION

- 3.1 Reducing the Council's carbon footprint is a Key Priority and a Corporate Aim. The Council is committed to delivering a 60% reduction in carbon emissions by 2025. The Council is expected to spend around £10 million next year on energy. Reducing its overall energy use and improving efficiency of use will reduce the Council's carbon footprint and save money. By noting and endorsing the carbon emission and energy efficiency saving initiatives

contained within this report, Members are reaffirming this commitment and assisting officers in meeting the Councils corporate goals, and, measuring the progress being made, supporting and monitoring future initiatives to deliver carbon, energy and financial savings through the Council's Carbon Reduction and Energy Efficiency Programmes in conjunction with the Cabinet Portfolio holder for the Environment.

4.0 BACKGROUND AND KEY ISSUES

- 4.1 The Department of H R, Law and Asset Management is now responsible for supporting the attainment of our Corporate Goals of reducing Wirral's carbon footprint and will be putting in place carbon and energy saving measures to deliver on our 60% carbon reduction target by 2025. Improving energy efficiency across the Council estate also supports the Corporate Goal of reducing the running costs of the Council by improving the efficiency and value for money of Council operations and services.
- 4.2 The Cabinet decision on 14th April 2011 (Minute 383 refers) requires the preparation of an annual carbon budget to assist in driving down energy costs and reducing the Councils carbon footprint. Each department has now been provided with a CO₂ allowance in which to operate and deliver their services thus enabling service managers to plan for CO₂ reductions at a departmental and operational level to achieve annual savings in energy use and costs.
- 4.3 To assist in the delivery of the carbon reduction targets set out in the Carbon Budget the Sustainability Unit will continue to progress the energy efficiency schemes contained within the latest version of the Wirral Carbon Reduction Programme project plan (attached at **Appendix 1**). Reducing the Councils overall energy use means energy costs are reduced and carbon reductions and financial savings are also secured. The project plan, containing details of the Council's current carbon reduction and energy efficiency projects is updated by the Sustainability Unit every six months enabling the Council to plan, manage and monitor progress in achieving these reductions.
- 4.4 To further support these aims, two Strategic Change Programme energy efficiency projects under the 'Business as Usual' heading have been implemented in 2010/2011. Proposals will be submitted to the Strategic Change Programme Board for similar energy efficiency and carbon emission saving schemes including a Carbon Management System.
- 4.5 **Carbon Reduction Commitment Energy Efficiency Scheme [CRCEES]:** The CRCEES is the mandatory emissions reporting scheme administered by the Environment Agency (EA). The ultimate aim of the Scheme is to provide an incentive for organisations to reduce their energy use. There is a charge associated with the scheme as organisations that participate must monitor their energy use and purchase allowances for each tonne of CO₂ they emit. The more CO₂ an organisation emits, the more allowances it must purchase.
- 4.6 The overall cost of the Scheme to the Council can be lessened by securing significant reductions in our carbon emissions through the implementation of demonstrable energy efficiency projects and initiatives. A separate report detailing the Council's performance against the CRCEES will be presented to Cabinet in December 2011.

- 4.7 **Carbon Budget 2011- 2012:** A Carbon Budget has been prepared for 2011/2012 with carbon reduction targets for each department presented at Budget Cabinet and Council alongside the Council's financial budget in February 2011. Work is progressing to bring forward a number of practical energy efficiency measures that each Department should implement to help reduce their carbon emissions and energy costs. A separate progress report will be presented to Cabinet in February 2012 detailing the performance of each department against their carbon target for 2010/2011.
- 4.8 **Former National Indicator 186:** Former National Indicator 186 measured CO₂ emissions across the Local Authority area and was one of the Council's LAA targets which also required the Sustainability Unit to coordinate work on reducing carbon emissions with our partners in the LSP. This work continues under the auspices of the Wirral Climate Change Group and a progress report on the work of the Group will be presented to Committee in January 2012.

5.0 RELEVANT RISKS

- 5.1 The greatest risk is from failure to plan, implement, manage and monitor appropriate carbon reduction and energy efficiency initiatives meaning that the Council does not meet the required aims and objectives set out in the Corporate Plan on delivering a 60% reduction in carbon emissions by 2025, reducing its overall energy requirements and securing financial savings.
- 5.2 There is a risk that failure to implement an appropriate and timely programme of carbon reduction and energy efficiency projects will have a negative impact on the delivery of carbon, energy and financial savings. Alternative means of securing those financial savings would then have to be found.

6.0 OTHER OPTIONS CONSIDERED

- 6.1 The other option would be to do nothing to reduce the Council's carbon footprint and not make carbon reductions and financial savings, which is not a reasonable alternative.

7.0 CONSULTATION

- 7.1 Consultation has been undertaken across the Council departments contributing to the content of the report and to the relevant Departments where there are implications arising from the report.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 There are no opportunities to involve voluntary, community and faith organisations. However, developing and implementing cohesive energy efficiency and carbon footprint projects across the Council and the community will have a positive effect on social inclusion and will assist in reducing the negative impacts of poverty. The report details specific carbon reduction and energy efficiency activities that will allow the Council to deliver its services more effectively and efficiently.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 There are no direct financial implications arising from this report however the implementation of the initiatives described in the report are intended to reduce the Council's energy costs and improve its financial and business planning. Any cost implications associated with the initiatives and projects described in Section 4 will be reported separately to Cabinet.
- 9.2 There are no IT implications arising from this report. A number of appropriate, realistic and achievable measures are being implemented through the Awareness Raising Team of the Sustainability Unit to help staff and members be energy aware and vigilant and to flag up related energy related issues in the workplace with their Energy Champion or manager as part of the drive to cut energy use and make carbon and financial savings.
- 9.3 The report details initiatives and projects that will directly influence the Council's rationalisation programme through the efficient and effective use of energy within its estate. Improving energy efficiency through improved controls and the installation of more efficient technologies enhances the Council's assets.

10.0 LEGAL IMPLICATIONS

- 10.1 There are no legal implications arising from this report.

11.0 EQUALITIES IMPLICATIONS

- 11.1 There are no equalities implications arising from this report.

11.2 Equality Impact Assessment (EIA)

- (a) Is an EIA required? No

12.0 CARBON REDUCTION IMPLICATIONS

- 12.1 In accordance with the adopted recommendations from the Living in Wirral Task Force we will continue to work 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 which will have a positive effect on energy use, reduce carbon emissions and secure financial savings.
- 12.2 We will also continue to work with and encourage our partners and the community to reduce CO₂ emissions across all sectors in the borough through the Wirral Wide Strategic Climate Change Action Plan and Wirral CRed whilst seeking to develop and bring forward the Task Force recommendations on how the public's priorities for greater pace in this area of Council policy can be achieved through the Wirral Climate Change Group.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 13.1 There are no planning or community safety implications.

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APPENDICES

Appendix 1 - Wirral Carbon Reduction Programme: Wirral Council Activities

REFERENCE MATERIAL

Cabinet 9th December 2010 Minute 242 – Wirral’s future: Be part of it Task Force Options & Recommendations, Item 8
Sustainable Communities Overview & Scrutiny Committee 21st June 2010 Minute 59 - ‘Reducing the Council’s carbon Footprint’ Progress Report No. 3

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	20 September 2007
Cabinet	4 September 2008
Environment Overview & Scrutiny Committee	7 April 2009
Sustainable Communities Overview & Scrutiny Committee	21 September 2009
Sustainable Communities Overview & Scrutiny Committee	7 June 2010
Cabinet (Interim Carbon Budget)	21 February 2011
Cabinet (Final Carbon Budget)	14 April 2011

APPENDIX 1
Wirral Carbon Reduction Programme
Wirral Council Activities 2010/11 (January 2011 - October 2011)

Version 2.3: Status at October 2011

	Activity	Planned Outcome	Activity Owner & Partners	Detailed Action	Review Date\ Milestones	Progress To Date	Next Steps	On Target R-A-G
EN1	Carbon Footprint Performance Monitoring	Improve the overall method of monitoring performance & assist in annual reporting for Carbon Reduction Commitment Energy Efficiency Scheme[CRCEES]	L, H R & AM	Monitor emissions from: <ul style="list-style-type: none"> • Energy use in Buildings • Transport Fleet • Business Mileage 	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 & monitor performance	G
EN2	Investment Energy Efficiency Programme [IEEP] PHASE 1	Reduce the Council's carbon emissions by 60% by 2025; seek to achieve carbon neutrality for the borough by 2050	L, H R & AM	Phase 1 of the IEEP is complete; Boiler Replacement Programme will continue as & when funding is available	Ongoing	New schemes to be brought forward when funding is available	Plan, monitor & manage the future Boiler Replacement Programme; ensure all future Building Energy Management Systems [BEMS] are compatible with the Corporate system	G
EN3	Investment Energy Efficiency Programme PHASE 2 – Strategic Change Programme Business as Usual	Reduce the Council's carbon emissions by 60% by 2025; seek to achieve carbon neutrality for the borough by 2050	L, H R & AM	Phase 2 of the IEEP included: Corporate PC Power Down System (PCP); Voltage Optimisation (VO); Variable Speed Drives (VSD). Staff & Member Energy Efficiency Awareness Raising Programme	Oct 11 Monthly	Schemes developed through SCP. PCP: Closed; VO: Completion anticipated early 2012; VSD: Completed Full programme of events developed and on schedule	OBC submitted to SCP Board for further similar schemes for 2012 to include CHP; VO & Carbon Management System to assist with delivery of Carbon Reduction Targets Continue to develop the programme & review progress; Member Training on Carbon Budget - Dec 11 & Jan 12	G G
EN4	Investment Energy Efficiency Programme	Reduce the Council's carbon emissions by 60% by 2025.	LHR & AM; Technical Services	• Automatic Meter Reading Project	Dec 11	Contractor appointed; contract	Operate contract to install & manage AMR	G

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	PHASE 3	seek to achieve carbon neutrality for the borough by 2050; assist in the annual reporting for CRCEES		<ul style="list-style-type: none"> • Street Lighting Energy Efficiency Improvements <ul style="list-style-type: none"> ▪ Switch off traffic signs (where illumination is no longer required as a result of a relaxation of legal requirements) ▪ Convert illuminated signs & bollards to night -time operation only; ▪ Illuminated bollards to be solar powered on new schemes; ▪ Dimming of some streetlights for part of night; ▪ Replacement of old equipment with more energy efficient items; ▪ Install & operate the Central Management System to control suitable street lighting columns 	Oct 11	<p>details being finalised.</p> <p>Continue to implement the programme</p> <p>Undertake trial on CMS to explore possibility of installing dimming equipment in columns on selected routes;</p> <p>The proposed trial installation of a CMS will initially control the operation of approximately 350 streetlights;</p> <p>103 solar powered bollards now installed as standard option, new versions containing the battery in the base to avoid vehicular damage are being trialled in Leasowe Road</p>	<p>system</p> <p>Trial of CMS complete & rollout of CMS imminent;</p> <p>Existing bollards will continue to be replaced with solar powered where feasible as part of maintenance works</p>	G
EN5	Related Energy Projects	Reduce the Council's carbon emissions by 60% by 2025;	LHR & AM	<ul style="list-style-type: none"> • Installation & replacement of Discounted Energy Purchase 	Nov 11	Approval being sought for Strategic	Awaiting confirmation from SCP Board Nov	R

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		seek to achieve carbon neutrality for the borough by 2050		<p>Combined Heat & Power [CHP] Scheme</p> <ul style="list-style-type: none"> Carbon Reduction Commitment Display Energy Certificates 	<p>Ongoing</p> <p>Oct 11</p>	<p>Change Programme Outline Business Case for installation of Discounted Energy Purchase CHP scheme at suitable locations</p> <p>1st yr Footprint & Annual Report submitted to EA Sep 11; Internal Audit Report complete - 3* rating secured & amendments completed</p> <p>All municipal sites requiring certification have been provided with new Display Energy Certificates</p>	<p>11</p> <p>CRCEES payment due Apr 11 @ £12/tonne; report to Cabinet Dec 8 2011; next report due to be reported to Cabinet in Jul 2012</p> <p>Review site performance & provide next years certificates; liaise with Awareness Raising Team & Energy Champions for use in delivery of Carbon Reduction Targets; incorporate with proposed Carbon Management System</p>	<p>G</p> <p>G</p>
EN6	Council Leak Detection Programme	To secure a reduction in the incidence of water leaks across the Council's estate;	LHR & AM; All Departments	A study is underway to determine the permeable floor area of all Council buildings to identify potential leaks &	Ongoing	Study is underway; site visits being planned &	Review the impact of the programme on the Council's energy	

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		secure financial savings from improved operation of water services & utility billing information		ensure water charges following leak identification are accurate		undertaken across the Council's estate	costs; continue to monitor water supplies in all Council buildings to secure & maintain improved performance	
EN7	Renewables	Reduce the Council's carbon emissions by 60% by 2025; seek to achieve carbon neutrality for the borough by 2050	LHR & AM; Technical Services	<ul style="list-style-type: none"> Photovoltaic Scheme at Cheshire Line Building Develop a bio-mass fuel contract for Floral Pavilion 	Annually	Install system and monitoring unit; monitor performance	Annual Solar Panel Performance: the amount of electricity metered through the approved meter between 01/09/10 to 31/08/ totalled 3891 Kwh & produced 6% more electricity than projected by the installer	G
		Solar Photovoltaic PV Project	LHR & AM	The project involves the installation of solar pv arrays on the roofs of some 30 council-owned buildings to generate renewable energy; project is self financing due to annual savings on energy costs & from revenue generated through the FIT scheme	Nov 14	4yr contract completed	Monitor; renegotiate contract in Nov 2014	G
					Tender Oct 11 - Jan 12; complete by Apr 2013	Site & panel location assessment underway; planning/building control approval being sought		A
EN8	Wirral CRed Scheme	Help to achieve 60% carbon reduction in the borough by 2025. Assist in the operation of the LAA	LHR & AM	Develop & promote the CRed scheme together with our partners the Wirral PCT/Cheshire & Wirral Hospital Trust	Oct 11	20011 programme of promotion activity includes; 'Climate Week' conferences,	A rolling programme of un-staffed prize promotions will continue in 2011/12 to	G

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						'Swap Days' & 'Community days' held in Birkenhead, Wallasey & New Brighton; 'Green Village', 'Rubbish Fun Day' & 'Carbon Detective' events held in Royden Park, Bebington & Birkenhead Park; Captain Carbon pilot in 6 schools secured 271 new sign-ups; New Twitter account has secured 98 'followers' since Apr '11; 381 new recruits & 302 tonnes of CO ₂ pledges secured	maintain the profile & secure the Corporate target of 500 sign-ups & 200 tonnes of carbon savings/year; the website, e-newsletter & a new annual newsletter will continue to serve CRed recruits & maintain pledges; beneficiaries of other Council energy saving initiatives to be encouraged to sign-up; Peer-to-peer & face-to-face resources & events to be developed to encourage existing CRed members to recruit others	
EN9	Staff & Member Awareness Raising Programme	To secure reductions in energy consumption/costs & CO ₂ emissions through the implementation of a programme of no-to low-cost initiatives based around staff vigil lance, good housekeeping & energy awareness	LHR & AM; Energy Champions across all Council Departments	The campaign consists of 5 key elements: Design Phase; Launch Events; Focus Phase Year 1; Momentum Phase Years 2 & 3; Continuous Improvement Phase from Year 3 onwards. The campaign is in its 3 rd year & momentum has increased in response to the setting of a Carbon Budget; harsh budgetary cuts & the need to look at all areas of Council spending are driving the need to try & reduce the amount spent on energy bills & operational costs	Oct 11	Climate Week 'Mini-Challenge' held Mar '11; Rubbish Fun Day & Heswall School Environment Week all successful in promoting Eco-Schools; 74 Energy Champions [EC's] recruited as aid to delivery of Departmental carbon targets; Awareness Raising Team & EC's to	Events & activities being organised for Energy Saving Week Oct 11 including Council Staff Energy Survey; Switch-Off Fortnight for schools Nov 11; Member Training Dec 11; ongoing work with EC's for delivery of Carbon target with demonstrable measures being developed &	G

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						liaise to use DEC certificates to improve buildings energy performance; 32 schools visited; Governor Training to support energy awareness message through schools; annual refresher training attended by 32 facility/building managers; 107 schools now included in the Energy Management Services; increased number of schools participating in Switch-Off Fortnight this year	introduced over next three months to encourage all staff to participate & contribute; assess outcomes of school activities & prepare audit for follow-up; continue to liaise with schools to provide EM Services; plan, monitor & manage Awareness Raising Programme for 2011/12	
DC1	Adoption of Council "Green Specification"	Design more energy & resource efficient buildings, roads & services using materials & technologies that minimise damage to local people & the environment; to generate policies & strategies to ensure Low Carbon technologies are used within the Borough	Design Consultancy Project Team: LHR &AM all Depts.; Individual Project; Officers encouraged to seek access following adoption	Analyse national guidance, prepare activity programme, consider methodology for communication (staff awareness), collect material profiles, produce generic design details/guidelines, roll-out	Nov 11	Completed	Publicise & monitor use of Green Spec in all Council building & refurbishment projects	G
DC2	BSF One School Pathfinder Woodchurch High School £26M BSF Funding	To create more energy & resource efficient buildings. Has achieved BREEAM 'Very Good'; 60% carbon reduction on 2002 Building Regulations;	Design Consultancy Project Team: LHR &AM CYPD Kier NW and BDP	High efficiency M&E design & Biomass Boiler; High levels of insulation & thermal mass; Rainwater harvesting for WC's	Ongoing	Completed	Monitor environmental performance	G

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		Water saving measures to reduce use; Benchmarked lower running costs	Woodchurch High School					
DC3	Primary Capital Programme Park Primary and Pensby Primary £11M DCSF Funding	To create more energy & resource efficient buildings. Has achieved BREEAM 'Very Good' as a minimum with aim for 'Excellent'; Water saving measures to reduce use Min 10% recycled content; Benchmarked lower running costs	Design Consultancy Project Team: LHR &AM CYPD Park & Pensby Primary Schools	Passive solar design & high efficiency M&E design; High levels of insulation & thermal mass; Rainwater harvesting for WC's; High recycled content materials	Ongoing	Park Completed; Pensby On Site Sep 11	Monitor environmental performance/build	G
DC4	Refurbish Cathcart St Primary School; includes replacement of old mobile classroom; provision of re-located satellite Children's Centre & After-School Club accommodation replacement	To create more energy & resource efficient buildings. The proposed scheme will remove the old mobile where the CATs afterschool club is based and moving it into the existing building; improve & upgrade the building & facilities at Cathcart St with improved provision for existing & additional pupils with re-provision of the Satellite Children's Centre which is currently located in the former St Laurence's Primary School building	Design Consultancy Project Team: LHR &AM CYPD	New extension & upgraded & insulated roof covering; double glazed windows & improvements to the heating system & ventilation; energy efficient lighting; flooring; construction of new W.C. pods; provision of improved & covered play facilities	Jan 12	Ongoing	CATS club moving in Oct 11; hand-over due Jan 12; completion anticipated May 12; monitor environmental performance	G
DC5	Phase 1 - Overchurch Primary School demolition of old horsa huts and re-provision of kitchen in single-storey extension, dining & after-school club	To create more energy & resource efficient buildings. The proposed scheme will provide a new extension with re-provision of kitchen facilities with improved dining area & new before/after-school clubs	Design Consultancy Project Team: LHR &AM CYPD	New extension; kitchen heat exchange system to be installed to recycle heat; energy efficient & fully automatic lighting; re-roof for internal corridor with improved roof & wall insulation; 'A' rated rubber flooring & new fire alarm system	Jan 12	Scheme & estimate approved Jul 11	Commence works Jan 12	G

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DC6	Demolition of outbuildings and new single-storey extension at Woodlands Primary School	To create more energy & resource efficient buildings. The proposed scheme will see the demolition of outbuildings & provision of new single-storey extension to the existing building to increase available floorspace	Design Consultancy Project Team: LHR &AM CYPD	New extension; energy efficient & fully automatic lighting; improved roof & wall insulation; 'A' rated rubber flooring	Jan 12	Planning approval granted	Commence works Jan 12	G
DC7	Remodelling of 6th Form facilities at Pensby Girls School	To create more energy & resource efficient buildings. The proposed scheme will integrate boys & girls 6 th Form through remodelling of facility	Design Consultancy Project Team: LHR &AM CYPD	Installation of accessible lift & W.C.; refurbishment of existing W.C. facilities; energy efficient lighting	Jan 12	Scheme & estimate approved Sep 11	Commence works Jan 12	G
DC8	Double classroom extension and demolition of mobile classrooms at St Georges Upper School	To create more energy & resource efficient buildings. The proposed scheme will see the demolition of old mobile classrooms & provision of new double classroom extension	Design Consultancy Project Team: LHR &AM CYPD	Demolish existing mobile classrooms & provide new double extension; new W.C. facilities & accessible ramp	Jan 12	Scheme & estimate approved Sep 11	Commence works Jan 12	G
DC9	Re-provision of Liscard Community Hall through Community Asset Transfer [CAT] grant funding of Grosvenor Ballroom	To create more energy & resource efficient buildings. The proposed scheme will see the re-provision of Liscard Hall community facilities at the Grosvenor Ballroom with day nursery & social facility	Design Consultancy Project Team: LHR &AM CYPD	Installation of new double-glazing; aluminium external doors; comprehensive interior refurbishment to enable better use of building; energy efficient heating	Jan 12	Scheme & estimate approved Sep 11	Commence works Jan 12	G
WR1	Implement a improved Council-wide waste & recycling system including plastic bag usage	To enable all Council buildings to have mini grey bins for use by staff & have 1100 litre bulk bins outside for emptying by Biffa; supported by an internal communications campaign	Technical Services	All Council buildings now have new & improved waste recycling infrastructure in place for use by staff & public (where applicable); information on new system to be distributed to all facility managers & staff	Oct 11	Good baseline data collected through questionnaire to inform implementation of new recycling system; roll out of	Waste & Environment to sample monitor recycling performance bi-annually; internal improvement target of 40%	G

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						recycling service to all Council buildings currently serviced for refuse collection under the Biffa contract @ approx 26 locations; existing locations already serviced will receive improved service		
BM3	Offer interest free loans to staff for purchase of lower cc/greener vehicles & bicycles	Increase number of staff using greener vehicles to travel to work	Technical Services; LHR&AM, Finance	Promotion of scheme to all staff; approve vehicle loans	Jun 12	Supplementary Road safety/fuel efficient driving guidance to be provided	Scheme publicised; monitoring take up levels	G
BM4	Emergency ride home policy to allow car share scheme to ensure staff are always guaranteed a lift home should their car share arrangements breakdown	Increase take up of car share scheme	Technical Services, LHR & AM	Promote £200 Emergency Ride Home fund available for staff as part of Car Share Scheme	Mar 11	£200 fund in place	Continue to promote Emergency Ride Home fund as part of the car share scheme & monitor take up levels	G
BM5	Teleworking	Increased numbers of homeworkers & mobile workers	All departments, LHR & AM	Development of teleworking to aid Council's Rationalisation Programme; reduce need for staff to travel to office bases	Mar 12	Trial commenced at Bebington Town	Continue to monitor & review options for roll-out across other appropriate sites & staff	A
BM6	Flexible Flexi Time- All departments to have introduced extended office hours, relaxed core hours and a maximum of 2 days flexi per month	Increased number of staff who can take advantage of flexible working	All departments	Departments to implement as appropriate whilst ensuring that the needs of the service can still be met	Oct 12	All Departments implementing where appropriate	Continue to monitor & review	G

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BM7	Improve facilities for staff to travel by motorcycle	Increased numbers of staff who can travel to work using PTW	Technical Services	Motorcycle facilities installed at 4 locations; Building Site audits for Councils sites to be undertaken and identify needs for further ground anchors	Mar 11	Ground anchors have been purchased & installed	Monitor & review for installation at other locations	G
BM8	Facilities Fund – offer an annual £3k for buildings to bid for improvements to encourage/assist staff to travel sustainably	Increased number of staff travelling by sustainable modes	Technical Services; LHR&AM	Works for a shower room in the Treasury Building ongoing and cycle lockers installed at 2 locations	Mar 12	Ongoing	Works completed; seek to provide new cycle lockers at further council sites	G
BM9	Attend annual Green Transport /Corporate Health Day to promote the health and financial benefits of travelling by sustainable modes	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	Dec 11	Event held in June for Bike Week with PCT; Corporate Health Day replaced with John Parry Memorial &Fit For Wirral with events held throughout late summer/autumn	Follow-up & review events to inform feasibility for future events	G
BM10	Production of How to Get to Guides for Birkenhead Buildings and Wallasey Town Hall	Increase number of staff travelling by sustainable modes	Technical Services/Merseyside TravelWise	Leaflets produced setting out public transport, walking and cycling information for main Council buildings & distributed to staff	Ongoing	Provide all new members of staff with leaflets through the corporate induction	Monitor take up and arrange re-prints as appropriate	G
BM11	Production of promotional materials to raise the awareness of the Travel Plan	Increase number of staff travelling by sustainable modes	Technical Services	Produce promotional materials containing consistent messages for staff regarding sustainable travel	Ongoing	'Benefits of...' guide updated regularly to ensure consistency of information	Staff Travel Plan Updated	G
BM12	Production of a dedicated "Getting Started Cycling" leaflet	Increase number of staff are able or who choose to, cycle to work	Technical Services; Corporate Services; all departments	Production of leaflet & distribution to all staff & via staff inductions	Ongoing	Leaflet has been produced	Distribute leaflet to staff; monitor usage and identify need for	G

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	to promote cycling to staff						re-print as appropriate	
BM13	Promotion of car share database to reduce number of single occupancy vehicles by encouraging staff to car share	Increase number of staff registered on the car share database	Technical Services; All departments	Promotion of database through email, poster & intranet as well as staff induction events	Sep '11	Liftshare database in operation; further event planned to address low take-up	Promotion of scheme in Autumn '11 at sites with high numbers of SOV through coffee mornings; continue to monitor take up	G
BM14	Promotion of Travel Plan to all new staff through presentation and distribution of information at regular Corporate Induction Events	Increased number of staff travelling by sustainable modes	Technical Services	All new starters are provided with a Travel Plan pack promoting public transport, walking & cycling as well as incentives such as staff green vehicle loans, cycle training & personalised journey planning	Mar 11	Attendance/Presentation at all inductions to date-positive feedback received from attendees	Continue attendance	G
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 their first day with the Council	Increase number of staff travelling by sustainable modes	Technical Services/Merseytravel/ LHR&AM	HR issue details of new starters to Merseytravel who send new starter information on how to undertake the journey using public	Ongoing	Plans issued to all new starters	Monitor new starters to ascertain effectiveness/take-up & recognition of journey plans	G
BM16	Raise awareness of the existence of pool bikes and encourage staff to use them for appropriate journeys	Increase number of staff using pool bikes for short inter-building visits or site visits when appropriate	Technical Services; All departments	Pool bikes available at 3 locations	Mar 11	Bikes now available for use	Continue to monitor and review take up levels	G

APPENDIX 1
Wirral Carbon Reduction Programme
Wirral Council Activities 2010/11 (January 2011 - October 2011)

Version 2.3: Status at October 2011

	Activity	Planned Outcome	Activity Owner & Partners	Detailed Action	Review Date\ Milestones	Progress To Date	Next Steps	On Target R-A-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	Snapshot Travel survey completed Jul '11		Following the survey in 2008, 601 members of staff took part on modes of transport used to get to work: 12% use the train –up by 4%; 6.3% use the bus – down 2%; 6.5% walk – up 3%; and, 3.2% cycle – up by 2%. The number of staff using their cars and travelling on their own has dropped from 63% to 48% and 22% now Car Share to work up from 13%; Car Share event held Sep '11 to promote Car Share database & financial savings on fuel	Continue to promote alternative & sustainable modes of transport to achieve Travel Plan objectives; undertake further Travel Survey in Jul 12	G
TR1	Safe and Fuel Efficient Driving Scheme Introduced	The SAFED assessor course provides high quality driver development training with proven, significant fuel saving benefits	Technical Services Transport Section	Introduce a programme of sessions initially for those driving high mileages (social services and education); follow-up with remainder of fleet drivers	Mar '11	Social Services access bus drivers have undergone SAFED training	Training completed; monitor & review performance	G