



Creating a safer  
**Cambridgeshire**

# Energy Management - Procedure

**TABLE OF CONTENTS**

1.	PROCEDURE AIM .....	3
2.	APPLICABILITY .....	3
2.1	Inclusions .....	3
2.2	Exclusions .....	3
3.	PROCEDURE DETAIL .....	3
4.	TRAINING AND ACCREDITATION REQUIREMENTS .....	3
5.	ASSOCIATED DOCUMENTATION .....	4
5.1	Legislation/ National Guidance .....	4
5.2	Strategy/ Plan.....	4
5.3	Policies.....	4
5.4	Procedures .....	4
5.5	Forms (National/ Local).....	4
6.	WHO TO CONTACT ABOUT THIS PROCEDURE.....	4
7.	EQUALITY IMPACT ASSESSMENT .....	4

**1. PROCEDURE AIM**

Cambridgeshire Constabulary is committed to being an environmentally responsible organisation. The procedures below are practical recommendations which all staff should adhere to in order to comply with the associated Energy Management Policy.

**2. APPLICABILITY**

**2.1 Inclusions**

All members of staff including contractors and volunteers.

**2.2 Exclusions**

Visitors

**3. PROCEDURE DETAIL**

- Closely monitor and record energy use at all sites in order to ensure accurate billing and follow the progress of energy-saving initiatives.
- Use Automated Monitoring and Targeting to identify areas to be targeted by efficiency measures.
- Commit sufficient organisational resources to energy management to enable a sustained annual reduction in energy consumption.
- Invest in cost-effective, energy-efficient technology.
- Aim to improve all Display Energy Certificate (DEC) ratings from 2010 (a building is rated A-G where G is the least efficient.)
- Regularly publish consumption figures and progress.
- Keep all plant and equipment regularly serviced and properly adjusted for optimum energy use.
- Keep all offices owned by the Constabulary at 'reasonable' working temperatures as set out in the Heating and Cooling Procedure.
- Through awareness-raising, inform and encourage all staff to conserve energy in line with this procedure.

**4. TRAINING AND ACCREDITATION REQUIREMENTS**

N/A

**5. ASSOCIATED DOCUMENTATION**

- 5.1 Legislation/ National Guidance – N/A
- 5.2 Strategy/ Plan – Carbon Management
- 5.3 Policies – Energy Management/ Environmental/ Joint Heating and Cooling
- 5.4 Procedures - Carbon Management/ Environmental/ Joint Heating and Cooling
- 5.5 Forms (National/ Local)

**6. WHO TO CONTACT ABOUT THIS PROCEDURE**

Head of Estates

**7. EQUALITY IMPACT ASSESSMENT – see separate document**

Name of Sponsor	
Name of Author	
Description of proposal being analysed	
Date analysis started	
Date analysis finished	
<p>This Equality Impact Assessment is being undertaken as a result of: <i>Delete as appropriate</i></p> <ul style="list-style-type: none"><li>• A new or updated policy or procedure.</li><li>• Any business process including operational and managerial decisions</li><li>• A result of organisational change</li><li>• Part of a project proposal</li><li>• Procurement</li><li>• Other (please state)</li></ul> <p><b>Note</b> – For ease of use of this document , we will refer to all of the above as “proposal”</p>	

**STEP 1 – Relevance**

The general duty is set out in section 149 of the Equality Act 2010. In summary, those subject to the Equality Duty must have **DUE REGARD** to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Authors have a statutory requirement to have **DUE REGARD** to the relevant protected characteristics shown below, whilst taking a common sense approach

- age
- disability
- gender reassignment
- marriage & civil partnership\*
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

\*marriage and civil partnership – the analysis applies only to the elimination of unlawful discrimination, harassment and victimisation.

Section 23 of the Equality Act 2006 allows the Equality and Human Rights Commission (EHRC) to enter into a formal agreement with an organisation if it believes the organisation has committed an unlawful act.

Under section 31 of the Equality Act 2006, the EHRC can carry out a formal assessment to establish to what extent, or the manner, in which a public authority has complied with the duty.

Additional guidance can be found by accessing the EHRC website:

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

Does this proposal have a direct impact on people who:	a) are any part of the Police workforce (including volunteers)?	YES / NO (delete as appropriate)
	b) reside in any part of England and Wales	YES / NO (delete as appropriate)
If <b>NO</b> to both questions	<i>Explain why and give rational</i>	
		No Further Action and Return to Sponsor for Authorisation
If <b>Yes</b> to either question	Continue through to Step 2	

## **STEP 2 – Consultation / Engagement**

You should engage with those people who have an interest in how you carry out your work generally, or in a particular proposal. This may include former, current and potential service users, staff, staff equality groups, trade unions, equality organisations and the wider community. In deciding who to engage, you should consider the nature of the proposal and the groups who are most likely to be affected by it.

The proposal owner (Sponsor/Author) must be satisfied that consultation / engagement will take place with the relevant business lead and stakeholders.

This **MUST** include engagement with the following relevant groups:

Equality and Diversity Specialist  
Staff Associations  
Staff Support Groups  
Relevant community groups and members of the public

In addition, consider who else should you consult with internally and externally?

**Who might be affected?**

Does what you are considering further the aims of the general duty, to

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Identify the risks and benefits where applicable, according to the different characteristics.

	Positive Impact or Benefits	Negative Impact or Risks
<b>Age</b> ( <i>Consider elderly or young people</i> )		
<b>Disability Groups</b> ( <i>Consider physical, sensory, cognitive, mental health issues or learning difficulties</i> )		
<b>Gender Reassignment</b> ( <i>Consider transgender, Transsexual, Intersex</i> )		
<b>Marriage &amp; Civil Partnership</b>		
<b>Pregnancy and Maternity</b>		
<b>Race and Ethnic origin</b> – includes gypsies and travellers. ( <i>Consider language and cultural factors</i> )		
<b>Religious / Faith groups or Philosophical belief</b> ( <i>Consider practices of worship, religious or cultural observance including non belief</i> )		
<b>Sex</b> ( <i>Male, Female</i> )		
<b>Sexual orientation</b> ( <i>Consider known or perceived orientation, lesbian, gay or bisexual</i> )		

	Positive Impact or Benefits	Negative Impact or Risks
Have you considered how this decision might affect work life balance? ( <i>Consider caring issues re: childcare &amp; disability, safeguarding issues, environmental issues, socio economic disadvantage, and low income families.</i> )		

**STEP 3 – Assessment**

Complete the assessment by analysing the effect of your proposal and detail the outcomes.

What were the main findings from any consultation carried out?

What feedback has been received?

Using the information you have gathered and consultation that you have undertaken answer the following questions. This will help you to understand the effect on equality your proposal might have.	
Has the feedback indicated any problems that need to be addressed?	
Describe and evidence any part of the proposal which could discriminate	
Can the adverse impact identified be justified as being appropriate and necessary? If so, state what the business case is:	
Where impact and feedback identified, what, if anything can be done?	
What outcome will be achieved that demonstrates a positive impact on people?	

#### **STEP 4 - Monitoring and Review**

**Equality Analysis is an ongoing process that does not end once a document has been produced.**

What monitoring mechanisms do you have in place to assess the actual impact of your proposal?	
<b>Review Date:</b> First review must be no later than one year.	

#### **STEP 5 - Sign Off**

Once the Equality Impact Assessment is complete it should be signed off by the Proposal Sponsor. This sign off is confirmation that the analysis is accurate, proportionate and relevant and actions will be delivered as required.	
Approved by Senior Officer / Proposal lead	Having considered the potential or actual effect of this proposal on equality, our analysis demonstrates that the proposal is robust and the evidence of our screening shows no potential for unlawful discrimination. We have taken all appropriate opportunities to advance equality and foster good relations between groups.  Date: Name: