

Energy Policy 2019 to 2022

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Document Information and Control

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Author:	Gill Lee (originally Robert Forster)
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Version Control

Version	Date	Name	Amendments
1.0	27-11-07	Jonathan Stewart	Original Draft for Approval
1.1	08-04-08	Jonathan Stewart	Approved by EOT with amendments
1.2	Nov 2010	Robert Forster	Reviewed and updated for approval
1.3	June 2012	Robert Forster	Updated and amended for new Trust
1.4	Oct 2016	Gill Lee	Updated
1.5	Oct 2019	Gill Lee	updated

Associated Documentation

Title	Author	Version	Distribution

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Name	Title	Date

1.0 Introduction

This is the fifth update of the Trusts Energy Policy and is designed to manage the energy consumption and carbon dioxide emissions as part of the Government's Climate Change Programme. Mandatory targets were introduced for NHS organisations and have since been revised from the first issue as follows:

1. Reduce Carbon Emissions by 80% from 2000 to 2050.
2. Meet the intermediate Carbon reduction target of 14% by 2015.
3. Achieve energy efficiency levels (delivered energy) of 35-55 GJ/100m³ for new developments, major redevelopments and refurbishments, and 55-65 GJ/100m³ for existing facilities by 2010.

This policy renews and reinforces our Trust's commitment to achieving these targets and fulfilling our Corporate Social Responsibility with regard to management of our energy usage.

2.0 Our Corporate Commitment

We are committed to:

- Reducing CO² emissions.
- The Sustainable Development Assessment Tool .
- Purchasing energy at the most cost-effective price.
- Purchasing a proportion of green energy (generated from renewable sources).
- increasing energy efficiency in terms of energy consumed per m³ of building
- Investing in new technology where this meets investment criteria (including renewable energy sources).
- Considering life cycle energy costs when procuring new projects.
- Purchasing energy-efficient plant and equipment and consider how it is controlled (including ICT and office equipment).
- Reducing environmental emissions associated with travel (including staff travel to work, business travel and distribution of goods).

We will address energy efficiency in all areas of our business including the following:

Management issues:

- Ensuring roles and responsibilities for energy management are well defined
- Educating and raising awareness of energy conservation amongst staff and encouraging Sustainability Champions in all localities.
- Encouraging continual professional development (CPD) for technical staff involved in energy management
- Reinforcing clear monitoring and reporting procedures

Procurement issues:

- Procuring equipment with low energy ratings
- Considering life-cycle energy costs for new projects
- Establishing technical guidelines for new projects and refurbishments

Financial issues:

- Developing ownership of energy costs at departmental level
- Enforce better invoice scrutiny.

Technical issues:

- Defining procedures for operation of plant and equipment.

We will improve on our past performance:

- The Trust will roll out its Energy Plans and good practice to cover Norfolk and Suffolk.
- New base year figures will be established to enable the targets to be monitored and met. With a large Trust across two rural counties the focus will need to be on Travel and ICT.

We are committed to improving our performance against all of these measures through the Sustainable Development Committee, which will be reviewed for progress by the Board of Directors on a quarterly basis.

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Jonathan Warren
Chief Executive
October 2019

3.0 Corporate Policy

Our corporate goals are:

- To commit organisational resources to energy management
- Reduce our energy costs
- Give high priority to energy efficiency and carbon reduction investments
- Minimise CO² emissions in line with Government Targets
- Wherever possible, to use energy from sustainable sources.
- Continue to exceed all published NHS energy use targets
- Achieve accreditation under the BREEAM Scheme
- Implement a regular programme of energy audits
- Increase staff awareness of the need for energy efficiency
- Nominate employees to act as departmental energy champions
- Continue to pursue best value in our procurement of energy supplies
- Identify all cost-effective energy efficiency measures
- Establish a monitoring and targeting system
- Provide regular management reports on costs and consumption
- Establish a budget for investing in energy efficiency
- Specify energy efficient design of new buildings, and procure energy efficient plant and equipment.

4.0 Roles and Responsibilities

The Chief Executive has ultimate accountability for the Trusts performance against NHS targets but the responsibility for managing this performance at Board level is delegated to the Director of Commercial Development. The Sustainability Manager has the responsibility for operational energy management across the Trust and will manage the resources provided for the procurement of all energy sources and efficiency improvement programmes. However, it is the responsibility of all Trust employees to ensure, within their own area of work, that energy is used only when necessary and that good housekeeping measures are adopted to avoid any waste of energy. It is also expected of staff that they report any avoidable waste of energy and that they are proactive in volunteering energy saving ideas.

5.0 Specific Policy Statements

The following are specific energy management measures that the Trust has adopted:

- Accommodation identified predominantly as office or outpatient use will be heated to between 18°C and 20°C. Normal heating periods for these areas will be 8:30am to 6:00pm, Monday to Friday (except Bank Holidays).
- Clinical or inpatient areas will be heated to between 20°C and 22°C unless there is a clinical reason for a higher or lower temperature.
- The heating season will generally be between 1st October and 30th April but additionally this period will be automatically controlled dependant on outside air temperature.
- Air Conditioning Systems will not be permitted unless particular clinical circumstances, specialist equipment or processes require specific controlled conditions. Desktop fans will be acceptable for use in very hot weather.
- The use of electric or gas supplementary heaters or portable air conditioning units will not be permitted unless issued by the Estates and Facilities Department as part of a contingency arrangement i.e. in the event of a heating breakdown.
- Funding allocated from bids to improve sustainable options will be implemented with focus on saving energy, time (maintenance) and improve quality of environment for staff.
- Metering of all Half Hourly sites within the Trust, understanding trends and disseminating this information to localities to try and reduce usage.
- Changing all non-half hourly sites to EDF (predominantly HH provider) in order to save money and improve billing systems. This saves time and money chasing incorrect invoices.
- Working with the communications team to improve staff understanding of requirements.