

Appendix 2

Green Working Party (GWP) Work Plan/Action Plan

Theme: Energy Efficiency					
Action	Owner	Target		Priority (High/Medium/Low)/ Resources	Progress
A1 Complete HECA Return and submit to DECC	All/Environmental Co-ordinator	Compile information- Complete and submit	Ongoing 31 March 2015	High/No resource issues	Data collection to start Jan 2015
A2 GWP Progress Report to Management Board	AD (Private Sector Housing & Communities Resources)	Next Report – 30 th September 2014	Annual (and ad hoc as required)	Medium/No resource issues	Completed 17 th Sept 2014
A3 Review GWP ToR	GWP	Annual (and ad hoc as required) Next Review	Annual (and ad hoc as required) 1 August 2015	Medium/No resource issues	In hand
A4 Review GWP Work Plan	GWP	At alternate meetings (and ad hoc as required) Next Review	6 monthly (and ad hoc as required) 1 March 2015	Medium/No resource issues	Completed Sept 2014
C5 Installation external wall insulation to Council owned residential properties under Green Deal cash back scheme	Housing Assets Manager/Housing Contracts Officer	Complete work to phase (35 properties) Review option for further phases	30 September 2014 October 2014	Medium/Further information required on how to redeem govt. funding.	29 complete, 6 being brought forward into 2015/16. Expecting to complete up to 14 properties next year.

C6 Implement arrangements for small scale energy efficiency interventions using HEEP legacy funding	Private Housing Manager (Grants & C.A.R.E.)	Spend legacy funding of £3,500	31 March 2015		Press release December 2014
C7 Submit Cabinet Report on the promotion of energy switching	AD (Private Sector and Communities Resources)/Policy Officer	Submit Cabinet Report	Report to APG by 11 August 2014		Completed - energy switch programmed for February 2015
N8 Successfully record energy consumption for all Council owned property	All/AD ICT and FM/Environmental Co-ordinator	Obtain billing information on all existing energy accounts from every section of the Council	Complete records of all existing accounts by July 2015	High	Council readying contract with Smith Bellerby Consultants to carry out thorough audit with proposed completion of March 2015
N9 Adopt a corporate energy strategy/environmental policy	All/Environmental Co-ordinator	Collate actions via GWP	March 2015	High	To be raised at Safer, Cleaner, Greener Scrutiny Panel in January 2015
R10 Install new thermally efficient windows to the main building	FM Manager	To complete phase 1 in 2014/15 and phase 2 2015/16	Phase 1 March 2015	High/No resource issues	
R11 Install PV solar panels at the Civic Offices	FM Manager	Reduce electricity usage from the public network	March 2015		FM Work Programme

R12 Install LED lighting at the Civic Offices.	FM Manager	To continue with the phased programme over a number of years	To have 99% of the lighting units fitted with LED lamps by the end of the project.		FM Work Programme
R13 Introduce video conferencing within the Council	Assistant Director – ICT & facilities management	Reduction in travel and pollution	2016/17		
R14 Virtualisation of desktops	Assistant Director – ICT & facilities management	Virtual servers are already in place but it is planned to also introduce virtual desktops, which will result in a reduction of energy usage.	2016/17		

Theme: Use of natural resources					
Action	Owner	Target		Priority (High/Medium/Low)/ Resources	Progress/ Comments
R15 Roll out recycling of commercial waste to satellite offices	Environmental Co-ordinator/FM	Establish work plan with FM	March 2016		
R16 Introduce battery recycling, staff and public.	All/FM Manager/Environmental Co-ordinator	To become part of the Battery Back recycling network.	November 2014		Completed Oct 2014
G17 Run a photographic competition to select an image to be used as a corporate e-Christmas card	Environmental Coordinator / Performance Improvement Officer / GWP 'judging panel'	To promote an EFDC staff photography competition with Green themes to choose an image for corporate Christmas card	Nov 2014		New Chairman of Council to be approached in June 2015 to assess support for initiative.
G18 Expand/reintroduce the tree planting scheme	Grounds Maintenance / Tree Team / Countrycare Under guidance from Environmental Co-Ordinator / GWP	Expanded tree planting scheme proposal / carbon offsetting proposal to be brought before Management Board by end of 2014/15 year	End March 2014/15		GWP members to volunteer to take part in tree planting activity with Countrycare – location and date tbc – followed by feature in District Lines

N19 Investigate possibility of establishing a baseline for the use of soil, wood and water in Council ops	Environmental Co-ordinator/Grounds Maintenance/Country care/Invoice	Find out where this information is available	June 2015		
G20 Produce work plan to reduce avoidable printing	Environmental Co-ordinator/ICT	Reduced paper/printing spend	Reduced paper/printing spend by July 2015		Steve Bacon to attend GWP meeting in March 2015.
G21 Write and publish a Green / Climate Change article in relation to the impact on Businesses for One Business Briefing	Economic Development Officer / Environmental Co-Ordinator	Article to be published in either of the next two issues of One Business Briefing	July 2015		Meeting to be organised between EDO & EC to scope content
R22 Introduce e-billing for Council Tax and NDR	Assistant Director – Revenues	Reduction in printing & postage. Introduce September 2014.	March 2015		On target
R23 Review procedures for information@work to promote the electronic exchange of documents between services.	Senior System Support Officer	Paper and printing usage will decrease.	March 2015		

Theme: Community engagement and advice					
Action	Owner	Target		Priority (High/Medium/Low)/ Resources	Progress/ Comments
G24 Investigate the potential for compiling a “Practical Guide for Small Businesses on Saving and making money in a changing climate”.	Economic Development Officer / Environmental Co-Ordinator	To evaluate feasibility of producing a guide. Subject to the above compile an EFDC version of the best-practice guides already published	December 2015 July 2015		Meeting organised between EDO & EC to discuss feasibility content EC to reword guide and find data that is suitable to Epping Forest District
G25 Publish the ‘Story of our Recycling’ to demonstrate the effectiveness of EFDC’s office recycling arrangements.	Environmental Co-Ordinator with creative support from within GWP	Publish the story online or in ‘print’ for all staff and possibly residents & businesses to see	December 2015		EFDC only in temporary contract with SITA and likely to switch to BIFFA in line with rest of waste contract. Request visit with provider once new contract is in place.
G26 Open a ‘Green Challenge’ to all staff under Staff Suggestion Scheme.	Performance Improvement Officer with input from GWP/ EC	Open challenge to be issued to all staff before end of 2104/15 year	End March 2014/15		To be discussed at Green Working party in March 2015

G27 Contribute a Green article to every issue of District Lines	All members of GWP on a rotating basis	Green Article to be submitted for inclusion within District Lines every month	Ongoing		KP to get deadline dates for articles. Jan 2015 - KP to produce article on UKPN presentation; Feb - GJW March - MW Further dates to be agreed at GWP in March.
G28 Establish a visible and effective Environment/Carbon reduction page on the corporate website.	Environmental Co-ordinator / Directorate web publisher	Create and publish web page before end of 2014/15 year	End March 2015		
G29 Raise awareness of green issues through a poster campaign/District Lines/e-mails	Environmental Co-Ordinator with support at directorate level from GWP members	Ongoing campaign of publicising Green Issues wherever possible	Ongoing		