

# Policy and Sustainability Committee

10.00am, Tuesday, 6 August 2019

## Energy Management Policy for Operational Buildings

Executive/routine  
Wards  
Council Commitments C18

### 1. Recommendations

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- 1.1 To approve the Energy Management Policy Statement.
- 1.2 To note that Property and Facilities Management will pursue certification to the energy management system standard [BS EN ISO 50001:2018](#).; and
- 1.3 To note that an annual report will be submitted to Committee detailing progress on the implementation of the Energy Management Policy and Energy Management System (BS EN ISO50001) including detail on any revisions to documentation to align with the Council's 2030 Roadmap for net zero carbon.

**Stephen S. Moir**

Executive Director of Resources

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## Energy Management Policy for Operational Buildings

### 2. Executive Summary

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- 2.1 A revised Energy Management Policy for the Council's operational buildings is submitted to Committee for approval. This policy supersedes the current Council [Energy Policy](#) approved in 2013 (Transport and Environment Committee, 27th August 2013) and is a key document in Property and Facilities Management's Energy Management System. The management system has been designed to comply with the energy management standard BS EN ISO 50001:2018.

### 3. Background

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- 3.1 A refreshed energy policy is required to bring the policy up to date and to align with wider documentation being prepared as part of Property and Facilities Management's pursuit of BS EN ISO50001 accreditation.
- 3.2 BS EN ISO 50001 is an international standard for energy management systems. Compliance with this standard demonstrates the Council's commitment to best practice and establishes the Council as a sector leader and exemplar within local authorities in Scotland.
- 3.3 The aim of adopting a codified energy management system is that it:
- Ensures consistency in approach;
  - Clarifies standards and expectations; and
  - Articulates our aims and objectives;
  - Describes the intentions of the Council to achieve local targets which contribute to national and international carbon reduction targets.
- 3.4 The application of a certified Energy Management System will provide resilience and governance to energy management in Property and Facilities Management. This mitigates against the risk of decreased governance and visibility in energy management following the UK Government's closure of the [Carbon Reduction Commitment Energy Efficiency Scheme](#) in March 2019.

## 4. Main report

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- 4.1 In 2018/19 the Council spent £5.8m on electricity and £3.2m on gas use across its operational buildings resulting in 37,334 tonnes of CO<sub>2</sub> Emissions. The implementation of an effective Energy Management Policy and an accredited energy management system is a key component in ensuring continued improvement to energy management across the Council's operational property estate.
- 4.2 Property and Facilities Management revised the Council's Energy Management Policy (Appendix 1) to bring the policy in line with ISO50001 (2018). The policy outlines the aims and objectives of the Council. This Policy is applicable to all the Council's operational buildings and activities.
- 4.3 The policy establishes three key aims:
- 4.3.1 We will minimise energy use. For example, we will endeavour to maintain the temperature of our buildings between 18 and 21°C during occupied hours in the heating season; we will target reduced energy demand through investment; and we will increase on site generation of renewable energy.
  - 4.3.2 We will manage energy use. We will monitor our buildings and investigate buildings which have high energy use or erratic energy use patterns.
  - 4.3.3 We will promote responsible energy use. By implementing ISO 50001 we aim to establish Edinburgh as an exemplar local authority in Scotland for good energy management. We will engage with Council staff, other Local Authorities and organisations to promote the benefits of responsible energy management.
- 4.4 In line with obligations under ISO50001, each objective is subject to a detailed procedure and the whole system is supported by additional procedures aimed at improving energy management. The documents included in the Energy Management System are detailed in the Register of Documents (Appendix 2). Procedures are not attached to this report, but copies can be made available to members on request.
- 4.5 To aid review of the revised Energy Management Policy, the key procedures of the previous Energy Management System is compared to the revised system, designed to comply with ISO 50001:2018 in Appendix 3.
- 4.6 A report on progress in respect to the targets set in the management system and wider reporting obligations will be submitted to Policy and Sustainability Committee annually.
- 4.7 Whilst the Energy Management System applies to all the Council's operational buildings, the implementation of ISO50001 will initially be limited to the Council's school estate where the Council has direct control over the management of facilities. This will make the implementation of ISO50001 more

manageable during the initial accreditation phase. The system will cover operational energy management as well as applying to new build and refurbishment works. The scope of the energy management system will be expanded in subsequent years to include other property types.

- 4.8 The Council has approved a new [Sustainability Approach](#) which sets a net zero carbon target for Edinburgh by 2030. Under the Sustainability Approach, the Council is commissioning independent research to inform a roadmap for meeting the 2030 targets. The Energy Management Policy and the associated Energy Management System detailed in this report will provide a framework through which relevant recommendations from the 2030 roadmap, that have been subject to political consideration and agreement, can be incorporated and smart targets for operational buildings can be defined in line with wider 2030 objectives. Progress on alignment with 2030 objectives will be included in annual reporting to Committee along with overall progress on the Energy Management Policy and the Energy Management System.

## 5. Next Steps

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- 5.1 The Energy Management Policy Statement is submitted for approval. If approved, the policy statement will be published on the Council's intranet and internet.
- 5.2 CEC appointed [The British Standards Institution](#) in April 2019 to support certification of ISO 50001 and will continue to progress through the audit stages with a view to achieving certification by the end of 2019.
- 5.3 Property and Facilities Management will report annually on progress on the implementation of the Energy Policy and the Energy Management System (BS EN ISO50001) including detail on revisions to documentation to align with the Council's 2030 Roadmap for net zero carbon.

## 6. Financial impact

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- 6.1 Financial efficiencies are a clear driver for the implementation of the new Energy Management Policy and associated ISO50001 procedures. Financial efficiencies will be monitored and reported alongside energy efficiencies.
- 6.2 There is a projected cost associated with the implementation of ISO50001, of under £8k per annum. This represents good value in comparison to total energy spend and potential efficiencies from implementation.

## **7. Stakeholder/Community Impact**

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- 7.1 The implementation of a new Energy Policy and Energy Management System will contribute towards the Council's objective to mitigate its carbon impacts and adapt to climate change assisting in the delivery of the Council's obligations under the [Climate Change Act \(Scotland\)](#).
- 7.2 By following best practice and delivering effective energy management the Council can demonstrate carbon reduction and set a positive example for organisations within Edinburgh and more widely.

## **8. Background reading/external references**

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- 8.1 [Transport and Environment Committee, Tuesday, 27 August 2013, Energy Policy](#)
- 8.2 [Corporate Policy and Strategy Committee, Tuesday 14 May 2019, Sustainability Approach](#)

## **9. Appendices**

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- 1. Energy Policy
- 2. Energy Management System. Register of Documents
- 3. Comparison between previous and current energy management system.

# ENERGY MANAGEMENT SYSTEM FOR COUNCIL BUILDINGS

## POLICY STATEMENT

Signed.....

Role.....

Date.....

## VERSION CONTROL

This document is reviewed annually to ensure it is accurate and up to date.

Issue Date	Version	Status	Issued by	Checked by	Approved by
30 <sup>th</sup> July 2018	1	For comment	RGM	AC	PJ
8 <sup>th</sup> Nov 2018	1	Revised for comment	RGM	AC	PJ
5 <sup>th</sup> June 2019	2	Revised for comment	RGM	AC	PJ

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## ENERGY MANAGEMENT POLICY STATEMENT



**Within the scope of its Energy Management System the City of Edinburgh Council will pursue efficiency in the management of energy usage, monitoring consumption, and ensuring on-going improvements of energy management across the Council's operational estate. The City of Edinburgh will seek to be an exemplar to other public bodies.**

### **The Policy Aims are:-**

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- Minimise: We will minimise energy consumption<sup>1</sup>
- Manage: We will achieve ongoing improvements through recording, benchmarking, monitoring and reporting on energy usage across the Council
- Promote: We will promote the conservation of energy amongst Council employees, contractors, partners and the wider communities we serve

### **The Policy's key objectives are: -**

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- minimise energy consumption through building design and specification
- minimise energy consumption through appropriate operation and control
- to monitor the implementation of the policy and to set targets for future reductions in energy use
- meet or wherever practicable, exceed the requirements of all relevant legislation and regulation, and set our own demanding standards where none exist
- monitor the use of gas and electricity through meter readings and to co-ordinate and centralise energy consumption information and costs
- to ensure that the energy suppliers are informed by Asset Management of any changes to building ownership and lease arrangements
- to promote the benefits of energy efficiency to our customer, communities we serve, partners, contractors and all our stakeholders

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<sup>1</sup> Within the restrictions of providing acceptable levels of service, as defined by Council specifications, to building users.

<sup>1</sup> Includes street and stair lighting



# **ENERGY MANAGEMENT SYSTEM FOR COUNCIL BUILDINGS**

## **REGISTER OF DOCUMENTS**

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Document number	Document Name	Issue Date	Review Date
11001012018	Register of Documents	30 <sup>th</sup> July 2018	30 <sup>th</sup> July 2019
11002012018	Policy	30 <sup>th</sup> July 2018	30 <sup>th</sup> July 2019
111003012018	Manual	30 <sup>th</sup> July 2018	30 <sup>th</sup> July 2019
11004012018	Register of Targets	30 <sup>th</sup> July 2018	30 <sup>th</sup> July 2019
11005012018	Register of legal obligations	30 <sup>th</sup> August 2018	30 <sup>th</sup> August 2019
11006012018	Roles and Responsibilities	30 <sup>th</sup> August 2018	30 <sup>th</sup> August 2018
11007012018	Register of Projects	30 <sup>th</sup> August 2018	30 <sup>th</sup> August 2018
11008012018	Document review schedule	30 <sup>th</sup> August 2018	30 <sup>th</sup> August 2018
11009012018	Register of Audit actions	30 <sup>th</sup> August 2018	30 <sup>th</sup> August 2018
11010012018			

Procedures				
Document number		Aims	Objectives	Targets
21000012018	1	<b>Minimise</b>		
	1.1		Through design	
21101012018	1.1.1			<i>Specify New Build</i>
21102012018	1.1.2			<i>Specify refurbishment</i>
	1.2		Through operation	
21203012018	1.2.3			<i>Investigate and Commission</i>
21204012018	1.2.4			<i>Investigate potential renewable options</i>
21205012018	1.2.5			<i>Undertake post-occupancy surveys</i>

Procedures				
Document number		Aims	Objectives	Targets
	2	<b>Manage</b>		
22407012018	2.4.7			<i>Achieve and maintain ISO 50001 certification</i>
	2.5		Meet legal requirements	
22508012018	2.5.8			<i>Meet legal requirements as a minimum</i>
22509012018	2.5.9			<i>Report CRC/Climate Change Act</i>
22510012018	2.5.10			<i>Comply with EPC regulations</i>
	2.6		Monitor fuel use	
22611012018	2.6.11			<i>Report annual kWh of gas and electricity and report on kWh/m<sup>2</sup></i>
	3	<b>Promote</b>		
	3.7		Inform Partners	
23712012018	3.7.12			<i>Inform of changes to occupancy to all appropriate agencies</i>
23713012018	3.7.13			<i>Attend peer group meetings</i>
	3.7		Promote benefits to stakeholders	
23814012018	3.8.14			<i>Issue an annual report</i>

<b>Reports</b>		
<b>Document number</b>	<b>Document Name</b>	<b>Issue Date</b>
30001012018	Current Status Report	30 <sup>th</sup> July 2018
30002012018	Energy Management Plan	30 <sup>th</sup> November 2018

<b>Audits</b>		
<b>Document number</b>	<b>Document Name</b>	<b>Issue Date</b>
40001012018	Register of Audit Reports	30001012018
40002012018	Register of Audit Actions	30001012018
40003012018	Policy Audit	16 <sup>th</sup> August 2018
40004012018	System Audit	30 <sup>th</sup> August 2018

## Appendix 3

### Comparison between key elements of the committee approved procedures reports in 27<sup>th</sup> August 2013 and the revised energy management system.

Previous procedures 27 <sup>th</sup> Aug 2013	New EnMs documentation	Notes
Communication	Procedure 3.7.12: Inform	
	Procedure 3.8.14 Annual report	
Measure and monitor	Procedure 1.2.5 Post-occupancy standards and surveys	States target temperatures for buildings during heating season are between 18 and 21°C.
	Procedure 2.5.9 Statutory report	The Carbon Reduction Commitment ended in March 2019. This clarifies that the Council will continue to record consumption in an equivalent or improved manner.
Project Register	Register of Projects	Our register of projects will include commissioned and potential projects.
Energy and Emissions reporting	Procedure 2.5.8 Meet legal requirements	
	Procedure 2.5.9 Statutory reporting	
	Procedure 2.5.10 Comply with EPC regulations	
Sustainable procurement		The specification of materials is now covered under specific procedures such as for new builds
Building design and refurbishment	Procedure 1.1.1 New build	We will consider PassivHaus equivalence for each proposed new build.
	Procedure 1.1.2 Refurbishment	
Low/zero carbon statement	Policy statement	A single page document which clearly states the

		Council's aims and objectives.
	Energy review	A review of the Council's energy use within the scope of the management responsibilities.
Building Performance	Procedure 1.2.5 Post-occupancy standard and surveys	
Street lighting		This is out with the scope of the revised energy policy. Detail on street lighting strategy in relation to energy can be reviewed in an August 2018 report to Transport and Environment on <a href="#">Street Lighting Management Arrangements</a> .
Transport and travel		This is out with the remit of control and influence of the energy team.