

Appendix 3 - Property Group - Green Action Plan 2008/9

Energy

Focus Area	Action	Lead	When	Measurement
Develop and continue good office practice such as turning equipment off when not needed	Continue to raise awareness of energy efficient office practices. Green Team to audit team behaviour and act as ambassadors. Notices by printers to only print where necessary. Monitor progress being made by carrying out regular audits, feedback to teams and act on results where appropriate. Continue to distribute monitor signs where required and encourage usage	Léonie Harrington / Green Team	Ongoing	Lights, monitors, PCs and printers switched off when not required. Reduced paper use. Monitor signs in use
Ensure timer switches on all suitable equipment	Regular audit of IT equipment to ensure timer switches placed on all appropriate equipment.	Admin / CEPG	Ongoing due to IT replacement	Timer switches on all appropriate equipment
Ensure all new equipment meets environmental standards, e.g. printers have duplex facility and are energy efficient	Send email out to Managers informing them of Property Group's new policy. Ask Admin to track procurement.	Léonie Harrington / Team Managers / Admin	Ongoing	All new equipment energy efficient and printers have duplex function
Reduce number of files requiring back-up on the server	Staff to save documents on shared drive and email links rather than attach actual document.	Léonie Harrington	Ongoing	Emails sent out with links not attachments

Paper

Focus Area	Action	Lead	When	Measurement
Reduce amount of paper used	Printers to remain defaulted to double sided. When printers replaced to only procure those with default facility. Encourage staff to photocopy double sided. Carry out audit of what is being printed.	Léonie Harrington / Admin	Ongoing due to IT replacement	Audit of printing proves majority double sided. New printers have duplex facility. Reduction in paper orders.
Continue to use recycled paper. Investigate practicality of using recycled paper envelopes. Ensure reprints of headed paper and compliment slips use recycled paper	Procure recycled paper only for printer, photocopier and stationery use	Admin	Ongoing	Recycled paper only in use

Only use single sided printers when necessary – phase out usage	Identify where non-duplex machines are located, remove where appropriate. If removal is not possible inform staff to use printer only when absolutely necessary. Introduce policy that large documents must be printed double sided.	Léonie Harrington / Admin	May 2008	List of printers shows single sided only printers being phased out
Encourage staff to reduce unwanted/junk mail and remove names from mailing lists	Send email to staff requesting them to ask for their names to be removed from junk mailing lists. Reinforced when post delivered.	Léonie Harrington/ Admin	April 2008	Reduction in amount of unwanted/junk mail received.
Print all publications on recycled paper where possible	Introduce policy that unless cost overrides decision all publications printed on recycled paper.	Mike Austerberry / Léonie Harrington	April 2008	Publications printed on recycled paper unless not cost-effective to do so.
Ensure all publications available electronically and continue to promote that Blueprint and In-Site available on Property Group's website	Include notice in future issues of Blueprint and In-Site re availability on web. Ask Property Group Managers if they would prefer a paper or electronic copy.	Léonie Harrington	Ongoing	Reduction in print runs
Waste & Recycling				
Focus Area	Action	Lead	When	Measurement
Increase recycling of cardboard	Introduce central cardboard recycling area	Peter Binnie	April 2008	Cardboard not in waste bins
Continue to raise awareness of merits of recycling now FM team no longer part of Property Group	Send emails and revise recycling guide as appropriate	Léonie Harrington	Ongoing	Reduction of waste
Electronic Storage				
Focus Area	Action	Lead	When	Measurement
Revise structure on shared drive and ensure all staff are familiar with new structure to avoid saving duplicate files and reduce folder size.	Audit existing structure, identifying problem areas. Devise structure for G drive, ensure staff understand reason for restructure. Circulate regular emails to staff reminding them to clear our unnecessary electronic files	Léonie Harrington / Team Managers / Green Team	April 2008	Reduction in size of shared drive folder and user friendly structure

Raise awareness of KCC's electronic storage guidelines (electronic storage strategy currently being worked on)	Make staff aware of these pages- http://knet2/kcc-directory/services-and-support/it-service-desk/projects-and-initiatives/electronic-storage-strategy/ess/?searchterm=e-storage . Send out emails reminding staff to track email folder sizes, save photos to CD and to housekeep on a regular basis.	Léonie Harrington / Team Managers / Green Team	April 2008 and ongoing	Electronic guidelines met
Travel				
Focus Area		Lead	When	Measurement
Raise staff awareness of alternative travel options, both travel to work and business travel and encourage use	Email (twice a year) link to KNet in Staff Zone>Travel & Expenses\Green Travel Options.	Léonie Harrington	April 2008 and Oct 2008	Increased staff awareness
Investigate if savings can be made on business mileage	Collect figures for 07-08. Monitor group's business mileage (plus associated costs), consider if introducing targets is practical and identify where savings could be made	Admin / Paul Kennedy	April 2008	Up-to-date mileage log
Raise awareness of phoneconferencing and explore if videoconferencing is a viable option	Email guidance about how to make phone conferences. Seek advice from CEPG on costs and locations for videoconferencing.	Léonie Harrington / CEPG	April 2008	Increased staff awareness
Staff Environmental Awareness				
Focus Area	Action	Lead	When	Measurement
Continue to raise awareness of environmental issues and promote simple changes that can be made in the office to benefit the environment	Regularly communicate to staff and take relevant opportunities to promote KCC's Environmental policy and the Environment Management System. Use the Green Team to spread messages and gain feedback.	Léonie Harrington	Ongoing	Increased staff awareness and more environmentally friendly office practices in place
Continue to encourage individuals to get more involved	Demonstrate how small actions by individuals can make a difference.	Léonie Harrington	Ongoing	Staff signed up to green agenda
All staff to complete environmental management online training	Email training link and request effectiveness rating to identify who has completed training.	Léonie Harrington / Green Team	June 2008 and ongoing for new staff	All staff completed training
Raise awareness of CEPG	CEPG to attend a team meeting for each team and give an overview of their role. Need to ensure information is included for inductions for new staff.	Léonie Harrington / Green Team / CEPG	Sep 2008	Property Group staff aware of CEPG and their role
Authority Wide Initiatives				

Focus Area	Action	Lead	When	Measurement
Lead KCC's Office Strategy	<ul style="list-style-type: none"> • Identify opportunities to reduce the KCC estate • Maximise the use of existing office space • Provide facilities which support an increase in flexible working, reducing the need for staff 	Mike Austerberry / Peter Binnie / Thomas Molloy	Ongoing	Office space used effectively
Member of Sustainable Estates Taskforce (SET)	Deliver: <ul style="list-style-type: none"> • Energy and water efficiency projects across the KCC estate to meet 2010 targets for carbon and water reductions • Construction projects which meet the BREEAM 'very good' standard 	Mike Austerberry / Peter Binnie / Léonie Harrington	Ongoing	Targets on course for 2010