CARBON REMISSION REDUCTION AUDIT

The purpose of this Report is for the Town Council to consider a recommendation from its Sustainability and Biodiversity Working Group to adopt a Carbon Emission Reduction audit framework applicable to its work and that of local businesses.

No.	Details

1) BACKGROUND

a) Establishing a framework for monitoring progress towards sustainability in the Town Council's work has been a topic at each of its Sustainability and Biodiversity Working Group meetings to date.

b) One of the proposals to emerge from those discussions has been the adoption of an audit tool based on research by Councillor Steve Cooper.

c) The Group's meeting of 27 October agreed to recommend the Town Council to formally adopt the framework attached to this Report.

2) RECOMMENDATION

The Town Council is recommended to discuss the proposed Carbon Emission Reduction framework with a view to its adoption for its own work and that of local businesses.

Carbon emission reduction

Audit tool or checklist 25 for bench marking;

- Does the organisation/business understand and explain, its carbon footprint?
- Has the organisation/business had a carbon trust audit?
- Does the organisation/business have a dedicated person responsible for proactively reducing carbon emission and monitoring progress or otherwise?
- Does the organisation/business have a written bespoke policy on environmental management in relation to carbon reduction?
- What key environmental indicators does the organisation publish?
- Is there automatic power reducing features in situ? Such as; motion sensor lights, IT power downs, etc.
- Are all bulbs low energy?
- Is lighting on in areas, or times of day when no personnel are using the areas? If so, why?
- Are eco-options for equipment enabled and are staff trained on using equipment in an eco-friendly way?
- Is there a visible commitment to seek ways of minimising the use of resources including energy, paper, raw materials, packaging and disposable items, etc?
- Is temperature an issue, either generally or at particular time of the day and does the organisation/business maintained an ambient working temperature not exceeding 21c?
- Is heating on in buildings and offices that are not occupied?
- Are all buildings properly insulted and draught-proofed?
- Are thermostats in all the correct locations?
- Is any heating or ventilation blocked by furniture or equipment?
- Is equipment left on when not in use? If so, why?
- Is everything recycled that can be and provision provided?
- Is there an organisational commitment to only purchase, where possible, recycled equipment and materials?
- Is there water saving measures in place?
- Is there an up to date travel plan that promotes low-carbon transport and reduces unnecessary travel and embraces home working where possible to do so?
- Does the organisation seek ways to support staff saving energy and resources both at work and at home?
- Is the environment and the climate crisis a standard item of consideration on all organisational agendas?
- Are there procedures and or mechanisms in place to support staff and the public, if relevant, with the massive cultural change that is needed within the next decade?

- If the organisation is a parish, town or county council, are elected members fully supportive of carbon reducing measures that are within their control and has majority public favour?
- If the organisation is a parish, town or county council do you have effective communications methods to support the carbon reducing message to the great community in which the organisation serves?

Not all of the above will apply to your business or organisation but the questions are asked so that you can be reminded of all the many factors that you can positively influence to reduce your carbon footprint.