



# Southern Health and Social Care Trust

## Policy Checklist

Name of Policy:	The Management of Energy Policy
Purpose of Policy:	To articulate how the Trust will strategically meet its obligations in respect of the conservation of energy.
Directorate Responsible for Policy:	Performance & Reform Directorate
Name & Title of Author:	Alan Metcalfe Assistant Director of Estates
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Staff Side Consultation?	
Equality Screened by:	Alan Metcalfe Assistant Director of Estates
Date Policy Submitted to RM&PC:	
Members of RM&PC in Attendance:	
Policy Approved/Rejected/Amended:	
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Any Other Comments:	
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Director Responsible:	Paula Clarke Director of Performance & Reform
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Southern Health  
and Social Care Trust

## **ENERGY POLICY**

**Mr A. Metcalfe**  
**Performance & Reform**  
**Version 2.0**  
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## **1.0 Introduction**

The Southern Health and Social Care Trust recognises the need to conserve energy within the Trust, recognising the fact that fuels used in whatever form have become an expensive commodity resulting in a substantial cost pressure. Worldwide there is an urgent requirement to conserve the limited stock of fossil fuels along with a need to minimise emissions to atmosphere. Within the Southern Health and Social Care Trust it is the intention to minimise energy consumption and emissions commensurate with the need to provide the necessary utilities and comfort for patients, clients, visitors and staff. The Trust also identifies staff responsibilities in energy management by promoting a culture of continuous improvement through energy efficiency best practice.

## **2.0 Purpose and Aims**

### **Purpose**

To articulate how the Trust will strategically meet its obligations in respect of the conservation of energy for a sustainable future while meeting the EU directives of 20% lower energy use by 2020.

This Policy identifies the Trust commitment to energy management and carbon reduction in all its activities.

### **Aims of Policy**

The Southern Health and Social Care Trust will seek to maximise its efficient use of energy.

**Environment:** The effects of combustion emissions and effluent discharge have been well documented as to their effect on the atmosphere and environment. The Trust is committed to demonstrate that it is playing a major role by contributing to the government's policy of reducing emissions through lower fuel consumption, adoption of alternative less polluting and/or renewable energy sources. All construction materials used should be such of low embedded carbon.

**Energy Costs:** Fuel costs vary tremendously dependent on which type is used. It is the intention of the Trust to examine all methods of purchase, look at how the various fuels are used as an energy source and seek to utilise the most cost effective fuel for each application. All new utility contracts shall comply with EU directives and provide at least 20% green energy. All other measures where practicable should be applied to lower the Trust's carbon footprint. Low carbon or carbon neutral fuels such as bio oils for biomass

should be introduced from 2010 pursuant of targets of 20% fuel use to be from a renewable source by 2020 as per EU Renewable Energy Directive – 2009/28/EC.

**Provision of Finance:** To achieve energy targets the Trust will, in the light of other priorities, consider funding for an investment programmed which will inevitably lower the energy consumption. The Trust will review, on an annual basis, the commitment to energy and water conservation. Due consideration will be given to present day fuel costs and anticipated annual expenditure.

**Selection of Energy and Water Conservation Schemes:** A simple payback of 3 years will be used to short list energy efficiency measures. Where this is a need to replace items of plant or equipment, which, although functioning, are close to the end of their life expectancy, this will also be a consideration.

**Renewable Technologies:** The Southern Health and Social Care Trust aim by 2020 to procure 20% of its energy from a renewable source such as heat pumps, geothermal, solar, wind, air source, bio fuels and other low carbon types deemed as a green utility as per EU Renewable Energy Directive – 2009/28/EC. This is in addition to the demand of green electricity in the supply chain. Core funding shall continue to be sought from invest to save, CEEF and life plus schemes. Greater partnerships shall be sought with key utility suppliers on grant schemes and supply to ensure a greening of the supply chain pursuant of 80% green electricity by 2050.

**Organisation:** The Estates Department will be responsible for the monitoring and targeting of energy consumption and ensuring that the Chief Executive is familiar with the measures which need to be taken to ensure target levels are achieved. It will be the responsibility of the Estates Department to ensure that investment in energy conservation schemes is carried out in such a manner as to maximise benefit to the Trust.

**Monitoring and Targeting:** The Trust will use energy monitoring and targeting software and national benchmarking criteria where appropriate and available to ensure that the Trust is working towards nationally recognised standards. To ensure an effective monitoring system is in operation, due consideration will be given to providing metering to departments that are high energy users. Where energy costs can be identified to a single user, a monthly consumption report will be furnished to the relevant budget holder where possible. The Environmental Team will provide a yearly report to the Chief Executive and Senior Management on energy use, waste and environmental status.

**Maintenance:** The Estates Department will prioritise defects that have a direct effect on energy and water conservation appropriately. Regular monitoring of the BMS system should take place to ensure effective operation of boiler plant and internal temperatures. Operations and maintenance staff

should receive specialist training by supplier on any renewable technologies installed in the Southern Health and Social Care Trust. Provision for such will be included in procurement contracts.

**New Buildings/Renovations:** During the planning stage of new buildings or renovations, consideration will always be given to energy and water efficient measures which can be incorporated at the design stage and which reflect the latest standards for the provision of energy rated building with a measurable performance. The Southern Health and Social Care Trust shall provide display energy certificates for all of its buildings of greater than 1000m<sup>2</sup> floor areas with a year on year reduction in fuel use of 2% to meet a 20% reduction by 2020. When planning a change of use for a specific building due consideration will be given at the planning stage as to the effect on energy conservation. Refurbishments to existing estate where practicable, shall improve air change rates and permeability. All new buildings shall be constructed to ISO air tightness standard details to ensure fabric permeability of less than 4.0 with testing by third parties pre-handover to estates. As per Technical Booklet “F” NI Building Regs 2006.

**Training:** An energy conservation module will continue to be included in the new staff induction course. Heads of departments will receive training on an annual basis on energy and water conservation and this will include:

- Good housekeeping measures
- Fuel costs and consumption trends
- Staff involvement
- Environmental issues
- How to benefit most from the use of fuel.

**Publicity:** The Trust will take the opportunity to make the most use of in-house publications to make staff aware of the need to conserve energy and water. ‘Success Stories’ should be used to promote the Trust’s commitment to a ‘greener’ environment’.

### **3.0 Scope of the Policy**

This policy applies to all activities related to the use of energy that result, either directly or indirectly, in emissions to the atmosphere.

This policy shall apply to all premises and land under the control of the Trust and will be applied by all Trust staff.

## **4.0 Energy Management Policy Statement**

The Trust recognises its duties to eliminate or minimise, insofar as reasonably practical, the risks to energy management arising from the installation, maintenance and operation of its estate. The Trust will discharge these duties

by timely provision, insofar as is reasonably practical, of the resources to implement Encode, Health Building Notes (HBN's), appropriate standards and codes of practice in line with the requirements of the Controls Assurance Standard for Environmental Management.

To ensure that all staff, visitors and others using Trust buildings and equipment are aware of the implications of their energy use; today and in the future.

The Southern Health and Social Care Trust recognizes that energy consumption is necessary for the provision of healthcare services, but it has a responsibility to be energy and resource efficient by minimising unnecessary energy costs.

The Trust is committed to meeting the demands of the Carbon Reduction Commitment and aims to reduce carbon emissions where possible through efficient use of resources and if necessary through investment in energy saving technologies.

As far as is practical and consistent with the operational needs the Southern Health and Social Care Trust shall commit to:

- Operating in an energy efficient way to reduce consumption and Energy costs
- Produce a local energy/carbon strategy and action plan
- Establishing an energy/carbon management structure.
- Achieve local energy efficiency measures.
- Minimising environmental impacts.
- Investing in energy/carbon efficiency projects
- Including energy in the procurement evaluation process
- Informing and motivating staff
- Continual improvement
- Demonstrating energy/carbon policy is being implemented
- Setting up an Energy Team who within resources made available will comply with all statutory legislation, guidance and good practice across the Estate including any “new build” or refurbishment projects
- Investigating the opportunities available for the use of Renewable Energy Resources.

- Increasing staff awareness and encourage the adoption of good housekeeping practices, by providing informative training to staff.

In order to fulfil the aim of the policy statement the Trust recognizes that energy management must be taken into consideration as part of all business and operational management issues. This recognition will be reflected in the commitment by the Trust, to invest in energy efficient technologies and to continually improve energy management practice.

## **5.0 *Role and Responsibilities***

A management structure (Appendix 1) has been prepared in conjunction with this policy giving clear guidance on roles and responsibilities for energy management which links the Trust Board to the operational management of energy.

### **5.1 Responsibility of the Chief Executive**

5.1.1 The Trust's Chief Executive, as "*Accountable Officer*" has overall responsibility for ensuring the aims of this Policy are met and resources are made available to implement the Policy.

5.1.2 The Chief Executive delegates the day to day responsibility for establishing and monitoring the implementation of this Policy to Directors.

5.1.3 The Chief Executive is responsible for ensuring periodic review of the Trust Management of the Environment.

### **5.2 Director of Performance and Reform**

5.2.1 The Director of Performance and Reform is the designated Director with lead responsibility for the adoption of this Policy throughout the Trust and the Carbon Reduction Commitment lead.

5.2.2 The Director of Performance and Reform will report to the Trust Governance Committee and Trust Board on matters relating to the energy management.

5.2.3 The Director of Performance and Reform has appointed the Assistant Director of Estates with overall authority for the implementation, monitoring and reporting on the energy policy.

5.2.4 The Assistant Director of Estates or his Deputy will Chair the Trust's Environmental Steering Group.

### **5.3 Responsibility of Senior Management**

5.3.1 All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility for the Management of the Energy within the areas of their remit and control and for ensuring that procedures are fully implemented and monitored as part of the Trust's integrated governance requirements.

5.3.2 All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility to ensure that information required in relation to this policy is provided in an accurate and timely manner.

5.3.3 All Directors are responsible for developing and implementing local arrangements and for monitoring those arrangements to ensure effective Management of Energy.

### **5.4 Responsibility of the Specialist Estates Officer (Environment)**

5.4.1 The Specialist Estates Officer (Environment) has the responsibility for the monitoring of environmental issues throughout the Trust and ensuring procedures are adhered to.

5.4.2 The Specialist Estates Officer (Environment) has the responsibility to ensure that information required in relation to Energy Management issues is provided in an accurate and timely manner.

5.4.3 The Specialist Estates Officer (Environment) is responsible for developing and advising on the implementation of the Trust Policy and procedural arrangements for Environmental Management.

5.4.4 The Specialist Estates Officer (Environment) is responsible for the

production of a Carbon Reduction Plan showing initiatives and investments.

## **5.5 Responsibility of Environmental Steering Group**

5.5.1 The Environmental Steering Group is responsible for the implementation of the Energy Policy and establishment of supporting procedures, guidelines and arrangements.

5.5.2 The Environmental Steering Group is responsible for ensuring the resources required to install energy technologies throughout the Trust are identified to the responsible Directors.

5.5.3 The Environmental Steering Group is responsible for ensuring periodic review of the Controls Assurance Standards for Environmental Management and Waste Management.

## **5.6 Responsibility of Directorate Environmental Committee**

5.6.1 The Directorate Environmental Committee is responsible for the implementation of the Energy Operational Policy and establishment of effective local arrangements.

## **5.7 Responsibility of the Trust Risk Management Forum**

5.7.1 The Trust Risk Management Forum will provide a strategic direction, information and advice on all aspects of risk management in relation to Energy Management.

## **5.8 Responsibility of Trust Staff**

5.8.1 All Trust staff have a core responsibility to adhere to the principles and aims of this Policy and ensure that they operate in accordance with its supporting procedural arrangements.

## ***6.0 Legislative Compliance, Relevant Policies, Procedures and Guidance***

Implementation of this policy will be achieved through strong management commitment and the development, implementation and review of

management arrangements and performance.

The Environmental Steering Group will lead the implementation of the policy throughout the Trust with the Specialist Estates Officer (Environment) providing key input, action and impact at front line level.

The Trust will openly communicate the organisation's environmental performance to staff, patients, government departments and other interested parties upon request.

The Trust will support relevant environmental initiatives in the community, and support research and development activities aimed at improving the organisation's overall performance such as the Arena Network Environmental Benchmarking Survey.

Statutes, guidance, circulars and other publications relevant to this Policy are listed in the HPSS Controls Assurance Standard for Environmental Management, and can be located at :

<http://www.dhsspsni.gov.uk/index/hss/governance/governancecontrols.htm>

## **7.0 Equality and Human Rights Considerations**

7.1 This Policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies, which are likely to have a significant impact on equality of opportunity so that greatest resources can be targeted at them.

7.2 Using the Equality Commission's screening criteria; no significant equality implications have been identified. This Policy will therefore not be subject to an equality impact assessment.

7.3 This Policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

7.4 This Policy will be included in the Trust's register of screening

documentation and maintained for inspection whilst it remains in force.

- 7.5 This document can be made available on request in alternative formats, e.g. Braille, disc, audio cassette and in other languages to meet the needs of those who are not fluent in English.

## **8.0 *Policy Approval***

- 8.1 During development, this policy was considered in draft form by the Head of Specialist Estate Services, Directorate of Performance and Reform and circulated for consultation to Trust Directors, Assistant Directors and Heads of Service.
- 8.2 This Policy was presented in final draft to the Trust Policy Committee and subsequently approved on Monday, 12<sup>th</sup> September, 2011.

## **9.0 *Policy Implementation, Training and Education***

- 9.1 Following approval by the Trust Board, this Policy was circulated to all Trust staff by the Head of Specialist Estate Services, Directorate of Performance and Reform.
- 9.2 The Head of Specialist Estate Services will arrange the provision of any necessary training with regard to this Policy with Human Resources Department.
- 9.3 A copy of this Policy was placed on the Trust's intranet on
- 9.4 All Trust Managers must ensure that their staff have access to this policy, understand its content, and are aware of its aims and purpose immediately upon its release.

9.5 All Trust staff must comply with this Policy.

### **10.0 Review of Policy**

10.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

10.2 This Policy will be reviewed by the Head of Specialist Estate Services, Directorate of Performance and Reform in September, 2013, or earlier if relevant guidance is issued. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.

### **11.0 Sources of Advice and Further Information**

Further advice and information regarding this document can be obtained from the Head of Specialist Estate Services.



**APPENDIX 1 – MANAGEMENT STRUCTURE**

