

# Measuring Progress; Management and Technology



City Name: ..... Your Name: ..... Date of Assessment: .....

Please tick the description which you feel best applies to your organisation within each category.

## Progress in embedding of Carbon Management

	POLICY	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	PROCUREMENT	MONITORING & EVALUATION
5 <b>BEST</b>	<ul style="list-style-type: none"> <li>SMART Targets signed off</li> <li>Action plan contains clear goals &amp; regular progress reviews</li> <li>Strategy launched internally &amp; to community</li> </ul>	<ul style="list-style-type: none"> <li>CM is <b>full-time</b> responsibility of a <b>few</b> people</li> <li>CM integrated in responsibilities of <b>senior</b> managers</li> <li>Chief Exec support</li> <li>Part of <b>all</b> job descriptions</li> </ul>	<ul style="list-style-type: none"> <li><b>Quarterly</b> collation of CO<sub>2</sub> emissions for all sources</li> <li>Data <b>externally</b> verified</li> <li>M&amp;T in place for:                             <ul style="list-style-type: none"> <li>Buildings</li> <li>Street lighting</li> <li>Waste</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All staff given formalised CM:                             <ul style="list-style-type: none"> <li>Induction</li> <li>Training Plan</li> <li>Communications</li> </ul> </li> <li>CM matters <b>regularly</b> communicated to:                             <ul style="list-style-type: none"> <li>External community</li> <li>Key partners</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Granular &amp; effective</b> financing mechanisms for CM projects</li> <li><b>Finance representation on CM Team</b></li> <li><b>Whole life costing embedded into procedures</b></li> <li><b>Ring-fenced fund</b> for carbon reduction</li> </ul>	<ul style="list-style-type: none"> <li><b>Senior</b> purchasers consult &amp; adhere to ICLEI's <b>Procura+</b> manual &amp; principles</li> <li>Sustainability comprehensively integrated in <b>tendering</b> criteria</li> <li>Whole life costing</li> <li>Area-wide procurement</li> </ul>	<ul style="list-style-type: none"> <li>Senior management review CM process</li> <li>Core team regularly reviews CM progress</li> <li>Published externally on website</li> <li>Visible board level review</li> </ul>
4	<ul style="list-style-type: none"> <li>SMART Targets <b>developed but not implemented</b></li> </ul>	<ul style="list-style-type: none"> <li>CM is <b>full-time</b> responsibility of an <b>individual</b></li> <li>CM integrated in to responsibilities of department <b>managers</b>, not all staff</li> </ul>	<ul style="list-style-type: none"> <li><b>Annual</b> collation of CO<sub>2</sub> emissions for:                             <ul style="list-style-type: none"> <li>Buildings</li> <li>Streetlighting</li> <li>Transport</li> <li>waste</li> </ul> </li> <li>Data <b>internally</b> reviewed</li> </ul>	<ul style="list-style-type: none"> <li>All staff given CM:                             <ul style="list-style-type: none"> <li><b>Induction</b></li> <li>Communications</li> </ul> </li> <li>CM communicated to:                             <ul style="list-style-type: none"> <li>External community</li> <li>Key partners</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Regular financing for CM projects</li> <li><b>Some</b> external financing</li> <li><b>Sufficient</b> task management mechanism</li> </ul>	<ul style="list-style-type: none"> <li>Environmental demands incorporated in tendering</li> <li>Familiarity with <b>Procura+</b></li> <li><b>Joint procuring</b> between LAs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Core</b> team <b>regularly</b> reviews CM progress:                             <ul style="list-style-type: none"> <li>Actions</li> <li>Profile &amp; Targets</li> <li>New opportunities quantification</li> </ul> </li> </ul>
3	<ul style="list-style-type: none"> <li><b>Draft</b> policy</li> <li>Climate Change <b>reference</b></li> </ul>	<ul style="list-style-type: none"> <li>CM is <b>part-time</b> responsibility of a <b>few</b> people</li> <li>CM responsibility of department champions</li> </ul>	<ul style="list-style-type: none"> <li><b>Collation</b> of CO<sub>2</sub> emissions for limited scope i.e. buildings only</li> </ul>	<ul style="list-style-type: none"> <li><b>Environmental / energy</b> group(s) give ad hoc:                             <ul style="list-style-type: none"> <li>Training</li> <li>Communications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Ad hoc</b> financing for CM projects</li> <li>Limited task management</li> <li>No allocated resource</li> </ul>	<ul style="list-style-type: none"> <li><b>Whole life</b> costing occasionally employed</li> <li>Some <b>pooling</b> of environmental expertise</li> </ul>	<ul style="list-style-type: none"> <li>CM team review aspects including:                             <ul style="list-style-type: none"> <li><b>Policies / Strategies</b></li> <li>Targets</li> <li>Action Plans</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>No policy</li> <li>Climate Change <b>aspiration</b></li> </ul>	<ul style="list-style-type: none"> <li>CM is <b>part-time</b> responsibility of an <b>individual</b></li> <li>No departmental champions</li> </ul>	<ul style="list-style-type: none"> <li><b>No</b> CO<sub>2</sub> emissions data compiled</li> <li>Energy data compiled on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Regular poster/awareness campaigns</li> <li><b>Staff</b> given ad hoc CM:                             <ul style="list-style-type: none"> <li>Communications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ad hoc financing for CM <b>related</b> projects</li> <li>Limited task coordination <b>resources</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Green</b> criteria occasionally considered</li> <li>Products considered in <b>isolation</b></li> </ul>	<ul style="list-style-type: none"> <li>Ad hoc reviews of CM actions progress</li> </ul>
1 <b>Worst</b>	<ul style="list-style-type: none"> <li>No policy</li> <li><b>No</b> Climate Change reference</li> </ul>	<ul style="list-style-type: none"> <li>No CM responsibility designation</li> </ul>	<ul style="list-style-type: none"> <li>Not compiled:                             <ul style="list-style-type: none"> <li>CO<sub>2</sub> emissions</li> </ul> </li> <li>Estimated billing</li> </ul>	<ul style="list-style-type: none"> <li>No communication or training</li> </ul>	<ul style="list-style-type: none"> <li>No internal financing or funding for CM related projects</li> </ul>	<ul style="list-style-type: none"> <li>No Green consideration</li> <li>No life cycle costing</li> </ul>	<ul style="list-style-type: none"> <li>No CM monitoring</li> </ul>

## Progress in Saving Carbon & Influencing Partners

	BOILERS	COMPRESSED AIR	HEATING	MOTORS	TRANSPORT	BUSINESS (Co's) OUTREACH
<b>5 BEST</b>	<ul style="list-style-type: none"> <li>Regular:                             <ul style="list-style-type: none"> <li>Efficiency monitoring</li> <li>"Preventative", regular maintenance</li> </ul> </li> <li>BMS systems set to reflect occupancy</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;T system analysed regularly</li> <li>Independent surveys</li> <li>Leak detection &amp; repair programme</li> </ul>	<ul style="list-style-type: none"> <li>Heating <b>strategy</b> includes:                             <ul style="list-style-type: none"> <li>Zoned controls</li> <li>Bottom-up issue reporting</li> <li>Weather correction</li> <li><b>Regular Reviews</b></li> <li>Advanced BMS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Motors are:                             <ul style="list-style-type: none"> <li><b>High efficiency</b> (VSD etc.)</li> <li>Correctly sized</li> <li>Only used when needed</li> </ul> </li> <li>Formal motor policy in place</li> </ul>	<ul style="list-style-type: none"> <li><b>Full-time</b> travel coordinator</li> <li><b>15% (min)</b> reduction target</li> <li>Integrated transport plan with:                             <ul style="list-style-type: none"> <li>Cycle paths</li> <li>Community car sharing</li> </ul> </li> <li>Internally: bicycle compound, showers &amp; drying room.</li> </ul>	<ul style="list-style-type: none"> <li>Award scheme <b>established</b> by city</li> <li><b>Kite-mark</b> recognising low carbon Co's</li> <li>Recognition of, &amp; regular PR opportunities for, low carbon Co's</li> <li>Endorsement of Carbon Trust</li> <li><b>Integration</b> of Carbon Management (CM) in LAA, LDF, AONBs with combined carbon reduction opportunities</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>Combustion conditions:                             <ul style="list-style-type: none"> <li>Maintained regularly</li> </ul> </li> <li>Results regularly logged &amp; <b>profiled</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Sub metering</b></li> <li>Distribution system continuously:                             <ul style="list-style-type: none"> <li>Managed</li> <li>Maintained</li> <li>Improved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Zoned</b> controls accommodate:                             <ul style="list-style-type: none"> <li>Local occupancy</li> <li>Temperature</li> <li>Times</li> <li>Regular review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Controls installed:                             <ul style="list-style-type: none"> <li>2-stage</li> <li>VSDs</li> <li>Timers</li> </ul> </li> <li>Log &amp; active replacement for all motors</li> </ul>	<ul style="list-style-type: none"> <li><b>Part-time</b> travel coordinator</li> <li>Target of <b>15% notionally</b> considered</li> <li>Thorough plan</li> <li>Car sharing schemes</li> <li><b>Some</b> cycle paths &amp; security</li> </ul>	<ul style="list-style-type: none"> <li>Award scheme <b>sponsored</b> by city</li> <li><b>Drivers</b> established to encourage low carbon Co's</li> <li><b>Micro website</b> dedicated to assisting business reduce carbon emissions</li> <li>Recognition of need to integrate CM in LAA, LSP, LDF, AONBs etc.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Meters on <b>all boilers</b></li> <li>Results regularly logged</li> </ul>	<ul style="list-style-type: none"> <li><b>Regular:</b> <ul style="list-style-type: none"> <li>Energy data <b>analysis</b></li> <li>Leak detection &amp; <b>reporting</b></li> <li><b>Optimization</b> of air pressure</li> <li>Maintenance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Controls have:                             <ul style="list-style-type: none"> <li><b>Weather correction</b></li> <li><b>24/7</b> time control</li> <li><b>Local</b> adjustment capacity</li> </ul> </li> <li>Ad hoc Review</li> </ul>	<ul style="list-style-type: none"> <li>Some:                             <ul style="list-style-type: none"> <li><b>High efficiency</b> motors installed</li> <li><b>Controls</b> on large motors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ad hoc travel coordination</li> <li>Target reduction of <b>10%</b></li> <li>Basic plan</li> <li><b>Ad hoc promotion</b> of cycling, walking and public transport</li> </ul>	<ul style="list-style-type: none"> <li>Award scheme co-sponsored by city</li> <li>Ad hoc endorsement of low carbon businesses in local media</li> <li><b>Some web pages</b> proffering energy efficiency advice</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>Operational controls:                             <ul style="list-style-type: none"> <li>In place</li> <li><b>Programme not changed regularly</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ad hoc:                             <ul style="list-style-type: none"> <li>Energy data <b>collected</b></li> <li>Leak detection</li> <li><b>Monitoring</b> of air pressure</li> </ul> </li> <li>Ops controls programmed</li> <li>Maintenance contract in place</li> </ul>	<ul style="list-style-type: none"> <li><b>Thermostatic Radiator Valves</b></li> <li>Timed controls are <b>24 hr only</b></li> </ul>	<ul style="list-style-type: none"> <li>Motors are <b>manually</b> switched ad hoc</li> </ul>	<ul style="list-style-type: none"> <li>Little travel consideration</li> <li>Target reduction of <b>5%</b></li> <li>Draft plan</li> <li><b>Some</b> public reference to walking &amp; cycling</li> </ul>	<ul style="list-style-type: none"> <li>Award scheme <b>acknowledged</b> by city</li> <li>Ad hoc reference to low carbon businesses and need for energy efficiency</li> </ul>
<b>1 Worst</b>	<ul style="list-style-type: none"> <li>Operational controls:                             <ul style="list-style-type: none"> <li>Manual</li> <li>Statutory maintenance only</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No control over operating times</li> <li>No metering</li> <li>Statutory maintenance only</li> <li>No user awareness</li> </ul>	<ul style="list-style-type: none"> <li>Boiler thermostat only control of temperature</li> <li>Single pipe heating system</li> </ul>	<ul style="list-style-type: none"> <li>Motors permanently on &amp; are replaced <b>like for like</b></li> </ul>	<ul style="list-style-type: none"> <li>No green travel policy</li> <li>No long term sustainable consideration of travel</li> </ul>	<ul style="list-style-type: none"> <li>No Award scheme</li> <li>No concerted endorsement in press/media/website</li> <li>No established city drivers for low carbon businesses</li> </ul>

How is your city doing?

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