

## **Subject: Setting the Mission and Energy Management Infrastructure**

### **Introduction**

Managing energy use is no different to any other form of management. It's about getting the best performance from resources available. And getting the best from those resources does not just depend on the energy supply and more efficient equipment alone. In fact, the major contribution comes from creating and maintaining an energy saving culture involving everyone throughout an organisation.

### **Setting the Mission**

Before taking any remedial actions, there needs to be a plan for energy management and before there can be a plan, there has to be a corporate energy mission statement or statement of intent. This would state what energy is currently being used, and sets progressive targets for energy reduction over time. For example:

*"Our energy supply is 100 megawatt hours per annum. Our mission is to achieve a sustained 20% energy reduction in first year, a further 10% reduction by end of second year, and a total of 40% by end of fifth year. By year 2020, 50% of energy will be from our own sustainable supply".*

In practice, it doesn't have to be perfect and can be modified from time to time. It is a statement of intent and the first step in establishing a regime of energy efficiency.

It can be developed to include carbon reduction and can parallel the certifications being introduced by Government i.e., Display Energy Certificates (DEC), and Energy Performance Certificates (EPC). It can also encompass the new Carbon Reduction Commitment requirement.

An organisation's energy efficiency cannot be optimised without a fundamental buy-in by all staff at all levels starting at the top. Once agreed, the mission becomes the overall energy Key

Performance Indicator (KPI) for the future against which the organisation's progress can and should be measured.

### **The Energy Management Infrastructure**

With the mission in place, the next step is to set up a structure through which it can be achieved i.e., who should be involved and how will it be managed. The answer to who should be involved is simple – everybody. From top to bottom of an organisation, every individual has to be energy saving aware and motivated to play a part in achieving the mission.

To establish the energy management structure, an energy committee will need to be formed and should include members of senior management. As cost saving is the underlying aim of the mission, it is important to have a senior financial manager as a member of the committee. The organisation's energy manager has a pivotal role in the success of the mission and should also be included. The first task of the newly formed committee will be to define and implement the organisation's energy management policies.

### **Energy Management Policies**

Policies will be refined and expanded over time. However, the initial aim is to put the meat on the bones of the mission, state the energy management focus of the organisation and specify the actions to be taken to achieve the ongoing mission.

Typically, energy management policies should seek to:

- involve all levels of staff, aiming to increase awareness of energy issues and encourage 'energy responsible' attitudes.
- use a share of savings payment scheme to avoid all unnecessary capital expenditure.
- improve cost effectiveness in producing a comfortable operating environment.
- protect the environment by minimising CO2 emissions.
- prolong the life expectancy of fossil fuel reserves.
- buy fuel at the most economic cost while ensuring security of supply.
- utilise the fuel in the most cost effective manner.
- reduce pollution levels caused by energy use.
- reduce, wherever cost effective, dependence on fossil fuels, through the use of good design and modern controls.
- control heating temperatures and periods in each building consistent with its pattern of use.

Every energy management policy should also include the installation of a monitoring system to display the amount of energy used. The adage, "you can't manage what you can't measure" is particularly true when it comes to energy. Without measurement, energy management is nigh on impossible. Monitoring systems are the subject of a separate Bulletin.

### **Subdividing the Mission**

In larger organisations, it may be appropriate to divide the energy saving mission into divisional or departmental energy saving targets. For each target, a smaller version of the corporate energy committee might be established, but it would probably be adequate to add energy targets to line

management responsibilities, with an incentive for achievement.

### **Staff Involvement in Achieving the Mission**

As stated previously, staff involvement is crucial to the success of every energy saving mission. There are many ways to include staff, some of which include:

- A special energy saving suggestion scheme
- Energy saving training.
- An energy saving Newsletter.
- Access to the corporate energy monitoring system to show mission progress at all levels.
- An award programme for ideas and achievements.
- Staff energy saving advice for their homes.
- An energy saving poster campaign showing achievements.
- An energy saving slogan for emails and notice boards.
- Real time displays of energy performance in prominent positions around the organisation.

For further information on the subject of this bulletin, or to discuss any particular points raised, please contact us.

NESS UK Limited  
Longriver House  
Whittle Parkway  
Slough  
SL1 6DQ

Tel: 07958 933094

Email: [info@ness.uk.net](mailto:info@ness.uk.net)  
Web : [www.ness.uk.net](http://www.ness.uk.net)

