



**Carbon Management Action Plan 2017**

No.	Recommendation	Action by Who	Action	Target Date	Progress Update
1	NUS Accreditation scheme - The Guild will participate in the next NUS Green Impact scheme in 2017 and have an aspiration to achieving an excellent standard	RRO, E& E Officer & Facilities Manager & E&E committee	Write paper to E&E committee explaining new format  Set up working group  Group to develop an action plan to achieving the agreed standard  Collection of required evidence  Submit workbook	November 4 <sup>th</sup>  November 2016  December 2016  Jan – April 2017  May 7 <sup>th</sup> 2017	Completed  Completed  Completed  In progress



2	The Guild will investigate funding of no less than 10% for environmental improvement projects through the carbon trust – if successful will seek to complete any such project through the Salix scheme through University Estates	Facilities manager	Apply to carbon trust for funding for up to 15% of a future project	July 2016	Completed
			Agree free of charge audit	Aug 2016 October 2016	Completed
			Get a carbon trust report & recommendations	Jan/Feb 2017	Completed
			Discuss report with Estates and agree a way forward	Easter/summer 2017	Completed
			Identify funding for an agreed projects and seek finance committee approval		
			Carry out agreed projects		

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3a	<b>General printing</b> -Following a new agreement for the printers in Guild, we will ensure that all users are accountable for their printing that they use in order to reduce the amount of printing by 5% on 2015 levels.	Facilities Manager	Resolve malfunction on Konica printers  Set 5% reduction targets for each department and agree how these will be measured for 2017 month by month.  Agree new contract with Konica so we can establish accurate usage by department  Review after 6 months	August 2016  January 2017  April 2017  June 2017	Completed  In progress  In progress
4	<b>Improving Fabric of building</b> – To continue to add secondary glazing to required areas of the building and to ensure implementation of agreed Loft insulation	As above/Estates	Secondary glazing to 5 windows in top offices  Secondary glazing to 4 windows in Green Room  To install loft insulation in the areas above the top offices	July 2016  August 2016  August 2016	Completed  Completed  Completed
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5	<b>Electricity</b> -The Guild will implement a number of proposed low energy projects from the University audit– see table 3.	Facilities Manager and E&E Committee	To implement 3 medium cost options.	April 2017	

6	<b>Franchises</b> - To have discussions with Franchises regarding the funding of lighting proposals in their rented areas and to aim to establish baseline figures for monitoring next year	Facilities manager and Estates	Discuss with Estates how we could develop graphs on electrical use for all metered Franchises for last full year  To meet with Franchises and discuss energy use  Review and recommend lighting proposals/other reduction measures to Franchises and have discussions about how these will be carried out	November 2016  February 2017 March 2017  April 2017	In progress
7	<b>Monthly monitoring</b> - Continue to review energy performance for the building and identify opportunities to reduce external energy purchasing.	Facilities manager	Monthly monitoring of energy use with Estates to ensure we meet this year's target of 5% reduction against 2012/13.  Communications to staff on usages  Staff session at staff forum	Ongoing  Ongoing  April 2017	On track  Ongoing
8	<b>Scope 3 Emissions</b> - Implement actions to measure Scope 3 baseline to develop initiatives to reduce Scope 3 emission	Facilities Manager and E&E Committee	See list of actions below	June 2017	
9	Business travel	Facilities manager and E&E committee	Obtain data connected with all Guild business travel  Implement travel management system (work with university)	April 2017  May 2017	



7b	Commuting	Facilities Manager and E&E Committee	Write an internal commuting system giving staff benefits ( using the University model)	May 2017	
8a	Waste and recycling	Facilities manager	Monthly monitoring of waste and recycling data to reduce general waste by 5% and increase mixed recycling for 2016/17	Sept 16 - May 17	In progress
8b	Water	Facilities manager	Work with Estates to establish monthly monitoring of water consumption to establish baseline figures for 5% reductions in 2017  Working with Estates to examine methods of reducing water use to help with 5% reductions targets for 2016/17	April 2017  As above	In progress