



Five steps to become an energy-saving local authority

Energy is one of the largest controllable overheads in many local authority buildings*. So in these times of restricted budgets, it's worth making sure you're maximising all the savings available to you. This five-step plan will help you do just that.

1: Understand your energy costs

You'll know from reviewing your energy bill that it's made up of two main charges: **energy costs** and **non-energy costs** – and you'll need to tackle both if you're to see a significant reduction in your overall bill.

Your **energy costs** are determined by the price of wholesale electricity. But you can reduce this cost by being clever in how and when you use energy, and by educating staff about the importance of energy efficiency.

Your **non-energy costs** – which typically make up the majority of your bill – cover things like your use of the grid and decarbonising of the UK's electricity supply.

The good news is we can help you reduce these with some simple changes to how you manage your energy – and support you in explaining the complexities of managing non-energy costs to the budget holder (see this [cheatsheet](#) explaining non-energy costs).

2: Identify any energy-saving changes you can make

Start by using any existing systems to their full capacity. If your building management system allows you to set zones and times for heating, make sure you do this. Also: are thermostats located in the correct places? Too much sunlight or cold air could upset how these work. Thermostats and radiator controls should be set to 19-21°C in offices, but in leisure centres where people are active, you could reduce this to 16-19°C**.

With our auditing and live monitoring tools, you can better understand how you're using energy, identify savings opportunities and track performance. **PowerReport**, our remote and rapid solution, gives you the quickest overview of all your sites with minimal disruption. Or we also have **PowerNow**, a detailed solution with a digital dashboard, which gives you live consumption insights into individual energy assets, so you can make ongoing efficiency improvements.

Local authorities spend about £750 million a year on energy*

3: Maximise available support

As an EDF Energy customer, you have free access to a full range of support services at edfenergy.com/NEPO and free webinars on all sorts of topics.

Our specialist support services – like our free **Triad Alert service** – could help you save energy and money too, by identifying when you're using electricity and moving non-essential tasks (like cleaning) to outside peak times, when energy is cheaper. One customer saved £10,000 a year just by shifting their laundry to run one hour later. We also offer a free Personalised Saving Plan and Maximum Import Capacity Review – both of which can help you become more energy savvy and reduce bills with very little effort.

4: Promote saving energy amongst staff and the public

One of the most effective ways to reduce energy consumption is by educating staff. Involve them and ask for their input: where do they think energy is being wasted? Remember that the cleaning staff are probably the last ones to leave the buildings at night, so get buy-in from everyone: from the Chief Executive to external contractors.

Consider running a 'switch off' campaign promoting the benefits of saving energy. Focus on the impact on staff resources (less money spent on electricity frees up money that could be spent on new equipment) and the benefit of improved working conditions (it's more pleasant to work in an office at the right temperature). Kent County Council ran a 'switch off' campaign and left a sweet on the desk of everyone who had switched off their monitor and computer overnight. 6 months later, 98% of computers and 86% of monitors were turned off.** You could also appoint Energy Champions to check lights and appliances are switched off at the end of the day. Just monitoring the lighting alone could reduce your costs by 15%.†



5: Invest in energy efficiency

Consider installing timer switches to turn off ICT equipment at the end of the day and light sensors in toilets, storerooms or meeting rooms. Sensors can save 30% on lighting costs**. Don't forget to switch off hot drinks machines and vending machines at night and weekends. If left on continuously, a typical vending machine can cost around £120 per year in energy costs alone.***

Small refurbishment changes to consider include installing draught lobbies (a double set of doors), or wiring lights on separate controls so that those near windows can be switched off independently to those elsewhere in the room.† A regularly serviced boiler could knock 10% off annual heating costs.** More extensive upgrades include switching to a combined heat and power (CHP) system, as these can reduce energy bills by 20-30%.** And don't forget to talk to us: we're always looking for ways to help you become more energy efficient.

Are leisure centres, libraries and schools in your portfolio? Ask your account manager for copies of our bespoke guides on saving energy in these sectors