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## **Energy Efficiency Policy**

Foresight North East Lincolnshire Ltd is committed to the responsible management of energy and water. By efficient management of these resources the organisation aims to minimise expenditure and environmental impact while maintaining health and safety standards and an acceptable comfort level for staff, service users, volunteers and other building users.

This policy statement will be implemented through a nine-point plan.

### **1. Responsibility**

The overall responsibility lies with the Trustees of the organisation. Day to day energy management responsibilities lie with the operations manager working in conjunction with the policy and direction set by the Staff Energy Team. The Energy Team will meet bi-monthly to review progress, plan initiatives and prepare reports for submission to the Trustee Board.

Staff will have a responsibility to set a good example to service users and volunteers who can also make a significant contribution to end-use energy efficiency.

### **2. Energy Selection and Purchase**

Foresight North East Lincolnshire Ltd negotiates with utility providers currently undertakes energy purchase. The finance officer will check invoices monthly against meter readings for gas, electricity & water on behalf of the organisation.

### **3. Energy Information**

Electricity, gas and water meters will be read weekly and closely monitored against expected usage. Abnormal consumption will be investigated and corrective action taken. Each year realistic energy targets will be set and monitored regularly.

### **4. Maintenance**

Energy conversion plant, distribution systems and energy using equipment will be correctly maintained to avoid energy and water wastage.

### **5. Awareness**

The organisation will adopt a Whole Organisational Approach involving everyone associated with Foresight and the centre. Regular awareness initiatives for staff, service users and volunteers will emphasise the cost and environmental benefits of saving energy and water and how to avoid waste. Energy saving information will be provided to catering and cleaning staff. All staff, service users and volunteers will also be provided with information on how to save energy at home.

### **6. Investment in Energy Efficiency**

Savings achieved by good housekeeping measures will be reinvested in energy efficiency projects. Where available grants will be sought to improve energy efficiency. An energy survey of the building will be updated annually with costed proposals.

## **7. Design**

Energy efficiency will be taken into account in the design of new building projects and during any refurbishment. Energy efficiency will be considered in the purchase of all new equipment, e.g. computers, catering equipment.

## **8. Reporting**

The Energy Team will prepare an annual energy performance report. The report will be submitted to the Board of Trustees. Action points formulated as a result of the report will be included in updatings of the organisational development plan.

## **9. Review**

This policy will be reviewed and updated periodically, in line with the cycle of policy updates identified by the organisations policy development procedures.

This information is also available in other formats, languages and picture format upon request.