



## Energy Guardians contribute by;

- Reducing energy usage

In 2007 Leeds City Council had to invest over £10million in electricity alone, this will continue to rise as a result of the global energy increases. In a trial that encompassed 25 council buildings, EGs contributed to a saving of 90,000kWh for the quarter! Special one off Big Switch Off Events were also conducted on targeted buildings using EGs from all over the council to check buildings on a Friday night for un-switched off equipment, and then the energy savings were measured.

- Reduce greenhouse gas emissions

Reducing energy use will lead to a reduction in the amount of greenhouse gases that we at Leeds City Council emit. Since 2009 the National Indicator 185 requires us to report on and reduce our greenhouse gas emissions.

- Energy efficiency knowledge and behaviours

The EGs can help teams to learn more about energy saving and how to “get into the habit”.

## How it works

Each Energy Guardian works in a unique team; different people, different appliances, different types of building, different jobs. Each team may require a different approach to encouraging behaviour change.



*A 'Big Switch Off' briefing in a building's reception area. The Energy Guardians then comb the building floor by floor on a Friday evening turning-off left-on computers and other electrical equipment leaving 'turn off' and information notes for staff to see on Monday morning. Meter readings compared to other weekends are then made.*

The EGs may use a combination of tools varying from leaflets, booklets and posters to newsletters, drop-in events, whatever will appeal to their colleagues the most.

## Help and support

Each EG receives an Energy Guardian pack with booklets, posters and leaflets and additional resource are available to download from the EGs site on the Intranet.

Quarterly EG meetings take place to help pick up issues, share knowledge and discuss means to address specific problems or required behaviour changes in our colleagues and to suggest changes to management.

## What to do Project Re-evaluation using Ketso – Next steps in the direction of the EG Programme

Following the last Big Switch off campaign, and in light of feed back from EGs and our own assessment of issues with changing management support for EGs, the Environment Policy Team (EPT) and the EG campaign having run now for 3 years, it was decided to hold an EPT Team meeting to look at the direction and outcomes of the EGs and to consider what next should be done.

It was determined that we should try out Ketso to see if this helped bring clarity and an agreed action plan to determine and help deliver the future EG campaign.

Jonathan Eyre was assigned the task to facilitate the meeting using Ketso

**First** a room was reserved



Nice room with large table.



**Second** a timetable was produced prior to the meeting

This was then pinned on the wall and agreed; and used to help keep us to time and remind us where we were on the project review process.

There were five people from our team present , two who were responsible for the EG campaign and organisation, one from our admin support team who was also an EG, our team manager and Jonathan, acting as a facilitator.

Jonathan then introduced people to the Ketso system, talked about keeping to time and reminded everyone what the aims of the process were, including the potential to float new ideas and challenge present outcomes.

**Third** the Ketso cloth was laid out with some themes written on the branches and discussion started following the timetable and leaves were added and grouped.



Leaves colour code – set by Jonathan at the inception

Yellow = What is working well?

Yellow = What would success look like?

Brown = Using existing resources better.

Green = What could be done better?

Silver = Review what the barriers to achieving goal.

Branches – Some set by Jonathan, but others added to during the session

Resources

Present Outcomes

Challenges

Volunteers

(new) Outcomes

Management

Reporting

Monitoring



From this we developed an action plan table based on the themes of concern with allocated responsibilities and associated time scales.

<b>ENERGY GUARDIANS – KETSO ACTION PLAN</b>					
<b>THEME</b>				<b>ACTIONS</b>	
<b>Better feedback</b>				<b>Month 1 (May)</b>	<b>Responsible</b>
Better feedback	DEC?	Top 100	Action list for buildings from BSO2	Make information available to people	Sam and Amanda
Better feedback (into EGs and issues from EGs)	Ranking	Have you been BSO'd?		Access and promote DEC's	Sam and Amanda
EGs more enthusiastic	My buildings energy use	New software system		Quarterly meetings – May, Sept and Jan	Sam
				Team Talk	Amanda
				EG items	Amanda
<b>Powerless - What's the point if nothing changes?</b>				<b>Months 3 to 5</b>	
	Want more teeth	Team meetings - standard agenda item under H&S	John Kearsley CPM	Establish if possible to discuss EGs under H&S agenda item	Jon
Micro measuring People feeling powerless to make change	BSO - number of units reduced		Money - grants	Establish budget (actual and potential)	Jon
	Energy saving numbers	Competition prizes	Cost of kit BEEP		
building ownership	More than BSO	Projects to do ie audits/BSO	Micro meters (equipment)	Define roles and set projects	Sam
Defined activities	Raised issues but no change		Launch competition		
Clarity of role			Information pack for CE		Amanda
<b>Senior management – Service Implementation Plans (SIPS) Sustainability in processes (Building a Leeds Legacy)</b>				<b>Month 6</b>	
	Senior management get EGs	Good news stories Promotion CE buy in			
	How many EGs?	EG to present information pack			
Management support	Communicating with new CE	CEO as champion	Staff News item by Christmas 2010		Amanda
	Alignment with CPM	By staff, for staff	GOAL ONE		
		Building a Leeds Legacy			

### Comments from Team Members who used Ketso;

‘ We would never have systematically looked at the width of issues around the Energy Guardians if we had not used Ketso’

‘ interesting process to gather thoughts and concepts and provide structure that should hopefully result in effective action’

‘Harder than I thought to set up the themes (branches) and I would need more experience in the process to improve the effectiveness of my facilitation ‘

‘It helped work though a complicated project in an organised way and pick out key objectives’

‘a good concept which produced an end result that was lead to rather than developed though abstract thinking’