

Herefordshire Council Resource Efficiency Code of Practice



The Council is committed to using resources effectively in order to release funds for front line services, increase efficiency and cut waste & environmental impact.

ENERGY Avoid use where possible...Use efficiently...Buy renewables

49% of staff support reductions in energy use

When you are out of the room for a short period (over 15 minutes) turn off

- ◆ All lights and
- ◆ Computer monitors

When you leave the office for the day turn off

- ◆ All lights in empty rooms
- ◆ Computers, monitors, printers, photocopiers
- ◆ All other equipment

Close windows/blinds: this keeps heat in during the winter and out during the summer

Wear appropriate clothing for the weather/season and adjust the temperature of your working environment to a comfortable level while minimising the use of heating and air-conditioning

Council offices run on 100% renewable electricity - emitting no greenhouse gases

Electricity costs are rising and so is our consumption: Council sites use 6.9 million kilowatt hours (kWh) costing £365,000 a year. Our 2,000+ monitors each use an average 50W per hour. Computer base units use 40Wh and around 20Wh even when switched off – you have to turn off at the wall to cut use to zero.

The authority uses 4.1 million kWh to heat Council buildings, costing £50k a year - £1000 a week.



USING LESS Avoid use where possible...Reduce use...Use efficiently...

51% of staff support controls on use of paper & other resources

Copying hierarchy:

Read on screen...photocopier...laserjet...inkjet

Set your printer & photocopier defaults to 'double-sided' printing & 'ink/toner saving' or 'fast print'.

Use [refurbished print cartridges](#) & save around 50% of costs

Use your photocopier effectively to save paper, toner and energy

Don't print unless necessary

- ◆ Read documents and make revisions on-screen
- ◆ Check print run numbers carefully
- ◆ Use colour sparingly
- ◆ Use scrap paper to print out drafts/emails etc

Use mugs & glasses rather than disposable plastic cups

Inkjets cost more per sheet than lasers, which cost more than printing via a networked photocopier.

Click to [link to 'set printer defaults'](#).

[WMS Green List](#)

The authority spends nearly £3,000 a month on paper.

Mary Tittle on 0597 will let you know your local expert.

Council staff photocopy over 6 million sheets a year & use over 10 million sheets in total – equivalent to 5,500 sheets each per year. A full colour sheet costs 50 times more than a black and white letter.

Plastic cups cost 1p each + we pay to throw them away

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Continued...

Send documents by email rather than post whenever possible

1st class stamps now cost 30p ...

Don't post to Council offices – use internal post

Envelopes cost c.1p each

Use old or multi-use envelopes for internal use

Recycle paper, plastics bottles, cardboard, cans & printer cartridges etc where possible through the Council weekly collection scheme

Council offices recycled over 49 tonnes of paper in 04/05. See your site's Officer in Charge.

Make sure recycled materials can find a market:

State 'Recycled' on 'Herefordshire In Print' [order form](#) in 'Additional Production Information' box

- ◆ **Specify recycled paper for print jobs where appropriate**
- ◆ **Use recycled paper & brown envelopes (viz C5s)**
- ◆ **Use other recycled / low impact office products**

[WMS Green List](#)

CUTTING WASTE Avoid use...Reduce...Repair/Reuse...Recycle

57% of staff want to see reductions in Council waste and more recycling

Reduce the number or size of bins at your premises by cutting waste &/or increasing recycling

Council services pay over £25,000 a year to dispose of 6 tonnes of office waste a week.

Offer your surplus equipment to other services

See "[Having a clear out?](#)"

92% of white photocopying paper bought from WMS is made from recycled materials

TRANSPORT Use the most environmentally friendly option practical for your journey
Walking/Cycling - Public Transport - Private Vehicle (shared)

- ◆ **Why not share journeys with colleagues and plan your route to minimise mileage (& claim an extra 5p/mile)**
- ◆ **Walking between offices is often as quick as driving**
- ◆ **Cycle payments are now 20p/mile and many offices have free pool bikes (apply to Transportation for one if there isn't one at your building)**
- ◆ **Flexible or home working allows you to adjust your working day to avoid congestion - check with your manager**

Business mileage costs the Council almost £1million pa
Transport emissions have forced the declaration of Air Quality Management Areas in central Hereford & Leominster (imminent).
Lift sharing one day a week can reduce fuel costs by 20% - www.twoshare.co.uk
Also see [staff travel plan](#).

Give public transport information for meeting venues
Try conference calling instead of meetings – you can connect with to up to six Council staff this way, including one external caller
Try video conferencing

www.herefordbus.info

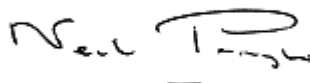
See the Telephone Extension User Guide.

Shared use [pilot](#) with Owen Williams underway.

19 pool bikes are available at 13 Council offices: see the Council's [staff travel plan](#)

Figures are best available approximations, based on 2003/4 unless stated otherwise.
Figures on staff views are taken from the Staff Opinion Survey 2004

Agreed by Chief Executive



27th June 2005