

# OPPORTUNITIES/PROJECT REGISTER PROCEDURE



**THIS DOCUMENT SUPPORTS THE COUNCIL'S ENERGY POLICY (ENPOL2013)**

## Contents

### VERSION CONTROL

This document is reviewed annually to ensure it is accurate and up to date.

No.	Version	Date	Initials	Description
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## **1 APPLICATION**

This procedure applies to all elected members, employees and contractors of the City of Edinburgh Council (CEC).

## **2 BACKGROUND**

The City of Edinburgh Council has put in place this procedure to outline the process for maintaining and updating the opportunities and project register of all projects directly relating to energy management within the Council. This document has been created to support the Council's energy management policy (ENPOL2013).

## **3 OPPORTUNITIES IDENTIFICATION**

Opportunities for energy efficiency projects are identified in a number of ways:

- Data monitoring and analysis (See Measuring, Monitoring And Analysis Procedure );
- Information provided by occupants/contractors;
- Energy audits carried out by City of Edinburgh Council staff;
- Energy audits by external energy contractors;
- Building Energy Management systems (BMS);
- Maintenance;

A variety of different individuals can be involved in this process included Council staff occupying premises, Council staff with a direct energy responsibility (See Governance Procedure), external support services or external contractors.

All opportunities which arise are assessed and recorded within the opportunities/project register, a live document owned by the Technical Support Services team. Contributors are advised to contact the Technical Support Services team to provide details of potential opportunities observed or notified of to ensure they can be tracked.

Opportunities are assigned to an individual to pursue further action and deadlines are created for whether to progress or shelve an opportunity. A tracking system is in place where projects are colour coded based on the likelihood of becoming fully integrated projects.

## **4 OPPORTUNITES ASSESMENT**

Opportunities once recorded are further investigated with particular emphasis on the following criteria:

**Maintenance or Energy Efficiency**

The opportunity is assessed to determine whether it is routine required maintenance only or an energy efficiency opportunity. Where the project is a maintenance/refurbishment or design project the appropriate Council department should manage the project with the support of the Technical Support Services team where required.

**Current work in progress**

The project is assessed to ensure that it is not already being carried out or could be added into an existing program of work.

**Financial viability**

At a minimum this includes assessment of available funding and payback period. The Council is trying to integrate a whole life costing approach to this assessment but this is still in the process of being developed.

**Energy and carbon savings potential**

Calculations are conducted to determine the energy and carbon savings that can be achieved and compared to the financial requirement to conduct the project.

**Resource requirement**

Out with financial resource, the human and time elements of the opportunity will be assessed.

**Consequential improvement**

Some opportunities may not exist exclusively and may benefit from additional works or may arise as the result of a works that have been conducted. These aspects will also be considered.

All of the aspects considered, the opportunity is then classed as not viable or transferred over into the project register.

## 5 PROJECT REGISTER

Once an opportunity has been confirmed as viable it is then transferred onto the [project register](#). This includes more detail on the project, expected and actual savings in terms of energy, carbon and financial. This register should be used to track the status of a project and demonstrate if expected savings are equivalent to the actual savings achieved. This information will then be included in any monitoring and management reports (See Measuring, Monitoring and Analysis Procedure).

## 6 CONTINUAL IMPROVEMENT

The project register is continually updated to detail the status of opportunities and projects which have been taken forward by members of the Technical Support Services team. The format of the register is also reviewed to ensure the correct level of detail is recorded to inform future projects of a similar nature.