



Supplier Guidance Document

Energy and Fuel Use Data from St Albans City and District Council Outsourced Services

Version 3.0

October 2019

1.0 Background

- 1.1. St Albans City and District Council (SADC) is committed to tackling climate change and to taking a lead in reducing greenhouse gas (GHG) emissions from its own operations and across the District.

- 1.3 Measurement of the Councils GHG emissions requires the collection of data on energy and fuel use in SADC owned or controlled buildings and transport. Large contractors are also included where they deliver a service on behalf of the Council. We therefore require our largest contractors, or those deemed to produce a significant source of emissions, to provide us with energy and fuel use data for those services that they provide on our behalf.

2.0 Benefits

- 2.1 Reducing the amount of energy an organisation uses is one of the fastest, most effective ways to save the organisation money. The collection of data for the annual GHG report provides an opportunity for both the Council and its suppliers, to assess current energy and fuel use, and to highlight areas where further savings can be made. This is important in a time of rising fuel costs.

- 2.2 The reporting of the Council's emissions provides a welcome opportunity to recognise both our own, and our contractor's progress in reducing both environmental impacts and costs. Demonstrating that your organisation is proactive and effective in reducing environmental impacts will also improve your reputation as a socially responsible business and could help attract customers, employees and investors.

- 2.3 Finally, by monitoring and recording energy and fuel use, it may help your organisation stay ahead of new or expected Government initiatives to reduce emissions and limit the extent of climatic changes such as the Carbon Reduction Commitment (CRC).

3.0 Information Required

3.1 If your organization is included within this reporting requirement we will ask you to provide us with data about the annual energy and fuel consumption associated with the buildings and transport used in providing your services on behalf of the Council.

3.2 The following information will be requested using the supplied spreadsheet:

Buildings and Property Data - Site Name, Energy type (select from list e.g Electricity, Gas, Oil, Coal), Amount of fuel, Unit (kWh or litres)

Transport Data Required (fleet or business travel only) – Site/group, Transport Type (select from list e.g. petrol or diesel car, rail, air, HGV), Distance travelled or fuel used, Unit (km or litres)

3.3 We will also require suppliers to provide information about any specific activities which may explain either reductions or increases in energy and fuel use in the reporting period.

3.4 The Supplier Emissions Reporting Spreadsheet is available within the Sustainable Procurement Section of the Council website.

4.0 Gathering the Data

4.1. Buildings energy data should be available from electricity and gas bills. If your organisation has an Energy Department/Manager, then they should be able to provide you with this information as well as any information about any other fuels used.

4.2. Gathering data about vehicle fleet movements and business travel may be available from fuel purchase receipts, records of mileage travelled, expense claim systems, maintenance records, milometer readings.

4.3. The energy and fuel use data you provide should be apportioned to the services you provide to SADC only. Generally this would be done on a

contract value basis but you could also apportion it by staff numbers or floor area.

5.0 Accuracy and Quality of Data

- 5.1. All energy and fuel use data provided should be as accurate as possible. The data should be robust and be accurately measured for year on year performance.
- 5.2 Electronic or paper copies of all the data that you provide to SADC and any supporting documents should be retained by your organisation and copies issued to SADC, to ensure transparency and traceability should the data be audited.
- 5.3 If emissions are shown to be unexpectedly high or low, then the source data and supporting documents may need to be checked to confirm the emissions.

6.0 Timescales and Contact

Reporting Frequency:	Annual
Reporting Year:	1 April - 31 March
When we need this data by:	1st June every year
Contact Details:	Candice Luper, Sustainability Projects Officer
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