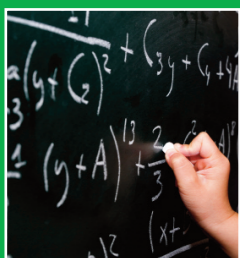


invoices and will comply with regulations more easily. They will also be able more readily to identify areas of wasted energy and, as a result to lower their energy bills.



For every tonne of carbon a school saves, it will not only reduce the number of carbon allowances needed but more importantly save approx £200 on its energy bill.

5 Save Energy

The purpose of the CRC is to reduce energy consumption and carbon emissions not just to gather data. Therefore schools should develop a plan to reduce energy consumption. This could include simple steps such as switching things off when they are not being used, installing motion or light sensors, ensuring heating is properly controlled and implementing other longer-term investments. As the responsible person, Local Authorities are likely to make suggestions for energy and carbon saving measures. Other information about saving energy is available from many sources, such as: *Sustainable Schools*: www.teachernet.gov.uk/sustainableschools
Carbon Trust: www.carbontrust.co.uk
BRE Sustainable Learning Programme: www.sustainablelearning.info
Eco-schools: www.eco-schools.org.uk

This Guide has been produced as part of the London Energy Project (LEP). It was formally commissioned from Pulse 24 Ltd by the London Borough of Haringey acting on behalf of the Capital Ambition partnership, the funders of the LEP. Its purpose is to provide assistance to and raise awareness within Local Authorities and schools in respect of the CRC. It was prepared in good faith and is not a comprehensive summary of all aspects of the CRC. As of June 2009, the CRC scheme is still subject to enactment through regulations, before coming into force in early 2010. Whilst reasonable steps have been taken to ensure the information contained within the Guide and associated tools are correct, you should be aware that the information contained in it may be incomplete, or may have become out of date. In addition although every effort has been made to establish and follow a robust reporting method, the accuracy of the information provided cannot be guaranteed. Accordingly, LEP, Capital Ambition and their members, and Pulse 24 Limited, their collaborators, agents, contractors and sub-contractors make no warranties or representations of any kind as to the content of this report or its accuracy and, to the maximum extent permitted by law, accept no liability whatsoever for the same including without limit, for direct, indirect or consequential loss, business interruption, loss of profits, production, contracts, goodwill or anticipated savings. Any person making use of this Guide and associated tools does so at their own risk. When any Local Authority or other person is considering the specific implications of the CRC for them or what action they should take in respect of any initiative, proposal or other involvement with any public private partnership, they should take specific legal, financial, technical and/or other relevant professional advice, as appropriate. Where products names or solutions are mentioned this is not intended to be nor should it be interpreted as an endorsement of, or recommendation for, any supplier, service or product.

Where can the school get support?

From your Local Authority. The covering letter supplied with this leaflet will tell you who to contact. In addition, Local Authorities can normally buy energy more cost effectively. This has a number of benefits:

- The Local Authority will automatically receive the data it needs for the CRC reducing the administrative burden on schools. The school should still read meters or install AMR.
- The Local Authority has access to aggregated, risk managed energy contracts from central purchasing bodies, which typically provide savings of 10%. Visit: www.capitalambition.gov.uk/londonenergy and www.ogc.gov.uk/energy
- As a bonus, many central purchasing bodies, via their energy suppliers, are offering free or reduced cost AMR installation.

When must this be done?

- 1 Request annual statement for all electricity supplied during the Calendar Year 2008 and send this data to your Local Authority **NOW**
- 2 Start recording energy use and collating an Evidence Pack **FROM April 2010**
- 3 Request an Annual Statement from all your energy suppliers, covering the period 1st April 2010 to 31st March 2011 **BEFORE 28th FEBRUARY 2011**
- 4 Provide Evidence Pack to Local Authority **BEFORE 30th JUNE 2011**
- 5 Repeat steps 3 and 4 each year
- 6 Start saving energy – **NOW**

For more information about the Carbon Reduction Commitment visit the Department for Energy and Climate Change's website www.decc.gov.uk/crc

The Carbon Reduction Commitment and Schools

New statutory duties for Foundation and Trust, Voluntary Aided, Voluntary Controlled, City Technology Colleges and Academies



Schools have an important role to play as models of good practice for their pupils and the communities in which they live.

We know that around 15% of public sector carbon emissions arise from activities in the English school system and about one third of this is from energy use in school buildings. The Government wants all schools to be sustainable schools by 2020 – not just promoting sustainable development through their teaching but also through their management and engagement with local communities.

Schools participation in the local authority carbon reduction commitment is an opportunity to work together for mutual benefit. Local authorities will want to support schools to achieve greater energy efficiency, helping schools to save money through reduced energy bills. Sustainable schools, focusing on reducing their use of resources, create a healthier school environment and influence the behaviour of pupils and their families.



This leaflet has been produced by the London Energy Project supported by Capital Ambition and London Councils

Important – Your New Statutory Duties Explained

This leaflet explains the statutory responsibilities of schools in complying with the new Carbon Reduction Commitment (CRC) Regulations starting in April 2010. Carbon Reduction Commitment in Schools

The Carbon Reduction Commitment imposes legal obligations on approximately 6,000 private and public sector organisations throughout the UK, including Local Authorities. Although aimed at reducing carbon emissions the CRC is not only about sustainability or reducing energy.

It is a mandatory emissions trading scheme and requires qualifying participants to purchase allowances to cover their actual carbon emissions each year. Money will be recycled to participants, but the amount they receive back may be more or less than the cost of allowances purchased. This recycling payment is dependant on each participant's effectiveness at reducing their energy use (measured against others in the scheme).

Does this include all schools?

Most state-funded schools (including Foundation and Trust, Voluntary Aided, Voluntary Controlled, City Technology Colleges and Academies) will be included in the scheme and will be the responsibility of their Local Authority. This will apply even if a school buys its own energy and pays its own bills. Independent schools will not be included unless they qualify in their own right. Schools operated under a PFI contract will be the responsibility of the PFI Operator if the PFI Operator is the Counterparty to the Energy Supply Contract (ie pays the bills). However, if a PFI school or its Local Authority pays the energy bills directly, the Local Authority will be responsible.

What does this mean for schools?

Local authorities will be responsible for the energy use emissions for most schools in their area. As a result, these schools will have legal and administrative responsibilities within the CRC.

The regulations define schools as Associated Persons. This means that schools have a statutory duty to provide reasonable assistance and gather all data which relates to their energy use and provide this each year to their Local Authority. The Local Authority will determine qualification and calculate a CRC Footprint as necessary. It is also responsible for submitting an annual report.

Schools are advised to gather copies of all energy bills including those for solid and liquid fuels.



The emissions of each school must be covered by an allowance bought by its Local Authority. This will be reimbursed at the end of the year with either a financial penalty or bonus according to its relative performance.

The Local Authority may not charge the school for allowances purchased but it may charge the local Schools Budget (and, if it wishes, individual schools) for any loss or gain incurred as a result of performance by schools collectively.

What does this mean for Local Authorities?

Local Authorities have been defined within the regulations as Responsible Persons. This means that they must record and collate information about the energy consumption from their defined sources, including their schools. The Local Authority must also purchase and surrender allowances to cover their actual emissions as well as submitting an Annual Report.

For the first three years, the cost of allowances is fixed at £12 per tonne, but after this period, the price will be set by the market and sold through an auction process. Each year the responsible person will receive money back in the form of a recycling payment, which could be more or less than it paid according to its relative performance in reducing emissions.

A typical Local Authority will have to buy allowances upwards of £0.5M per year. It is estimated that between 30 to 60% of the total cost of their allowances will relate to the emissions from their schools.

What must a school do?

If your school buys and pays for its own energy supplies, it is suggested you carry out steps 1-5 below. If your Local Authority (or PFI operator) manages your energy contracts, then as the responsible person it will carry out steps 1-3.

Actions needed:

1 Request an annual statement from your energy suppliers

Energy suppliers must provide Annual Statements when requested. You will need the MPAN/MPR numbers. Remember, if you have changed supplier you will need to request statements from both sets of suppliers. You should do this every year before the end of February. The supplier has 4 months to provide its statement. The statement should be placed in the school's Evidence Pack.

Electricity bill

MPAN number

Meter serial number MSN

This balance is due for payment by 17 Dec 2007

Line Type	Meter ID	Previous Read Date	Present Read Date	Price
Day Unit Charge	P93FB00157	01/11/07	30/11/07	6.333 p/kWh
Night Unit Charge	P93FB00157	01/11/07	30/11/07	3.791 p/kWh

Gas bill

Meter serial number MSN

Meter Reading Information

Meter Number	Current reading	Previous reading	Corr Factor	Volume	Unit Type	Constant	Units
M160A0008906A	198525	191238	1.02264	7451.978	SCMH	1.0	81557

E - Denotes estimated reading, S - Denotes customer reading

Your MPR number is: 9116655807

MPR number

2 Collate an Evidence Pack

The school should keep all of its energy bills together, noting the number of kWh, litres or tonnes of fuel used. The school should also check that the invoices relate to all of its meter points. (see examples above). This information should be added up to form a total consumption figure each year.

3 Report the data

The school has a statutory duty to provide reasonable assistance. This means the information from at least step 1 must be provided to the responsible person by the end of June each year. However, it is best practice to carry out both steps 1 and 2, also providing a copy of the Evidence Pack to the responsible person.

4 Read meters regularly

Schools are advised to read all of their energy meters monthly. All readings should be recorded in your Evidence Pack. Relevant Health and Safety precautions should be taken. These readings should be provided to the responsible person as part of step 3 above. It is also recommended to read meters every time invoices are received to ensure the correct amount of money is being charged by the supplier. Schools with Automatic Meter Reading (AMR) are unlikely to receive erroneous