



## Water Management Procedure

Title:	Water Management Procedure		
Ref:	EP33		
Issue:	6	Sheet:	1 of 5
Issued By:	Energy Management Officer	Date:	15/04/14
Approved by:	Environmental Manager	Date:	24/04/14

- 2.0 Objective**  
To minimise our Water Consumption in Non-Domestic Buildings and encourage sustainability and conservation of Water Use.
- 3.0 Target**  
None set at moment.
- 4.0 Target Date**  
N/A
- 5.0 Performance Indicator**  
N/A.
- 6.0 Relevant Policy**  
PI relates to the following policies/objectives;  
Environmental Policy. Sustainability Strategy.
- 7.0 How the PI will be Calculated**  
To calculate the Water reduction PI above. Water consumption is to be gathered through the Meter Reading system established for undertaking Electricity and Gas meters reading.  
  
Water meters are hard to find and read and therefore only meters where it is safe and easily accessible will be used to establish the Water reduction PI target.  
  
The PI will be calculated using the following formula:  
  
The difference in Water Consumption between the previous year and the current year **(A)** *Divided by* the Water Consumption in the previous **(B)** *Multiplied by 100* or  
  
$$\frac{A}{B} * 100$$
- 8.0 How will the PI be met?**  
Through implementation of Staff Awareness Campaigns, Water Saving Works (inc Water Butts/Rainwater Harvesting)
- 9.0 Frequency**

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The PI will be calculated annually, with quarterly calculations to determine progress of meeting the Performance Indicator target.

**10.0 Who Measures**

Energy Management Officer

**11.0 Green Dragon Performance Indicator Procedure (Information Gathering)**

To calculate the Water Reduction Performance Indicator, the following procedure will need to be adhered to:

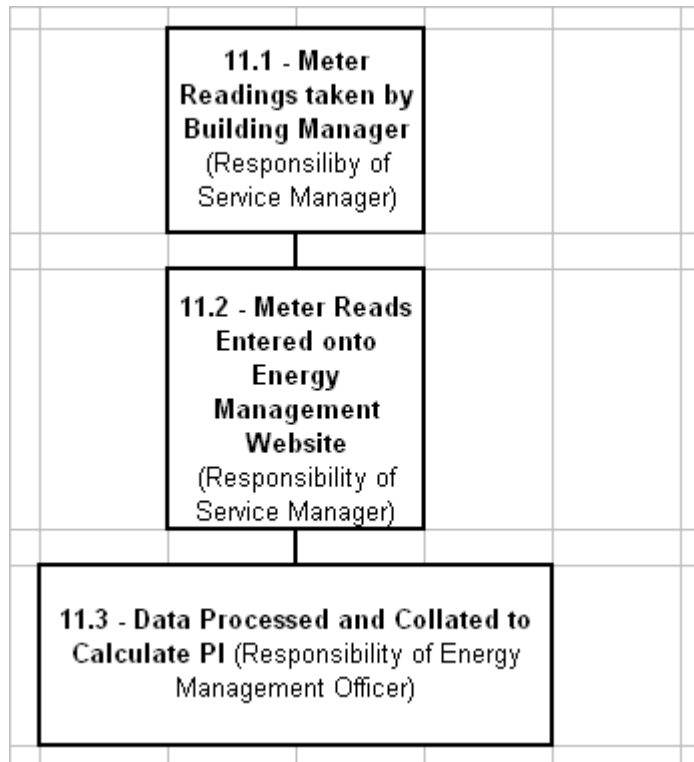
11.1 Meter Reading to be taken by Building Manager/ASO's, *(Responsibility of Area Manager)*

11.2 Meter Reading to be placed onto Energy Management Website, *(Responsibility of Area Manager)*

11.3 Meter Read information to be collated, recorded and analysed to provide quarterly PI by Energy Management Officer.

The information above can be summarised in the Data Flow below:

11.4



**12.0 Action on Performance Indicator Information**

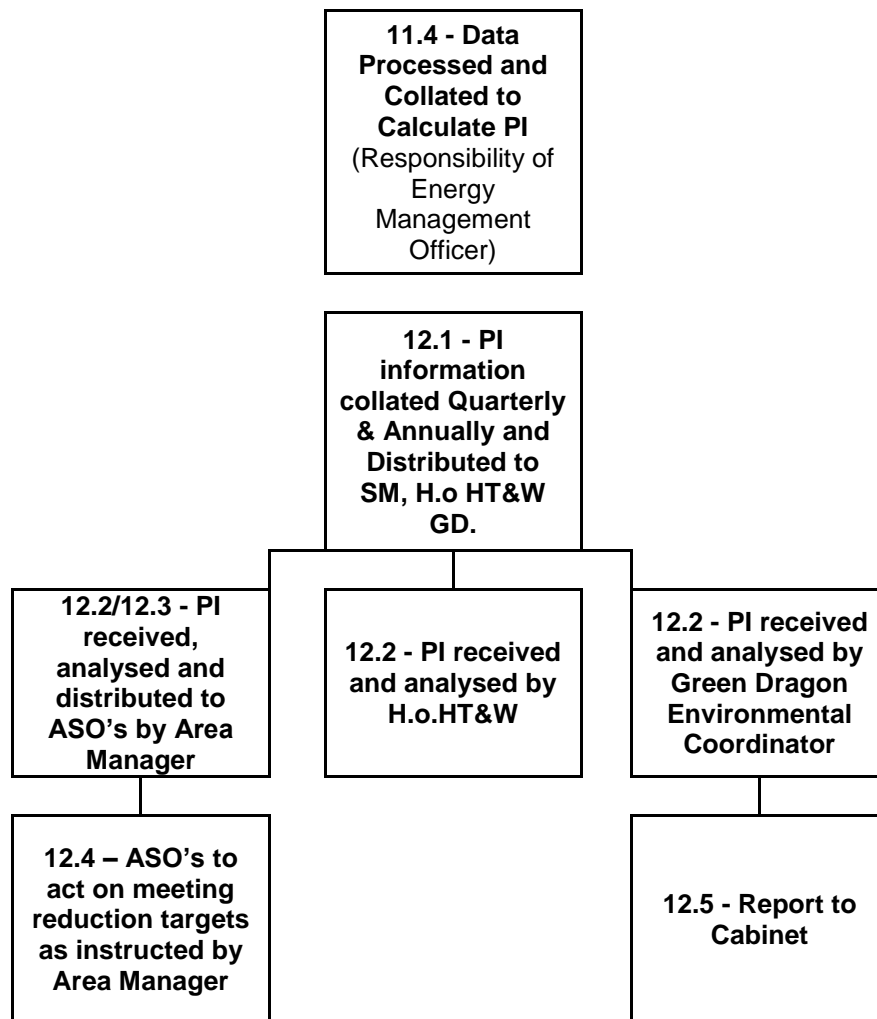
The consumption information gathered in Section 11 above will be used to calculate the annual Performance Indicator and quarterly progress calculations on consumption. This will be undertaken by the Energy Management Officer, who will then distribute PI information as follows;

12.1 Performance Indicator information collated and distributed by

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- 12.2 Energy Management Officer. Performance Indicator information sent to Head of Highways, Transport and Recycling and Area Managers.
- 12.3 PI information analysed by Area Manager and distributed to ASO's.
- 12.4 Area Manager to act on any consumption/information problems with any buildings within their portfolio.
- 12.5 Environmental team to report to Management Team.

The information above is summarised in the Data Flow Below;



### 13.0 Who Acts on the Data

**Energy Management Officer-** collates and distributes PI.

**Service Head-** receive and analyses information and acts on any problems.

**Green Dragon Environmental Coordinator** – receives and records information for Environmental Report.

**Environmental Team** - receives, records and analyses information for quarterly reporting to Management Team.

**Area Managers** – To receive, analyse and distribute PI information to A.S.O within their area. It is their responsibility to act on any consumption/information issues and sites which do not meet the reduction targets.

**ASO's Managers** – To send through meter reads and act on any consumption issues instructed by their Senior Manager.

### 14.0 Accountability

The Head of Highways, Transport & Waste is responsible for managing the PI and associated Green Dragon objectives and targets.

### 15.0 Feedback

The PI will be reported to the Environmental Team who will then report to Management Team.