



Climate Change

Gosport's commitment to cutting
our carbon footprint

Introduction

The aim of this guide is to provide you with an overview of the Council's commitment to reducing its environmental footprint and explain how you can help.

Gosport Borough Council (GBC) is committed to reducing the impact of Council activities on the environment. In 2008 the Council signed up to a programme alongside the Carbon Trust with the aim of achieving a 30% reduction in carbon emissions from Council buildings and operations by 2013. In July 2008 the Council signed the Nottingham Declaration, demonstrating its commitment to address the causes of climate change. As a community leader it is important we lead by example and hopefully our community will do the same.

A team made up of representatives from different departments called Carbon Busters is driving forward many environmental projects, but to make a real difference we need your help. Please incorporate the following actions into your daily routine to help us reduce our carbon footprint. As employees, we have a duty to make the best use of Council resources and in doing so help the environment.



How Can You Help?

Save Energy

Energy conservation in Council buildings is a priority. From 2007- 08 the Council emitted 1,330 tonnes of carbon, enough to fill over 300 hot air balloons. We can all take simple steps to reduce this:

- Power Down Units have been fitted in the plug sockets of PC's to automatically power down your screen and other equipment (e.g. heaters) when you turn off your computer. Please do not remove these
- Please switch off your PC screen when away from your desk and if away for more than one hour, please switch off your PC
- Use equipment thoughtfully (e.g. photocopy sparingly, use stand-by modes, and turn equipment off when not in use)



- Turn lights off when not needed and rely on natural daylight where possible
 - If you are the last one to leave the office, check all equipment is turned off
 - Do not leave doors and windows open in the winter and try to minimise the use of portable electric heaters
 - Open windows in the summer for cooling instead of using fans or air conditioning. If you do need to use air conditioning
- ensure it is turned off when you leave the office
 - Consider using the stairs instead of the lifts when you can
 - Report faulty equipment or lighting to Corporate Services (x 5230)
 - Do not leave phone chargers plugged in, and do not charge personal phones at work, only those which are registered Council phones

Energy Champions



These have been allocated on each floor and are the driving force behind encouraging staff to save energy and resources. If you have any energy saving ideas or would like to speak to your Energy Champion an updated list is available on the infonet by visiting:

<http://infonet/councilinformation/Sustainability/Forms/AllItems.aspx>

Save Resources

Sustainability is something we can all contribute towards every day. Wasteful use of resources not only costs us money, it increases pollution and causes avoidable environmental damage. Using fewer resources creates less waste, saves money and reduces our burden on the environment.

At work try to **reduce** resources, **reuse** and then **recycle**. Please follow the advice below:



- Think before you print and always use the double-sided option on printers (if possible) and photocopiers
- Printing/photocopying orders of 25 copies or more should be sent to Reprographics
- Use the ink-saver mode on printers and only use colour printers when absolutely necessary and appropriate
- Scan documents and file electronically rather than printing hard copies
- Use the smart board in Committee Rooms 1 and 2 instead of printing documents e.g. agenda and minutes
- Use recycling facilities provided at the Town Hall
- Reuse envelopes for internal purposes and unwanted documents for scrap paper
- Do not use compliment slips unnecessarily for internal purposes
- Use water wisely, and report any leakages or dripping taps
- Only boil the amount of water required in the kettle
- Before purchasing new furniture check the availability of second hand furniture within the Council
- When purchasing goods choose fewer disposable items, items made wholly or partly from recycled material and energy efficient products

Recycle

Recycling bins are located on each floor; cans, plastic bottles and paper should be placed in clearly labelled compartmental bins. Cardboard is collected in green hessian sacks. Paper can be recycled in office recycling bins and white sacks located around the building.

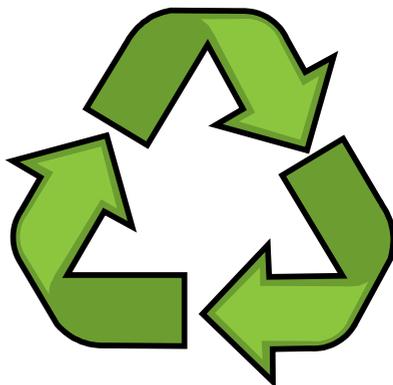
Travel Wisely

According to a recent survey all GBC staff travelled over 1 million kilometres to work throughout 2007/08 and 98% of this was travelled by car.

Staff are encouraged to use sustainable forms of transport where possible. The Council provides a number of incentives to encourage this, as outlined below:

- An interest free bicycle loan is available for all employees employed for six months or more, for more information please visit:

<http://infonyet/serviceunits/chieffexecutive/Personnel/Forms/AllItems.aspx>



- A mileage allowance can be claimed when a bicycle is used for Council business.
- First Bus has launched a scheme enabling employees to pay for bus tickets directly from their wages before tax is deducted, saving up to 30%. For more information please visit:

[http://infonet/serviceunits/
chiefexecutive/Personnel/Forms/
AllItems.aspx](http://infonet/serviceunits/chiefexecutive/Personnel/Forms/AllItems.aspx)

- If you are interested in car/lift sharing a FREE Hampshire wide lift share scheme can be accessed by visiting:

[https://hants.liftshare.com/.](https://hants.liftshare.com/)



Choose Fairtrade

GBC supports Fairtrade and serves Fairtrade tea and coffee in all its meetings. Fairtrade beverages can be purchased for personal consumption through the Purchasing office.

Choosing Fairtrade products means farmers get a fair price for the crops they produce regardless of market fluctuations. Products are also produced using farming practices that are sustainable and protect the natural environment.

Thank you

Thank you for taking the time to read this document. We value your ideas and if you would like to pass on any suggestions or require more information please see contact details overleaf. There is much more information available on the infonet and Council website.

For more info **contact**

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Infonet:
<http://infonet/councilinformation/Sustainability/Forms/AllItems.aspx>

Gosport Borough Council is committed to equal opportunities for all.

If you need this document in large print, on tape, in Braille or in other languages, please ask.

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