



## **Energy Optimisation Policy**

**New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.**

# **New College Durham Energy Optimisation Policy**

## **(Equality and Diversity Assessment)**

We will consider any request for this procedure to be made available in an alternative format.

We review our policies and procedures regularly to update them and to ensure that they are accessible and fair to all. All policies and procedures are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions or to seek further information please contact:

Kimberly Stevenson  
Executive Director of Estates and Facilities  
Tel: 0191 375 4020

If any employee has difficulty understanding this policy or needs assistance completing any documentation associated with the policy, please contact either your trade union representative or the College's Human Resource Department.

<b>Policy Title</b>	<b>Energy Optimisation Policy</b>
<b>Document Owner</b>	Executive Director of Estates and Facilities
<b>Owning Directorate</b>	Corporate Services
<b>Owning Department</b>	Corporate Services
<b>Directorates and Departments affected by this Policy</b>	<b>All staff</b>

<b>Policy Effective From</b>	April 2026
<b>Review Date</b>	April 2031

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# **New College Durham**

## **Energy Optimisation Policy**

### **1. Purpose**

New College Durham is committed to the effective and responsible management of energy to support a safe, sustainable and high-quality learning and working environment.

The College recognises the importance of reducing energy consumption, minimising environmental impact, and ensuring value for money in the use of energy resources.

This policy details:

- Key fundamental commitments and principles which underpin our the Energy Optimisation Policy
- Roles and responsibilities of designated staff in supporting this policy
- Recognition the expectation on all users (staff and students) in support this policy

### **2. Scope**

This policy applies to all staff, students, contractors and visitors across all College sites and activities.

It covers all energy use associated with the College's estate, operations and services.

### **3. Policy Statement**

New College Durham is committed to:

- Continually improve energy performance and the Energy Management System
- Comply with all applicable legal and other requirements relating to energy use, consumption and efficiency

- Ensure the availability of information and resources necessary to achieve energy objectives and targets
- Establish, monitor and review energy objectives, targets and performance indicators
- Support the procurement of energy-efficient products and services
- Promote energy-efficient design in buildings, equipment and operations
- Raising awareness and encouraging responsible use across the College.
- Support the reduction of greenhouse gas emissions associated with energy use

#### **4. Roles and Responsibilities**

##### **Executive Leadership Team (ELT)/Senior Leadership Team (SLT)**

- Supports the implementation of this policy across all Directorates
- Ensures alignment between energy optimisation and the College's strategic objectives
- Ensures that energy optimisation is considered in all strategic decision-making
- Promotes a culture of responsible energy use and sustainability across the College

##### **Executive Director of Estates and Facilities**

- Acts as the strategic lead for energy optimisation across the College
- Is responsible for the development, implementation and review of the Energy Optimisation Policy
- Ensures that appropriate systems, governance and resources are in place to support effective energy optimisation and utilisation of sustainable energy sources
- Monitors overall energy performance and reports to senior leadership as required

##### **Head of Estates (Operational Lead)**

- Is responsible for the operational delivery of energy optimisation across the College estate
- Oversees day-to-day energy performance, monitoring systems and controls
- Ensures estates operations support energy efficiency and policy objectives
- Identifies and implements opportunities for energy performance improvement

##### **Heads of School / Directors**

- Support the implementation of this policy within their areas of responsibility
- Encourage staff and students to adopt energy-efficient behaviours and sustainable practices

- Ensure energy optimisations considered during operational decision-making with Schools/Departments.

### **All Staff and Students**

- Are responsible for using energy efficiently and minimising waste
- Are required to support the aims and principles of this policy
- Should report any unnecessary energy use or wastage to the Head of Estates as soon as possible

## **5. Energy Awareness**

New College Durham through the Environmental Sustainability Steering Group will help to control energy conservation.

New College Durham will take positive steps to seek to reduce high heating and electricity base loads across its buildings. All staff and students are required to support this by switching off lights and all non-essential equipment, including PCs, printers, and monitors when not in use, and by ensuring windows are kept closed.

The College will make all staff, students and visitors aware of the need to make the most effective use of energy and to conserve it, including:

- Providing information on best practice via the Estates portal,
- College wide publication;
- Promotional campaigns.
- Locally targeted campaigns
- Specific training of staff.

All members of the College must be made aware of their responsibilities detailed in this policy to support the College in energy optimisation.

## **6. Related Policies and Documents**

The implementation of this policy is supported by Estates procedures and operational guidance documents.

These include, but are not limited to:

- Heating, Ventilation and Air Conditioning (HVAC) and Building Controls
- Electricity and Lighting Management
- Water Management

These procedures provide the technical and operational detail required to support effective energy management and are maintained by the Estates Department.

## **7. Monitoring and Review**

Energy performance will be monitored and reviewed periodically to support continual improvement.

This policy will be reviewed regularly to ensure it remains effective, up to date and aligned with legal requirements and best practice. A formal review will take place at least every 5 years.