

Energy management scoring matrix for business Circle the one box on each line that most reflects your business/organisation.

Level/score	1	2	3	4
Responsibility for energy	Someone in accounts pays the bill...	Someone pays the bill and someone else sorts out problems with lights/heating	A specific person is responsible for managing energy and is supported by other colleagues	A specific person is fully responsible for managing all aspects of energy and all employees are invited to support energy reduction initiatives
Energy Policy	We don't have an energy policy	No policy but we try to switch items off at the end of the day	There is a written policy but it isn't universally adopted or regularly reviewed	We have an energy policy that is signed by senior management and regularly reviewed
Energy Data Analysis and target	We record the cost of energy on a spreadsheet somewhere. There is not an energy reduction target	We record not only the cost but the amount (kWh) and compile it into a spreadsheet quarterly/monthly. We have a target to reduce	We have a meter that collects the data every 30 minutes and we go on line to check our use and investigate peaks. We have a target for reduction	We have a meter that collects the data every 30 minutes. We go on line to check our use, investigate peaks, analyse use for different business activities. We have a target for reduction and we report on our progress across the company
Energy Action Plan	We don't have an energy action plan	We don't have a plan as such but we do consider spending money on energy efficiency projects	We have an energy action plan that is informed by our data analysis	We have an energy action plan that is informed by our data analysis and energy reduction target with SMART targets and signed by the SMT
Energy projects	We don't spend any money on energy reduction projects	If something needs replacing we consider efficient alternatives	We put forward business cases for energy projects and some are approved	We routinely commit resources to support our policy aims and the projects identified in our plan
Training and communication	Staff do not receive any specific training relating to energy and we don't promote energy efficiency	The Facilities Manager may have ad-hoc specialist training and we have discussed energy in relevant meetings	Our action plan informs the training needed for staff and we regularly brief the whole company on energy reduction initiatives	Our action plan takes account of training needs from inductions to specialist. We communicate company-wide using multiple channels including those in real time
Measurement and monitoring	We don't look at the impact on energy for any actions we may take	We might consider if there has been a reduction in the bill following a project	Following a project we always look out for savings on the bill and we use the predicted savings the installer gave us	We do 'before' and 'after' analysis of all energy initiatives looking at kWh saved and continue to do so to report on the payback period
Review and reporting	We don't review or report on any energy management activity	We might discuss the success of any projects based on anecdotal or bill evidence	The energy policy and action plan are reviewed on an ad hoc basis. We review success of projects by data analysis	Energy policy is reviewed with the results of data analysis from projects to determine if target has been met or requires more resource

What does my score mean?

Firstly you are scoring your organisation on the way it manages energy. In the same way you may manage sales, data is needed to support initiatives. Also it must be the clear responsibility and part of job description of one or more named members of staff. Following initiatives to improve energy performance, the impact should be assessed for success. Company-wide communication encourages buy-in and should be used to report on outcomes. A simple yet robust energy management system comprising a policy, plan and a target will ensure you stay on track and most importantly save energy and money.

Mostly 1s.

Energy may not be very high on your list of priorities right now. It is however worth considering as your combined electricity and gas costs could be reduced by 10-20% following some very simple low/no cost measures. These savings can then be re-invested to make further savings for example updating old lighting with modern efficient types, which may have the additional benefit of providing better working conditions for staff as well as improving the look of front of house areas or communal areas.

Mostly 2s

Energy is probably on your 'to-do list' but you never seem to have the time to sit down and get going. You always seem to be on the back foot. You know it is a big cost but you are not altogether sure where to start or how to start. The important thing is that you are aware that there are probably savings to be made. Start by gaining access to your energy data in 30 minutes intervals as a minimum. Now you just need to start analysing your use, formalizing activity and gaining management support to promote action.

Mostly 3s

You have made a really good start. You can't always devote the time you want so things sometimes slip but you are doing all of the right things, usually in the right order! If you have time for nothing else really analyse your data to find waste, take action and then quantify savings associated with initiatives. Reduce waste first before re-investing in more technological fixes.

Mostly 4s

Congratulations you are effectively and efficiently managing your energy. I hope you have made good savings and have been spreading the word. Remember you can get greater level of detail in energy data collected every 5 minutes and even at circuit level.

What next?

If you are looking to improve your score but don't know where to start, please do get in touch.

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Reduce your use.

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