

Appendix 1

Date	Event
Wed 07 Sep 2005	Cabinet report - PARTICIPATION IN THE LOCAL AUTHORITY CARBON MANAGEMENT PLAN (DEER) (SCRUTINY - ECONOMY AND ENVIRONMENT)
Fri 05 Aug 2005	Carbon Management Plan Meeting - R Quick David Powell
Tue 01 Nov 2005	Meeting with R Quick to discuss progress of the CMP
Fri 02 Dec 2005	CMP team meeting with presentation
Thu 08 Jun 2006	CMP team meeting with presentation
Tue 13 Jun 2006	Follow up meeting with R Quick - series of topics and meeting dates agreed.
Thu 20 Jul 2006	Meeting - Topics DVD - Shot in the dark, Review of IT, Raising awareness strategy
Thu 07 Sep 2006	Meeting - Topics Vehicle emissions , Green Travel Plan, Summary of Energy Policy , Capital bids, Good housekeeping
Mon 13 Nov 2006	Meeting - Street Lighting, Green Dragon scheme,
Thu 07 Dec 2006	Meeting - Project Identification and review, Schools, Planning and Building Regulation issues

Appendix 2

Date Entered	Activity Area	Description	Measure	Target Date for implementation	Lead Officer(s)
Thu 20 Jul 2006	IT	Software shutdown of network PCs			
			Agree protocol of operation		
			Inform end users of plan		
			Give date of implementation		
			Give Warning of imminent implementation	End of Sept 2006	Dave Vining
Thu 20 Jul 2006	IT	Email reminders			
			First message	Wed 19 Jul 2006	D Powell/Denise Madden
			Message 2	Fri 28 Jul 2006	D Powell/Denise Madden
			Message 3	Fri 25 Aug 2006	D Powell/Denise Madden
			Message 4	Fri 22 Sep 2006	D Powell/Denise Madden
			Message 5	Fri 13 Oct 2006	D Powell/Denise Madden
			Message 6	Fri 10 Nov 2006	D Powell/Denise Madden
			Message 7	Fri 22 Dec 2006	D Powell/Denise Madden
Thu 20 Jul 2006	IT	Duplex Printing			
			Remote configuration of PCs for duplex?	Dec-06	Dave Vining
			New work stations set up for Duplex and ad hoc reconfiguration as IT come across them	now in place	Dave Vining
Thu 20 Jul 2006	IT	Use of Intelligent Plugs			
			Test Sample		

			Embed into the cost of new PC equipment	Dec-06	Dave Vining
Thu 20 Jul 2006	IT	Consolidation	Server reduction program	ongoing	Dave Vining
Thu 07 Sep 2006	Fleet	Recording of Mileage	Report on the system in use and what it can achieve	19-Oct-06	John Payne
			Report on what options are possible	19-Oct-06	John Payne
Thu 07 Sep 2006	Fleet	Trial of tracking system	Report on the findings of the trial	19-Oct-06	John Payne
Thu 07 Sep 2006	Fleet	Alternative Vehicles	Report to the group on trials that have taken place	19-Oct-06	John Payne
			Report to the group on what options for fuel efficient vehicles are out there	19-Oct-06	John Payne
Thu 07 Sep 2006	Fleet	Driver Training	Report to the group on the driver training regime – and if necessary what plans and/or incentives are there to improve the training on economic driving.	19-Oct-06	John Payne
Thu 07 Sep 2006	Fleet	Bio-Diesel	Produce a tick list necessary to ensure that the true carbon savings of the bio-diesel purchased by the Council is accurate.	19-Oct-06	Liesel Von Metz
Thu 07 Sep 2006	Fleet	Reduction of operator miles	Driven miles must be reduced to reduce emissions - describe method of achieving this	19-Oct-06	Robert Quick/delegated officer(s)