

# **Business Energy Scotland Setting up a Green Team**

**24 October 2023**

## Who we are

- Funded by the Scottish Government.
- We provide free, impartial support and access to funding to help small and medium-sized enterprises save energy, carbon and money.
- We help businesses identify AND implement energy saving projects.
- Local support covering all of Scotland
- Previously known as the Energy Efficiency Business Support Service, and now managed by Energy Saving Trust.

## Four reasons to set up a green team

- Take ownership of energy efficiency and waste reduction ideas
- Set achievable, yet ambitious, targets...and see that they're met
- Keep staff (including management) on board and motivated, with regular progress updates
- Keep your business competitive, attractive to customers, ahead of the legislation

# Free resources

<https://businessenergyscotland.org/guides/green-team-set-up/>

## This presentation will cover..



1. Resource scarcity is a real business risk
2. There are significant business benefits in being resource efficient
3. Changing staff behaviours is vital to realising these benefits
4. A Green Team can help engage and encourage staff, exemplify good practice and change behaviours

# Management Buy In Presentation

## Green Team member Job description and specification



We recognise that becoming more resource efficient – using less energy, water and raw materials, and reducing the amount of waste we produce – is essential to give us competitive advantage, maintain our reputation and reduce unnecessary costs. This will ensure that we continue to grow and prosper for years to come and reduce our environmental impact.

These benefits cannot be realised without the support of staff across our organisation. So, we need passionate, proactive and target driven people to join our Green Team. The Team will help us to progress resource efficiency initiatives, generate ideas and motivate other staff to play an active role in reducing our resource use.

In return for their commitment, Green Team members – who are not expected to have prior resource efficiency knowledge or experience - will receive training and time to progress resource efficiency projects and support from the Green Team Coordinator. This role is also a career development opportunity because it will provide team members with the chance to develop new knowledge and skills, so enhancing their CV. We encourage applications from staff across all business areas and seniority levels.

**To apply for this new and exciting position, please register your interest with your manager and the Green Team Coordinator.**

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# Our organisation needs **YOU**

**We need passionate, proactive and target-driven people to help progress resource efficiency initiatives, generate ideas and motivate other staff to reduce resource use and waste.**

### What's in it for you?

If you feel you are suitable for the role, register your interest with your manager and with the Green Team Coordinator using the contact details below.

### How to apply

If you feel you are suitable for the role, register your interest with your manager and with the Green Team Coordinator using the contact details below.

Contact Details:

Business Energy Scotland is funded by the Scottish Government to provide free, impartial support and access to funding to help small and medium-sized enterprises save energy, carbon and money.  
businessenergyscotland.org | 0808 808 2268



## Letter template



To XXX

We recognise that becoming more resource efficient – that is, using less energy, water and raw materials, and reducing the amount of waste we produce - is essential in giving us a competitive advantage, maintaining our reputation and reducing unnecessary cost. This will help ensure that we continue to grow and prosper for years to come and reduce our environmental impact.

These benefits cannot be realised without the support of staff across our organisation. So, we need **passionate, proactive and target-driven** Green Team members to help us **progress resource efficiency initiatives, generate ideas and motivate staff** to play a more active role in reducing resource use and waste.

Please nominate a member of staff in your department/team/site/region who you feel has the attributes outlined in the Green Team members job description and specification (attached).

In return for their commitment, Green Team members will receive **training and time** outside of their normal role, **approximately 2 hours per month**, to progress resource efficiency projects, and support from the Green Team Coordinator.

Green Team members will be required to deliver updates at team meetings, and use existing and new communications channels to engage with staff in your department/team/site/region on resource efficiency. **Your support, as their manager, will be vital** in helping the Green Team members to progress initiatives that will lead to significant reductions in resource use and waste generation which will positively impact on our bottom line.

Kind regards,  
XXX

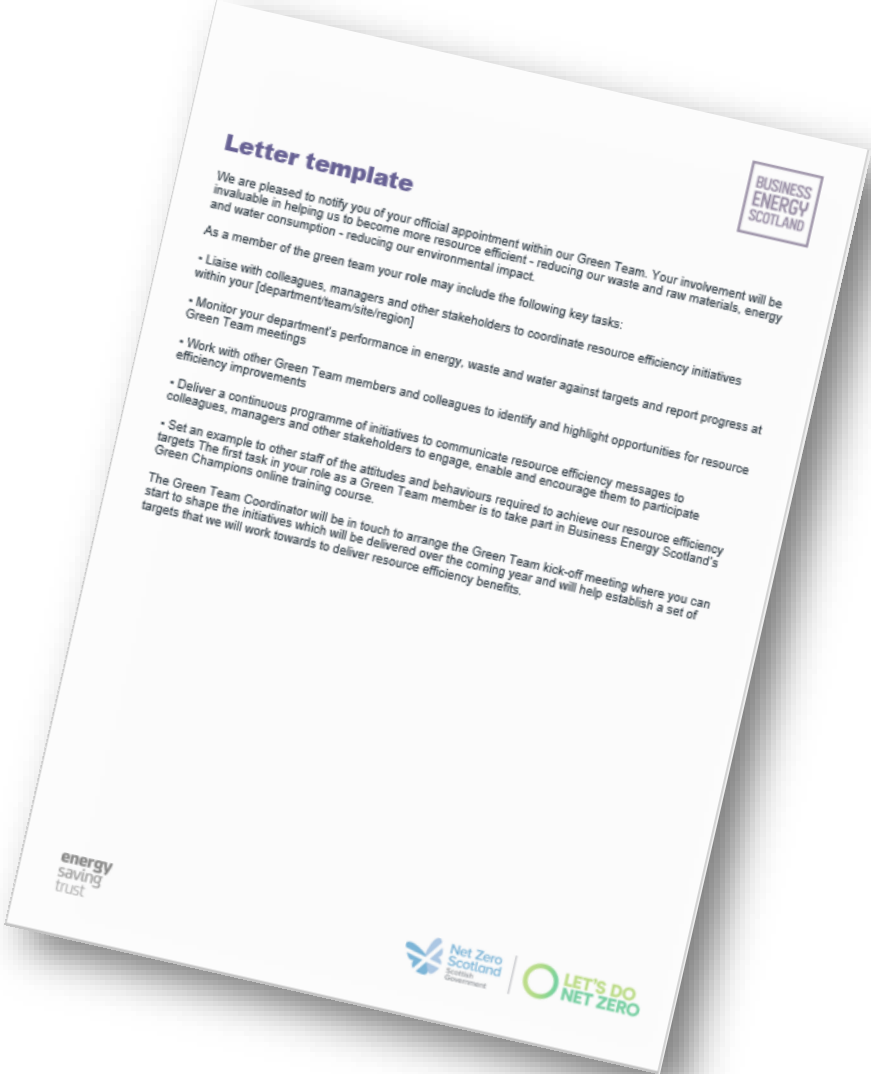
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# Build Your Team

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# Introduce Your Team

## Green Team Meeting agenda

**Date:**

**Time:**

**Location:**

In attendance:

### AGENDA

#### Introductions

- Introduce yourself/Green Team Coordinator
- Ask each team member to introduce themselves.
- Outline Resource Efficient Scotland and the support it provides.

#### Why are we doing this?

- Overview of the reasons for change – the business risks of resource scarcity and climate change.
- The impact of staff behaviours on resource use and waste generation.
- How the Green Team can help to change staff behaviours.

#### Where we are now

- Outline current performance and costs for energy, waste management, raw materials, and water.
- Outline the organisation's resource efficiency aims and objectives (i.e., where you need/want to be).

#### The role of the Green Team in achieving the organisation's objectives

- Outline what is expected of each Green Team member – time, commitment, targets and actions.
- Outline the support and resources that will be provided.
- Outline the importance of Green Team members being seen in a positive light and how Green Team activities should be communicated throughout the organisation.
- Discuss the importance of the Green Team leading by example and influencing colleagues.

#### Focus on the development of a Green Team action plan

- Introduce the importance of having an action plan to help deliver the organisation's overall objectives and how performance will be measured.
- Agree the first actions and initiatives that will start you on your journey towards improved resource efficiency.
- Assign tasks to Green Team members.

#### Develop a campaigns plan

- Review upcoming events or campaign ideas that could influence the Green Team action plan and ways to take advantage of any opportunities to reduce resource use and waste generation. For example, Recycle Week or running an energy switch-off campaign.

# Your first Green Team meeting made simpler



# Free CPD-certified training for your team

- A series of bite-sized modules teach latest resource efficiency knowledge and practice
- Certificate on completion
- Ideal lunchtime learning

**'Great course for businesses that want to learn about resource efficiency at their own pace. I highly recommend this course'**  
Seamus Corry, Assistant Manager | Cloybank



# Free energy efficiency assessment

- Identify cost saving opportunities
- Identify carbon reduction opportunities
- Compare potential solutions
- The report is required when applying for funding through the SME Loan

# Energy Efficiency Assessment

## Recommended Opportunities

Item	Description	Finance			Annual environmental saving	
		Annual cost benefit £ (excl VAT)	Investment required £ (excl VAT)	Payback Years	Energy kWh	CO <sub>2</sub> e tonnes
01	Generate your own electricity with solar PV	£490	£4,500	9.2	2,983	0.8
02	Upgrade refrigeration units	£894	£1,500	1.7	5,957	1.5
03	Install heating controls in main building	£500	£400	0.8	14,124	2.6
04	Draughtproof main entrance	£135	£200	1.5	5,005	0.9
05	Install air source heat pump to heat extension more efficiently	£3,644	£10,000	2.7	66,796	12.4
06	Upgrade to LED lighting	£584	£200	0.3	3,896	1
07	Install air curtain to reduce heat loss in main entrance	£997	£1,300	1.3	6,210	1.6
08	Replace inefficient gas boiler with biomass boiler in main building	£2,647	£7,400	2.8	1,076	4.7
<b>TOTAL</b>		<b>£9,891</b>	<b>£25,500</b>	<b>2.6</b>	<b>106,047</b>	<b>25.5</b>

# Scottish Government's SME Loan Scheme

## Funding for energy efficiency and renewables

- Interest free loans up to £100,000
- Unsecured and no set up fee
- Can be set against capital allowances
- Eight year repayment
- Available to Scottish SMEs trading for over 12 months

**+ £30,000 cashback grant**  
on eligible measures upon project completion

**1,000+**  
energy saving  
projects  
supported  
already

**£26  
million**  
worth of loans  
already  
provided

## Start saving today

- Use our free website resources and training events at [businessenergyscotland.org](https://businessenergyscotland.org)
- Call our friendly advisors on 0808 808 2268



**Business Energy Scotland**



**@busenergyscot**