

# Cut Costs Through Resource Efficiency

- improve the profitability of your business
- reduce your impact on the environment
- improve your public image and
- comply with legislation

By improving the resource efficiency within your business, you will be able to save up to 4.5% p.a. of turnover (spent on energy, water, transport & waste).

The 'betre' (business excellence through resource efficiency) programme, which was partly sponsored and run by the West Sussex Sustainable Business Partnership (WSSBP) in 2001 & 2002, identified **£215,000 of savings** for 64 local businesses including:

- Brunswick Hotel, Worthing - saving £4000 per year through energy efficiency and recycling.
- Wilton Park Conference Centre, Steyning - saving up to £6,000 per year through recycling, energy efficiency and water efficiency measures. Their waste to landfill has been halved!
- Charles Kirk and Co Ltd, Worthing - saving up to £12,000 per year through waste minimisation actions.
- GRS Engineering, Horsham - saving up to £4,000 per year

through water and energy efficiency measures.

- Covers, Chichester – saving up to £17,000 per year through waste minimisation and energy efficiency actions.

To help your business also make savings through resource efficiency, the WSSBP is designed to act as a gateway to access government support programmes, such as free consultancy services, information on training, environmental and sustainable award schemes and a range of comprehensive support for sustainable business practices. You are also encouraged to make use of our website:

[www.egeneration.co.uk/westsussex](http://www.egeneration.co.uk/westsussex) where the latest information regarding sustainable business is held. Stay ahead of the game. Be proactive and make your business one that others aspire to emulate!

If you need any further advice, would like to register for any of the free programmes on the back page, or if you would like to be included on the database of the WSSBP (to receive further information with regards to improving the sustainability of your business), please contact me. I look forward to hearing from you and



always welcome any suggestions or comments as to how we can improve our service to you.

**Helen Davies**  
Coordinator: West Sussex Sustainable Business Partnership

## Inside:

### Take action – easy tips

For business savings through the implementation of low and no cost actions

### Services available

For a range of advice, visits and funding

### Training and events

Free events coming up soon to help you save money through resource efficiency.



"It's not rocket science but it all mounts up" said Diane Guest, proprietor of the Brunswick Hotel.

The Brunswick Hotel is a public house and guest house situated in Worthing. During 1999-2000, acting both on recommendations from a free environmental audit and on her own initiative, Diane started to achieve real savings in electricity costs. Diane remained involved in the betre programme and has continued to realise further savings – totalling around £4k p.a. Diane is keen to improve waste minimisation at The

Brunswick Hotel and has been instrumental in establishing a recycling scheme for small hospitality businesses in Worthing.

#### Summary of Cost Savings

Activity	Saving p.a. (£)
Tumble drying reduction	3000
Lighting replacement	900
Fluorescent tubes switch off campaign	60
Other	500
<b>Total</b>	<b>4460</b>

# Take Action FOR SAVINGS

Including services available

## ENERGY

You can make savings on your energy bill without spending any money through these actions:

### Lighting – can be 50% of office electricity costs

- Reduce lighting in areas that need it less, like corridors. Consider removing alternate tube fittings and replace regular bulbs with energy efficient lightbulbs (reduces energy use by up to 75%)
- Ensure staff turn off lights when leaving a room and particularly at the end of the day. Up to 15% can be knocked off your bill this way.

### Heating/Cooling Systems

- Heating costs rise by 8% for every 1°C of overheating
- Reduce heating in areas needing less warmth, like storerooms or heavy physical work areas and during holidays, weekends or when the building is empty
- Set air conditioning controls to a comfortable 23°C not 19°C
- Switch heating systems and water heaters off at night and when not in use.

### Office Equipment/IT

- Screen savers do NOT save money – they only protect the screen. Turning off your computer (or just the monitor) over lunch will save money

- Leaving your photocopier on overnight uses enough energy to print 5300 A4 photocopies, so switch off!

Some low-cost high return energy actions:

- Lag any unlagged hot water pipes
- Fit thermostatic valves to radiators giving control of temperature of individual parts of the building
- Fit energy efficient light bulbs and tubes.

Need more information?



Offers a range of free products and services for business to save energy and money. On-site Energy Surveys, Publications & Events, Loans, Enhanced Capital Allowances, Design Advice for new building design. Call 0800 58 57 94 [www.actionenergy.org.uk](http://www.actionenergy.org.uk)

Further info available in best practice guidance of egeneration:  
[http://www.egeneration.co.uk/centre/modules/green\\_office/](http://www.egeneration.co.uk/centre/modules/green_office/)  
[http://www.egeneration.co.uk/centre/modules/energy\\_efficiency/](http://www.egeneration.co.uk/centre/modules/energy_efficiency/)

## WATER

### Simple actions can cut water bills

- Do you know how much water you use or check your meter readings regularly?

If not, start checking, you may find you are paying for unused water through leaks, dripping taps, constantly flushing urinals etc

- Installing passive infrared urinal controls can save over 95% of urinal water usage
- Retrofit dual mode tap inserts – modify the flow, are low cost and fit existing taps.
- "Hippo's", "Save-A-Flush" Bags – make existing toilets more efficient by reducing each flush by one litre.

Need more information?



Has an easy to use "Small Changes, Big Savings" pack to help businesses be water efficient and save money. Available free from [www.southernwater.co.uk](http://www.southernwater.co.uk) or call Southern Water on 0845 278 0845.

Further info available in best practice guidance of egeneration:  
[http://www.egeneration.co.uk/centre/modules/water\\_efficiency/](http://www.egeneration.co.uk/centre/modules/water_efficiency/)

## WASTE MINIMISATION AND RECYCLING

Waste costs directly affect your bottom line. Other West Sussex businesses have saved money through taking these easy actions



D Horton, Director accepts £500 Green Action Award cheque from P Willis, Worthing Borough Council

Charles Kirk & Co. Ltd manufacture bespoke school knitwear, sweatshirts and embroidered products. They produced the school knitwear and scarves worn in the film "Harry Potter and the Philosopher's Stone". Deborah Horton, Director became involved with the betre programme because, "We had done waste reduction in the past and wanted to find out about the latest techniques and help available".

For full details of actions and benefits see [www.egeneration.co.uk/westsussex](http://www.egeneration.co.uk/westsussex), case studies section.

Summary of Cost Savings

Activity	Saving p.a. (£)
Electricity tariff change	2000
Timer switches on vending machines	700
Packaging waste reduction	1500
Textile waste reduction	5000
Duplex printer	205
Replacement of existing lighting with energy efficient models	859
Boiler replacement and upgrade	500
Reduced distribution costs	7000
<b>Total</b>	<b>17764</b>

Reduce waste

- Print and photocopy on both sides of the paper
- Proof-read on screen
- Use noticeboard or circulate one copy of memos
- Only print emails when absolutely necessary
- Choose new printers with double-sided capability
- Use a milk jug and sugar bowl instead of individually wrapped portions.

Re-use

- Shred waste paper to use as packaging
- Re-use envelopes and scrap paper for notes
- Re-format and re-use old floppy disks
- Return packaging to suppliers for re-use.

Recycle

- Contact local recyclers and set up a recycling scheme for your waste
- Buy recycled (eg paper) and help support the market for recycled products
- If you must use plastic cups look into schemes which recycle them
- Talk to other businesses on your street or industrial estate about joint recycling and waste collections.

Need more information?

For local recyclers see resource bank or environmental suppliers directory on [www.egeneration.co.uk](http://www.egeneration.co.uk) or contact the environment agency for a copy of their free directory (Call 0845 9333 111 or email [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)) Further info on best practice module in egeneration: [http://www.egeneration.co.uk/centre/modules/waste\\_min/](http://www.egeneration.co.uk/centre/modules/waste_min/)

For plastic cup recycling info visit [www.save-a-cup.co.uk](http://www.save-a-cup.co.uk)



(Government funded programme)

Companies with less than 250 employees can get a *FastTrack* Visit, which is a free, confidential on-site review to improve resource efficiency. Any company can call the Environment & Energy Helpline for advice and information on 0800 58 57 94 or visit [www.envirowise.gov.uk](http://www.envirowise.gov.uk)

Rethink Rubbish – national campaign on waste minimisation for consumers and businesses. For more information go to [www.rethinkrubbish.com](http://www.rethinkrubbish.com)

TRANSPORT

- Reduce car usage and promote use of pool cars over private cars
- Promote public transport usage through providing information, discounts and subsidies
- Promote flexible working hours or working from home where feasible
- Promote cycling through the provision of secure cycle parking, showers and lockers.
- Set up car share database
- Plans for greening the company car fleet through purchasing policies, fuel consumption and driving behaviour.

Need more information?



Provide sustainable transport solutions, such as grants for cleaner fuels and emission

reduction technologies. Also provide free on-site consultancy for staff travel plans and green fleet management as well as publications and advice. 0845 602 1425 [www.transportenergy.org.uk](http://www.transportenergy.org.uk)

Further info on best practice module in egeneration: [http://www.egeneration.co.uk/centre/modules/sustainable\\_transport/index.asp](http://www.egeneration.co.uk/centre/modules/sustainable_transport/index.asp)



ENVIRONMENT AGENCY

This is the first point of call for all legislation related enquiries and other information on the website to help improve performance. 0845 9333 111 [www.environment-agency.gov.uk/netregs/](http://www.environment-agency.gov.uk/netregs/)



The website of the WSSBP [www.egeneration.co.uk/westsussex](http://www.egeneration.co.uk/westsussex) is designed to offer your business free information and support. The many services on the site include: **case studies** from other businesses who have taken money-saving actions, a **resource bank** for waste exchange and recycling, a **benchmarking** tool, best practice guidance on topics like **waste minimisation**, **energy efficiency** and **green purchasing** and up to date information on **training events** and **local programmes**. See **what's new** for the latest information.

# LOCAL TRAINING AND EVENTS DIARY

All events are **free of charge**, but places are limited, so book early to avoid disappointment. Please register with Helen (ph: 01243 756869; [helen.davies@westsussex.gov.uk](mailto:helen.davies@westsussex.gov.uk)) as soon as possible.

For the latest information on training and events, please visit [www.egeneration.co.uk/westsussex](http://www.egeneration.co.uk/westsussex) and explore the 'Training & Events Diary'.

**Simple Utility Management Seminars (SUMS)** SUMS is sponsored by the partners of the WSSBP and is therefore **free of charge** to businesses who attend. Without this sponsorship, the actual cost of this programme would be £500/delegate.

A programme of four 1/2 day workshops that provide practical information on how to increase your profitability by minimising your wastage and improving your energy and water efficiency.

Includes:

- Identifying areas for improvement
- Tips for savings on waste, water and energy bills
- Practical exercises and case studies

Date	Time	Venue
Tuesday, 30 March, 20 April, 4 & 18 May 2004	09h00 – 12h30	Broadfield Stadium Conference Suite, Crawley
Thursday, 1 & 22 April, 6 & 20 May 2004	09h00 – 12h30	Norwich Union Training Centre, Worthing (venue kindly sponsored by Norwich Union)

## CONTACTS FOR LOCAL INFO

### Adur District Council:

Natalie Brahma-Pearl (ph: 01273 263347; [natalie.brahma-pearl@adur.gov.uk](mailto:natalie.brahma-pearl@adur.gov.uk))

### Arun District Council:

Angela Offen (ph: 01903 737695; [angela.offen@arun.gov.uk](mailto:angela.offen@arun.gov.uk))

### Chichester District Council:

Tom Day (ph: 01243 534854; [tday@chichester.gov.uk](mailto:tday@chichester.gov.uk))

### Crawley Borough Council:

Thaddeus Dell (ph: 01293 438543; [thaddeus.dell@crawley.gov.uk](mailto:thaddeus.dell@crawley.gov.uk))

### Environment Agency:

Sussex Area office in Worthing: 01903 215835

### Horsham District Council:

Gill Daniel (ph: 01403 215281; [gill.daniel@horsham.gov.uk](mailto:gill.daniel@horsham.gov.uk))

### Mid Sussex District Council:

Elizabeth Rieley (ph: 01444 477012; [elizabethr@midsussex.gov.uk](mailto:elizabethr@midsussex.gov.uk))

### Worthing Borough Council:

Paul Willis (ph: 01903 221310; [paul.willis@worthing.gov.uk](mailto:paul.willis@worthing.gov.uk))

## AWARDS

### Chichester District Green Business Award

Chichester District-based businesses must be able to demonstrate increased resource efficiency and or significant waste or pollution reduction initiated since March 2003. Credit will also be given for staff awareness and community involvement. For further information and an application pack please contact Lisette Le Boutillier on 01243 785166 ext. 4148 or by email [lleboutillier@chichester.gov.uk](mailto:lleboutillier@chichester.gov.uk).

Closing date for applications: 12 March 2004.

### Crawley Green Business Awards

Is your Crawley-based company doing its bit for the environment? Then why not enter the Crawley Green Business Awards. It's EASY and FREE to Enter - just fill out the application form on: [www.crawley.gov.uk/gba](http://www.crawley.gov.uk/gba). Closing date: 1 August 2004.

### Workshop: Sustainability Checklist for Developments

SEEDA and the Building Research Establishment (BRE) have created the Sustainability Checklist for Developments in the South East, a practical toolkit targeted at the construction industry. By working their way through the Checklist, developers can ensure that practical measures are taken to incorporate sustainable features into their projects, as well as learn more about best practice. The workshop will provide guidance on how the checklist should be used.

Date	Time	Venue
Monday, 5 April 2004	13h30 – 17h00 (registration and lunch: 12h30 – 13h30)	Sussex Enterprise, Burgess Hill

### Waste from Electronics & Electrical Equipment (WEEE) and Restriction of Certain Hazardous Substances (RoHS) Roadshow

This half-day Roadshow could save you money and the risk of losing business by updating you on new legislation coming into force on Waste from Electrical and Electronic Equipment (WEEE) and Restriction of Certain Hazardous Substances (RoHS), affecting electrical and electronic manufacturers, systems integrators, assemblers and importers.

Registration form on website: [www.cfsd.org.uk/seeba/roadshows](http://www.cfsd.org.uk/seeba/roadshows)

Or for further information and to register contact:

[rwhite@surrart.ac.uk](mailto:rwhite@surrart.ac.uk); or [mcharter@surrart.ac.uk](mailto:mcharter@surrart.ac.uk) or phone: 01252 892 772

Date	Time	Venue
Thursday, 1 April 2004	16h00 – 19h00	Sussex Enterprise, Burgess Hill

Need more information? Call Thaddeus Dell on 01293 438543 or email [LA21@crawley.gov.uk](mailto:LA21@crawley.gov.uk).

### SEEDA Sustainable Business Awards for the South East 2004:

There are three company size categories (micro, medium and large) as well as special themed awards. All West Sussex nominations for the SEEDA awards are to be made through the WSSBP. Winners from the Chichester and Crawley awards will be automatically submitted. Closing date: 1 September 2004, but if you would like help with the completion of your application, submit to WSSBP by 1 August 2004. Please refer to [www.egeneration.co.uk/westsussex/awards](http://www.egeneration.co.uk/westsussex/awards) for updated information or contact Helen (ph: 01243 756869; [helen.davies@westsussex.gov.uk](mailto:helen.davies@westsussex.gov.uk)).

### Crawley Green Business Programme

Not sure where to start? Take up a free visit to assess your business and make some quick wins. Any Crawley Business can get this free and quick service and access a range of services and funding. Call the Council's Environment Unit. 01293 438543 [www.crawley.gov.uk/gb](http://www.crawley.gov.uk/gb)

### E4E and Business Link

Engineering for Excellence (E4E) is a network to help advanced engineering, electronics and new technologies industries located within Sussex with technology transfer, the pioneering of new markets and the training of specialist engineers. For further information contact: Jane (ph: 01444 259152; [jane.byatt@sussexenterprise.co.uk](mailto:jane.byatt@sussexenterprise.co.uk)).

### Sussex Enterprise & Business Link

'It is not What you know it's Who you know' contact the Business Intelligence Team, who have all the business facts you need at their fingertips.

Tel. 0845 036 01444 or e-mail [info@sussexenterprise.co.uk](mailto:info@sussexenterprise.co.uk). This is a FREE service provided by Business Link at Sussex Enterprise.

