

ENERGY PIONEER AWARD
by Energy Solutions Oxfordshire

Recognising pioneering businesses working to improve
energy efficiency and reduce carbon emissions

Guidance Booklet

Awarded by

ENERGY 
SOLUTIONS 
OXFORDSHIRE 

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About the Energy Pioneer Award

When your organisation works with Energy Solutions Oxfordshire you have the opportunity to apply for an Energy Pioneer Award. The Award demonstrates your organisation's commitment to sustainability, particularly lowering energy use and reducing carbon emissions from your premises.

In recognition of your commitment you will be entitled to use the Energy Pioneer Award digital badge and certificate across your communications channels, to let your staff, clients, and suppliers know about your commitment.

There are three levels to the award:



Becoming an Energy Pioneer – awarded when you commit to working with Energy Solutions Oxfordshire to improve your energy performance.

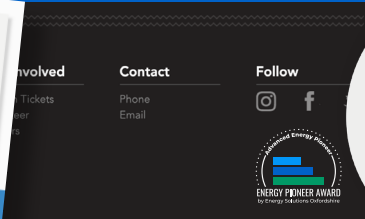


Energy Pioneer – for businesses which have actively improved energy performance.



Advanced Energy Pioneer – for organisations who go above and beyond in improving energy performance.

To find more information on these levels and the evidence required to be awarded them, head to page 3.



The Award process

Step 1: Make a commitment to improve energy efficiency

Every organisation which commits to working with Energy Solutions Oxfordshire has the chance to gain an Energy Pioneer Award.

Your ESOx Implementation Report outlines your **starting point as a company**, which we'll use to measure your progress, enabling you to move up the Energy Pioneer Award levels.

Once you have started working with us, you will automatically be awarded the first level of the Award: Becoming an Energy Pioneer. This serves as **your organisation's public commitment to improving energy efficiency**.

Step 2: Implement your suggested energy efficiency improvements

The Energy Pioneer Award is all about the improvements you make as an organisation in terms of energy efficiency and carbon emissions. So, **the key step is to implement**

the improvements suggested to you through the ESOx process - which our experts will support you through.

Step 3: Energy Pioneer Award interview

To receive your full Energy Pioneer Award **a representative from your organisation will have a short, informal interview with our energy experts**, once you've implemented the suggested energy efficiency improvements. They will go through the criteria and checklists of evidence outlined in this booklet (pages 3-6), looking at your organisation's progress since the ESOx Implementation Report.

If your organisation meets enough criteria for each section outlined in this booklet, you'll be awarded the Energy Pioneer Award!

If your organisation does not meet the criteria you'll be given feedback outlining the steps you'd need to put in place in order to gain the Award – and **we'll be there to support you to do this**.

Step 4: Keep improving towards your Advanced Energy Pioneer Award

Once you've gained your Energy Pioneer Award, it's not the end of the road - **there are always ways to continue making improvements to your organisation's energy performance and carbon footprint**.

Our experts will suggest additional steps to take which would further improve your energy efficiency, moving you towards

your Advanced Energy Pioneer Award. This additional level of the Award is awarded at our discretion to those going above and beyond to improve energy efficiency and reduce the carbon emissions of the business.

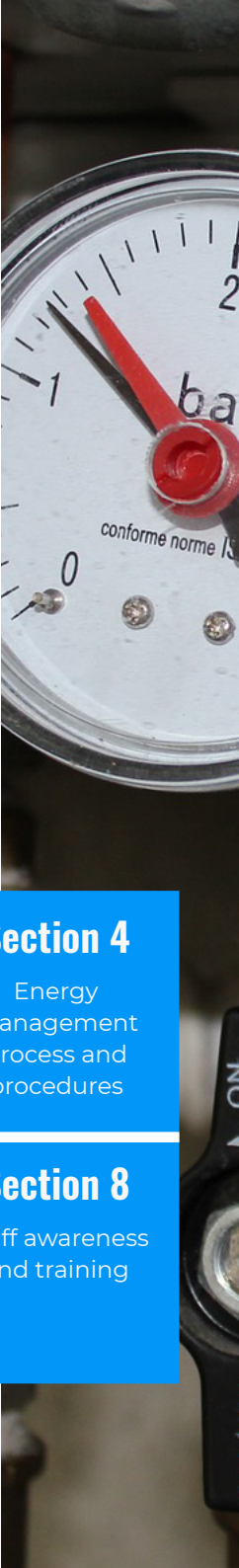
The Energy Pioneer Award is valid for 3 years from the date awarded, at which point you'll need to renew to keep the Award.

What makes an Energy Pioneer?

To become an Energy Pioneer and gain the Award, your organisation must be working with Energy Solutions Oxfordshire to **actively improve the energy performance of your premises**, with plans and systems in place to ensure these improvements continue in the future. And we're here to help you with that, every step of the way.

There are 8 sections of criteria that we're looking for – and on the next few pages of this booklet you'll find more details for each of them, plus a checklist that you can use to prepare.

To gain your Energy Pioneer Award you will need to demonstrate evidence of **progression in each section** outlined in this document. If you don't quite meet the criteria, don't worry, **it's not a one-off opportunity** – you'll be given detailed feedback outlining the elements you'd need to work on within your organisation in order to gain your Award, and we're here to support you to implement those elements.



Section 1 Energy data collection and analysis	Section 2 Energy and carbon reduction goals	Section 3 Energy management strategy and targets	Section 4 Energy management process and procedures
Section 5 Management and improvement of building fabric	Section 6 Technology use	Section 7 Stakeholder engagement and transparency	Section 8 Staff awareness and training

Section 1: Energy data collection and analysis

Understanding the energy use of your organisation's buildings, and being able to identify any issues, anomalies, and areas for improvement.

Criteria

- ☐ Demonstrate a system for energy data collection and analysis and describe how frequently this data is collected and checked.
- ☐ Show no (or very little) reliance on estimated readings for data analysis - instead using actual data e.g. meter readings.
- ☐ Have Automatic Meter Reading (AMR) technology in place.
- ☐ Provide examples of improvements put in place due to data analysis.

To be considered an Advanced Energy Pioneer, your organisation will have:

- a high level of energy data analysis.
- proof of how this has been acted upon to make continuous improvements.



Your Energy Pioneer Award assessor will check that you have considered all criteria in each section's checklist.

Section 2: Energy and carbon reduction goals

Exploring the goals your organisation has set around carbon emissions – and what progress you've made towards those goals.

Criteria

- ☐ Show documented evidence of the organisation's goals around climate change and carbon emissions reduction.
- ☐ Show whether climate change goals have been shared with staff members, stakeholders, and with the wider public.
- ☐ Demonstrate the method for measuring progress.
- ☐ Explain what progress has been made so far against those goals – particularly around energy consumption.

To be considered an Advanced Energy Pioneer, your organisation will have:

- ambitious and inspiring goals, which they have made considerable progress towards.
- clear plans to continue doing so.

Section 3: Energy management strategy and targets

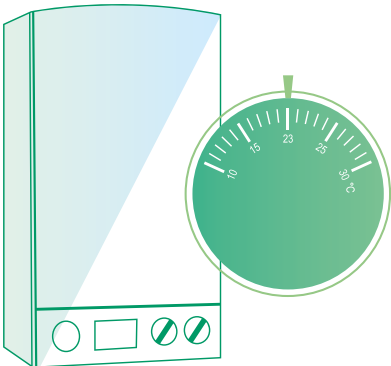
Identifying the strategy and targets which are in place to ensure your organisation meets its energy and carbon reduction goals. This includes having a member of staff or Board responsible for overseeing energy management.

Criteria

- ☐ Provide documented evidence of an energy management strategy.
- ☐ Provide documented evidence of target-setting around energy management and improving energy efficiency.
- ☐ Demonstrate progress against these targets.
- ☐ Explain how often the strategy and targets are reviewed and reported against.
- ☐ Provide evidence of staff or Board responsibility for following the strategy and meeting targets – ideally at a senior management level.

To be considered an Advanced Energy Pioneer, your organisation will have:

- a highly detailed strategy in place covering the whole organisation and supply chains.
- ambitious targets and clear lines of responsibilities to ensure these targets are met.



Section 4: Energy management process and procedures

Looking at the systems, processes, and procedures which are in place around controlling and managing energy use in the premises on a day-to-day basis.

Criteria

- ☐ Provide evidence of designated staff (or external contractor) roles and responsibilities to manage day-to-day energy use.
- ☐ Provide documented procedures for managing day-to-day energy use, and how these have been improved.

To be considered an Advanced Energy Pioneer, your organisation will have:

- documented detailed procedures for managing energy usage, with clear lines of responsibility.

Section 5: Management and improvement of building fabric

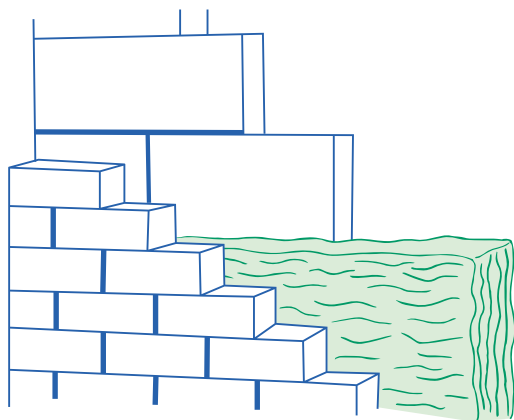
Understanding how your organisation's buildings are managed, as well as improvements to this through energy efficiency measures.

Criteria

- ☐ Provide evidence of levels of insulation (walls, floor, roof) in the premises.
- ☐ Provide evidence of any improvements made to the building fabric e.g. installing or increasing insulation levels, draught-proofing windows and doors, installing blinds, installing LED lighting.
- ☐ Provide evidence of any intended improvements which have not yet been actioned.

To be considered an Advanced Energy Pioneer, your organisation will have:

- made improvements to the building fabric which goes beyond standard building regulations.



Section 6: Technology use

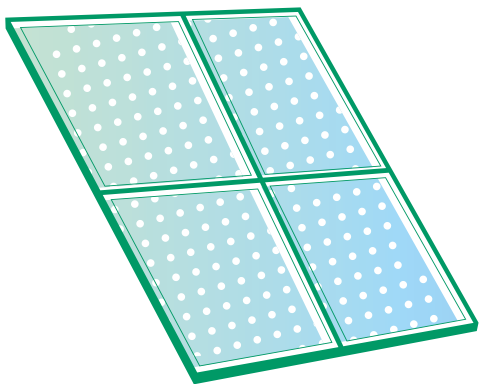
Exploring how your organisation is using technology to improve energy efficiency. This could be about installing new renewable heating systems, generating your own renewable energy through rooftop solar panels, installing temperature controls to reduce heating loss, and more.

Criteria

- ☐ Provide evidence of new technology installed in the premises to improve energy efficiency.
- ☐ Provide evidence of plans to install new technology to improve energy efficiency in the future, such as research or contractor quotes.
- ☐ Explain your organisation's technology priorities.

To be considered an Advanced Energy Pioneer, your organisation will have:

- made progress on the majority of your planned technology improvements - you may even be early adopters or testers of innovative new technology.



Section 7: Stakeholder engagement and transparency

Is information about your organisation's energy usage and goals being made available to internal and external stakeholders to keep you accountable?

Criteria

- ☐ Provide evidence of communications about energy usage, improvements made, and future targets to internal stakeholders (staff, Board members, partners) and in the public eye.
- ☐ Provide references from stakeholder groups that we could approach.
- ☐ Demonstrate evidence of the environmental impact of the organisation for external stakeholders.

To be considered an Advanced Energy Pioneer, your organisation will have:

- a clear engagement process, annual, publically available report on impact.
- Ideally, this will also include the ability for external verification, such as feedback from stakeholders, or the use of third-party verification.

Section 8: Staff awareness and training

Looking at the level of awareness about energy usage and management in the premises amongst staff members who are using the buildings day-to-day.

Criteria

- ☐ Provide evidence of staff engagement to drive energy awareness
- ☐ Provide evidence of any materials developed e.g. posters put up within the building, slide deck for internal briefing.
- ☐ Share information on staff training around energy usage – including inducting new members or staff, and training staff to use any new technologies.

To be considered an Advanced Energy Pioneer, your organisation will have:

- a substantial energy awareness programme, with regular engagement and training,
- as well as clear responsibility for delivery e.g. led by a staff sustainability committee.

Get in touch

Have a question about the Energy Pioneer Award or the criteria outlined in this guidance booklet? Our team are here to help.

Contact us on: hello@energysolutionsoxfordshire.org



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