

Target	Timeline	Responsibility
Energy		
Progress with electricity baseload assessments at Parkshot, 2/3 & 15 Golden Square, Gracechurch & Witan Gate with a view to reducing consumption (within tolerance), and maintaining levels already achieved. To run in conjunction with the offices portfolio M&E/PPM review programme.	Mar 2018	TC / PM
Assess the viability and install sub metering loggers across the portfolio where appropriate with a view to further improving the plant operational efficiency.	Mar 2018	TC / PM
Complete the roll-out of the AMR programme, providing half-hourly consumption data for all main electricity and gas supplies.	Mar 2018	PM / TC
Review completed PIR / Microwave / LED installations from 2017 and undertake installation of any further PIR / Microwave / LED opportunities, where payback is satisfactory.	Mar 2018	PM / TC
EPCs		
Consult with DLA & Gowlings WLG re: lease clauses in preparation for the Minimum Energy Efficiency Standards (MEES) which come into effect from the 1 st April 2018.	Mar 2018	TC
Create a MEES guidance note with Braithwaite, issue to PMs and IAs.	Aug 2017	TC / PM / IA
Continue to monitor and support the improvement of EPCs across JVs.	Mar 2018	TC / IA
Benchmarking		
GRESB – seek to improve upon 2016 results.	Nov 2017	TC / EVORA / PM
Green Apple Award – consider across portfolio.	Aug 2017	TC / PM
Socio-economic, community and bio-diversity		
Continue with various initiatives however homelessness in Cambridge should be of particular focus.	Mar 2018	TC / MC / PM
Investigate whether we can monetise the achievements. Speak with Nina @ M&G (JLL support?) and Matt @ BL.	Feb 2018	TC / PM
Work with USS comms to publish our 2016 report onto the property web page, and provide support required as part of the wider corporate update on the USS website.	Dec 2017	TC
Reporting		
Ensure PMs and BMs are suitably trained to fully benefit from the new EVORA reporting regime.	Nov 2017	TC / PM
Regulation		
CRC – monitor media coverage relating to the abolition (end of Mar 19), and the permutations of any replacement.	Mar 2018	TC / PM / IA
Brexit – monitor media coverage relating to changes in environmental legislation (e.g. MEES), as a consequence of leaving the EU.	Mar 2018	TC / PM / IA

Other		
Assess whether our service providers (e.g. PMs, IAs, lawyers), suppliers (e.g. contractors) and investments (e.g. Indirects, JVs) comply with provisions set out within the Modern Slavery Act and the Equality Act.	Dec 2017	MC / DR
Indirects – consider undertaking an external manager review in the Autumn when the GRESB results are issued. Consider Columbia Threadneedle.	Dec 2018	TC