

**Chief Executive**  
David White

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DW/TAH

12 July 2010

Dear Head Teacher or Site Manager

**THE 'CRC Energy Efficiency Scheme' (formerly the 'Carbon Reduction Commitment') - Installation of automatic meter reading ('AMR') on gas and electricity supplies**

I wrote to you on 4 September 2009 explaining that the CRC Energy Efficiency Scheme, as it is now known, will apply to Norfolk County Council from April 2010. As part of the 'early action' required under the scheme, automatic meter reading may need to be installed on one or more of the meters used for billing energy use at your premises.

Norfolk County Council has commissioned this process with the two main energy utilities that supply the Council: British Gas and Scottish and Southern Energy. AMR will be installed on nearly all electricity meters, and on gas meters over a certain consumption level. This work is expected to take place over a three to four month period, starting later this month.

Installation of AMR in Norfolk County Council properties is a positive step, both economically and environmentally. It will enable unusually high energy use to be identified and reduced, with corresponding reductions in carbon dioxide emissions, which most scientists and governments accept as the major cause of climate change. Energy prices look certain to continue rising, and AMR, as a form of 'smart' metering, will enable building users and energy managers to minimise costs.

In many cases AMR installation work will involve a single visit to each meter location, and there will be no need to interrupt gas or electricity supplies. However, there will be a number of instances where a brief shutdown of the supply is unavoidable. In some locations, preparation works by other contractors may also need to be carried out in advance of AMR being installed by the utility.

For most sites, the utilities have already been issued with the contact details of person(s) with overall responsibility for site management, in order that they can make direct access arrangements, where installation is deemed straightforward. Some installations will be more complex, in such cases NPS personnel may need to visit site in addition to the utilities' representatives.

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A number of installations on secondary school sites may need to be carried out over the school holidays. If yours is a school site, the utility will attempt to make contact via the normal switchboard number. If this fails, the utility may be put in direct contact with the out-of-hours key holder. It would therefore be most helpful if all schools could ensure that their out-of-hours contact information, as held by Children's Services, is brought up to date before the end of the summer term. The utilities will be informed that AMR installation in primary schools must be carried out during the autumn term 2010, not during the summer holidays.

I hope this information is clear, and that my colleagues and I can rely on your understanding and co-operation with this work, which directly supports the Council's statutory obligation to participate in the CRC Energy Efficiency Scheme. Should you have any queries at all in relation to this letter or the CRC registration, the NPS contact with overall responsibility for AMR installation is given at the foot of this letter.

Yours sincerely



**David White**  
Chief Executive

NPS contact responsible for AMR installation:-

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