



NPS Property Consultants Ltd
County Hall
Martineau Lane
Norwich NR1 2SF

Michael Dawson
Tel: 01603 22 3913

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To: Headteachers of all Schools

Dear Headteacher

As part of Norfolk County Council energy management system, we are introducing a programme of annual readings for electricity, gas and water meters, at the end of each financial year; giving us a clearer indication of annual consumption patterns.

Obtaining the meter readings on a yearly basis will enable us to; -

1. Monitor and benchmark all NCC properties and therefore be able to target poor performers. These audits will identify where energy and water improvements can be made. If premises do not return this information many schools will miss out.
2. Produce energy and CO2 information to central government.
2. Be in a position to comply with future government legislation – in Particular Energy Certification for Building, which would make it compulsory for all buildings to display an energy rating.

Currently we rely on billed data, which is only partly fed back, and usually does not include energy/water consumption data – only costs. Also billed data is not as accurate as it once was, and as a consequence many billed supplies are riddled with estimated readings. Extreme cases have occurred whereby a supply has not been billed on an actual read for over 3 years.

We would be grateful therefore, if you could kindly arrange for the relevant meter readings to be taken at your property and enter the data electronically on esinet. If you require any help and assistance in reading any of the meters, please contact Michael Dawson 01603 223913 or your service representative.

The electronic form can be found at
<http://www.esinet.norfolk.gov.uk/cadmin/meterreading/index.asp>