

# 7 Steps to Energy Management success

## 1 Establish an Energy Management Working Group/Programme Board

Assemble a team of contacts from across your business unit who will collectively work to progress Energy Management. Develop a Terms of Reference to clearly set out objectives and expectations. Some example ToRs are shown in the links below:

[Energy Management Steering Group ToR](#)     [LNW Route Energy Efficiency ToR](#)

## 4 Run Programme Board workshop

Review the opportunities identified in a previous Route workshop to see what's still viable and what needs removing. If you don't have the information from your workshop please get in touch for a copy.

Once these have been reviewed, hold another workshop with your Programme Board and wider stakeholders to develop a more rounded and up to date view. The STE Energy Management Team will be happy to facilitate your workshop – please just ask!

## 5 Populate the Opportunities and Projects Register

Populate the [Opportunities and Projects Register](#) with all outputs from item 4, plus all other energy-related activities going on across the route. This will form your action plan and enable you to:

- prioritise activity
- assign tasks to individuals and drive (and, importantly, track) progress
- develop your implementation strategy.

Your register should be updated each period and submitted to the STE Energy Management Team to contribute to Exec reporting.

Deal with identified quick-wins through the [energy-efficiency measures framework](#).

For additional tools and guidance, view the [Energy and Carbon homepage](#) on Safety Central.

Detailed energy data is available on [Energy-Link](#)

Periodic energy performance reports can be found on Connect [here](#).

## 2 Develop/review your Energy Management RACI

A RACI model outlines who is **A**ccountable, **R**esponsible, **C**onsulted or **I**nformed for different aspects of your Energy Management Programme. Your Programme Board should agree the RACI and it should be signed off at high level. It can be as simple or detailed as you feel is appropriate. Examples are:

[RACI Template](#)

## 3 Assess your maturity and develop your improvement action plan

A maturity matrix is a great tool to establish how well you are managing energy use in comparison to best practice standards.

Review your existing maturity status (each Route has a matrix already) or use the [Energy Management Maturity Matrix](#) to assess your current position and develop your improvement action plan. The matrix makes it easy to see the actions that you can take to improve.

## 6 Write your implementation strategy

The register calculates the benefits in energy, cost and carbon of each initiative and will provide a prioritised workbank of activity to inform your strategy development. You can find a [skeleton strategy outline](#) here. [LNW's recently approved strategy](#) can also be found here for your information.

Once written and approved by your Programme Board, your implementation strategy should be signed off at high level and communicated thoroughly.

## 7 Implement your strategy

Use your Programme Board and Opportunities & Projects Register to govern and manage progress!

The STE Energy Management Team are there to support and guide you.