

To: **Branch, Section and Sub-Section Secretaries
Science Engineering & Sustainable Development
Advisory Committee
Environment Representatives and e-network
members**

18 March 2016

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Dear Colleague

New bargaining guide & presentation on carbon management plans

We have published a new [workplace bargaining guide](#) and supporting [PowerPoint presentation](#) on carbon management plans. This guide aims to equip Prospect members to participate in plans introduced or operational in organisations.

The guide looks at the impact on working practices and the bargaining considerations in relation to carbon reduction plans and includes:

- Personal and team carbon budgets
- Zero waste workplace policies
- The business case with Prospect involvement
- Links to previous Prospect guides on heating, cooling, ventilation, travel & transport, lighting and electrical equipment.

Establishing a Prospect response to the introduction of a carbon management plan (or policy) is a legitimate focus for bargaining because it will affect daily working life. It is important that the operational implications of targets and policies are properly considered.

A new case study

A new case study has been added to the [case study booklet](#) (page 7). It covers flexible working & smart offices at the Department of Business Innovation and Skills (BIS). The study demonstrates the scope of a carbon reduction plan and the potential savings in both CO2 tonnage and money.

Yours sincerely

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