

**Minutes of Warwickshire's Energy Managers' Forum**  
**4 December 2008**

**Present:** Jo Pierson – Nuneaton and Bedworth Borough Council (Minute Taker) (JP)  
 Brent Davis – Nuneaton and Bedworth Borough Council (BD)  
 John Sweeney – Nuneaton and Bedworth Borough Council (JS)  
 Jacky Lawrence – Warwickshire County Council (JL)  
 Bill Johnson – Warwickshire County Council (BJ)  
 Ruth Dixon – Warwickshire County Council (RD)  
 Nigel Hardy – Warwickshire County Council (NH)  
 Emma Clarke – Warwickshire County Council (EC)  
 Paul Chapman – Stratford District Council (PC)  
 David Collins – Rugby Borough Council (DC)  
 Balbir Bassi – Rugby Borough Council (BB)  
 Mark Perkins – Warwick District Council (MP)  
 David Jullien – Act On Energy (DJ)

**Apologies:** Jez Hunter – University of Warwick  
 Chris Jones – North Warwickshire Borough Council  
 Kevin Palmer – Coventry City Council  
 Bernard Perkins – Encraft  
 Robert Bullock – Warwickshire Police  
 Duncan Harrison - Warwickshire Police  
 Stephen Marks – Rugby Borough Council  
 Carl Hall – Cranfield University

ITEM	DETAILS	ACTION
1.	Introductions were made.	
2.	<b><u>Matters Arising From Previous Minutes – 4 September 2008</u></b>	
2.1	BJ has not received the healthcare contacts yet from Geoff Place. BJ to contact GP.	BJ
2.2	Draft Terms of Reference have been written – will be covered later on the Agenda.	
2.3	Production of documents: <ul style="list-style-type: none"> <li>• Salix funding</li> <li>• Prudential borrowing</li> <li>• National benchmark accreditation/Carbon Trust standard</li> <li>• Carbon reduction commitment.</li> </ul> <p>The four papers have been produced and will be available on the website soon. A separate page for this Forum is to be created on the Warwickshire website.</p> <p>BJ briefly ran through the papers.</p>	

ITEM	DETAILS	ACTION
2.3.1	<p><u>SALIX Funding</u> - BJ asked if anyone had used SALIX, JS is aware, but has not used them yet – looking to possibly use spring time next year.</p> <p>BJ stated 50% funding through Salix. The drawback is the beurocracy and the software, if get over them then its worthwhile. WCC fund now £360K (£180K from Carbon Trust and £180K from WCC). Currently applying for fourth tranche of £60K from Carbon Trust to bring total fund to £480K.</p> <p>JL if any L/A wants to see the successful application, she is glad to show them. DC would like to see.</p> <p>BJ stated projects they have used the SALIX funding for includes cavity wall, heating, draught proofing, T8 to T5 lighting adaptors, dishwasher replacement for steriliser dishwashers, insulation jackets, eco-cooler.</p> <p>NBBC are currently doing T8 to T5 lighting adaptors, but have funded full cost of works themselves.</p>	JL/DC
2.3.2	<p><u>Prudential Borrowing Loan Scheme</u> – Under the Government Act 2003, now allowed to borrow. BJ is considering doing this for an energy saving scheme.</p> <p>BD stated that was how NBBC funded its schemes.</p> <p>BJ stated they match fund with SALIX. T8 to T5 adaptors is a £2M project and it could mean hefty savings.</p>	
2.3.3	<p><u>Carbon Reduction Commitment (CRC)</u> – BJ and MP involved. BJ produced a timeline which is on the website. Data keeps changing; it is in a league table format based on performance. It is felt the CRC will capture smaller organisations somewhere down the line.</p> <p>CRC is capturing everyone with total ½ hour meter electricity use of 6,000 MWh/annum. There is a possibility it will be brought down to 3,000 MWh.</p> <p>Discussions on requirements for organisations to which CRC applies to become accredited under “Carbon Trust Standard”. Significant cost attached to this.</p> <p>JS stated that in October 2006 NBBC scored 88% as assessed by the Energy Efficiency Accreditation Scheme (EEAS), which was the forerunner to the Carbon Standard. He has not yet seen how the Carbon Standard will be operated as compared to the EEAS. JS stated that NBBC paid approximately £1,500 for an interim assessment in May 2008.</p> <p>JL stated that last time WDC decided there wasn’t enough evidence to go through with the assessment.</p>	

ITEM	DETAILS	ACTION
2.4	<p>BJ stated WEEAC now “Act on Energy” Interaction on domestic side – discussed last time.</p> <p>DJ advised a group was formed of Local Authorities in the area and they share notes (a self-help group). 11 Local Authorities are involved. The group has been running for 8-9 years and works well. Have a similar forum with social housing.</p> <p>The two groups join together once a year.</p> <p>Everyone here is represented, there is a cross-over scheme called ‘EESEE’, who talk to employees of large organisations (Jaguar, Landrover, Aston Martin recently). It’s a good way of getting to employees and makes them think about energy efficiency in the home, which in turn brings it into the workplace.</p> <p>Energy lost in the workplace is around 10-15%.</p> <p>JL stated that WCC need to do an awareness campaign as well.</p> <p>BJ advised that their EIA report is going to Cabinet on 29 January.</p> <p>JL asked what are the chances of putting together awareness plan for all Local Authorities to get funding to reduce CO<sub>2</sub> by 1 tonne for LA’s. JL wondered if we could do something similar to the “switch off” campaign with Act on Energy.</p> <p>DJ stated whatever is wanted, if it’s to do with energy then he’s interested.</p> <p>JL wondered if all Local Authorities could do a 3 year campaign for staff.</p> <p>JS looking at voltage optimisation for 2009 capital year. Believes up to 20% can be saved. Two biggest UK players are “Powerstar” and “PowerPerfactor”. The former manufactures in the UK, the later imports from Japan. Both aligned up with SALIX.</p> <p>MP stated that Power Perfactor are good. He had 2 schemes ready to go but had no-one to match against Power Perfactor.</p> <p>BD thought it might be able to half the bureaucracy from SALIX if we join together. JS stated that both suppliers are offering to make SALIX application easier.</p> <p>BJ stated that a shut down of building is needed for the kit to be installed and there could be issues with starting up systems as well.</p>	

ITEM	DETAILS	ACTION
2.5	<p>JS is to send the Power Star presentation to MP. JL suggested putting the presentation on Warwickshire website. BJ if Power Perfector have got a presentation /product information as well, we should put theirs on the website too.</p> <p>Agreed to just put contact details of both companies (telephone/web):  PowerStar – <a href="http://www.ems-uk.org">www.ems-uk.org</a> – 01709 836 200  PowerPerfector – <a href="http://www.powerperfector.com">www.powerperfector.com</a> – 0845 6014 723</p> <p>JS stated by the next meeting he hopes to have progressed to formalising quotations by each service provider.</p> <p>Inform the Public Services Board/LAA Partnership of the Inauguration of this Forum.</p> <p>PC confirmed this has been done and the information sent on to them.  DC will rearrange to visit NBBC.</p>	
3.	<p><b><u>Terms of Reference</u></b></p> <p>DC went over the Terms of Reference. The following amendments to be made.</p> <ul style="list-style-type: none"> <li>a) Under number 1, the name of the group is to be altered from “Coventry and Warwickshire Energy Managers’ Forum” to Warwickshire and Coventry Energy Manager’s Forum.</li> <li>b) Under number 2, change “more sustainable energy management” to “more sustainable energy and water management”.</li> <li>c) Under number 4, alter the name of the group as a) above.</li> <li>d) Under 5.2, include “NBBC will be responsible for the administration associated with organising forum meetings for a period of 12 months.”</li> <li>e) Under 5.3, Alter “nominated for one year” to “nominated for one calendar year (September to September)”.</li> <li>f) Number 6 to read “Should decisions become necessary, then one vote per public sector organisation will be taken with the majority vote deciding. This does not preclude more than one representative attending forums.”</li> <li>g) Under number 7, agreed by “majority vote (see number 6)” to be added to the end</li> </ul>	

ITEM	DETAILS	ACTION
4.	<b><u>BREEAM</u></b>	
4.1	<p>BJ stated a report is due to WCC Cabinet in 1 – 2 weeks on how to deal with BREEAM.</p> <p>The report will be available on the WCC website under Cabinet Reports.</p>	
5.	<b><u>Any Other Business</u></b>	
5.1	JL for information – Godfrey Paignton have £350,000 from DEFRA to help set a wood fuel Depot at Stoneleigh Park. They are working with potential suppliers.	
5.2	<p>Warwickshire were finalists with the “Switch it off” campaign in the National Energy Efficiency Audit.</p> <p>If anyone wants a colour copy of the certificate, let JL know. She has photos available as well. MP and BD wants copy of the certificate.</p>	
5.3	RD stated that in the current economic climate WDC are reshuffling/reorganising and there are 3 environmental professionals up for redundancy – if anyone has any suitable vacancies, please bear this in mind.	
5.4	JS asked if anyone had a price index of whats on offer with regards to Biomass. MP stated 2.3p per Kw/h.	
5.5	<p>JS stated he has put a tactical bid to the “biomass accelerator” programme (Carbon Trust) for the Bedworth Civic Hall. Need to expand on further by a more site specific request.</p> <p>JL stated Warwickshire working with Enviros to see which boilers suitable for biomass.</p> <p>MP stated need to look at storage and delivery, if can’t get them to work its not worth looking at.</p>	
6.	<b><u>Date of Next Meeting</u></b>	
6.1	Thursday 5 March 2009, 2.00 pm until 4.00 pm in Committee Room A, Town Hall, Nuneaton.	