

Warwickshire Energy Managers' Forum

Meeting Minutes

Date and time	Thursday 4 September 2008, 10 am
Location	Nuneaton and Bedworth Borough Council Town Hall
Attendees (Clockwise from front right)	<ol style="list-style-type: none">1. John Sweeney, NBBC2. Brent Davis, NBBC3. Ruth Dixon, WCC4. Bill Johnson, WCC5. Nigel Hardy, WCC6. Carl Hall, Cranfield University7. Geoff Place, George Eliot Hospital8. Mark Perkins, WDC9. Bernard Perkins, Encraft10. Stephen Games, RBC11. Dave Collins, RBC12. Stephen Marks, RBC13. Paul Chapman, SDC14. Charlotte Phillips, NWDC (sub. for Chris Jones)
Apologies	Jacky Lawrence, WCC
Other invitees	Alex Patterson, Stratford College

- 1) Welcome, apologies and introductions
- 2) Meeting frequency and selection of chair and secretary

The group agreed that meetings would be held quarterly.

The next meeting is planned for **Thursday 4 December 2008 in the morning**, location to be determined.

The group agreed that Bill Johnson will act as chair for this meeting and the next one in December. The chairmanship will be reviewed after the first year.

Brent Davis volunteered to provide a minute taker for subsequent meetings.

- 3) Terms of reference

Membership

The group needs to be small enough to keep the focus on building energy management within local public sector organisations. Broader energy, climate change and sustainability issues are discussed at the Climate Change Partnership meetings.

There are also two meetings hosted by WEEAC, one of which is a Social Housing Energy Forum. If this forum does not cover the right topics, a subgroup of this group may be set up for energy managers from districts and boroughs to discuss housing issues.

Organisations that are based in Coventry could be invited. This could include Warwick and Coventry Universities, Walsgrave Hospital and part of the Coventry Primary Care Trust. Warwick hospital should be invited. The Police and Ambulance Services could be included. Generally, if a public organisation has an energy manager, then they could be invited to join.

Action Geoff Place
Supply healthcare contacts to Bill.

A group discussion led to the following list of items that could be contained within the terms of reference.

- Sharing of information and experience
- Implementation of building energy management
- Contribution to National Indicators and the LAA, setting reduction targets
- Focus on reducing energy use, plus water
- Best practice from member organisations and others
- Practical examples and site visits
- Successes and challenges
- Trialling newer technologies
- Training and awareness
- Renewable energy
- Consortium buying of fuel or of equipment (possibly through a private group to get ECA)
- Sharing tenders and prices
- Sharing investment and initiative programmes
- National Benchmark Accreditation / Carbon Trust Standard
- Domestic building technology and housekeeping
- Networking to establish useful sub-groups

Action Stephen Marks
Use the above bullet points to write a draft terms of reference

The discussion revealed that there are a number of topics that require a written explanation for those of the group who are unfamiliar with the schemes.

Action Bill Johnson

Produce documents that explain the following:

- **SALIX funding, persistence factor and schemes in WCC using the funding (insulation, powerperfactor, heating zoning and replacing sterilising sinks)**
- **Prudential borrowing loan scheme**
- **National Benchmark Accreditation / Carbon Trust Standard**
- **Carbon Reduction Commitment**

Investigate the possibility of these, along with case studies and meeting minutes, being posted on the Climate Change Partnership website or similar area where all can access.

Find out about the LA consortium meeting from WEEAC.

Action John Sweeney

Provide information about NBBC's benchmark accreditation, Enhanced Capital Allowances and the Power Factor work to Bill for circulation.

Find out if another public sector body or consortium has set up a private company in order to benefit from ECA.

4) Local Area Agreement – NI186 – Paul Chapman

The Climate Change National Indicator included in the Local Area Agreement is:

NI186 - Per capita reduction in CO₂ emissions in the LA area. (PSA 27)

The other National Indicators concerning energy and climate change are:

NI185 - CO₂ reduction from Local Authority operations. (PSA 27)

NI187 - Tackling fuel poverty – people receiving income based benefits living in homes with a low energy efficiency rating. (Defra DSO)

NI188 - Adapting to climate change. (PSA 27)

NI194 - Level of air quality – reduction in NO_x and primary PM₁₀ emissions through local authority's estate and operations. (PSA 28)

Some of the actions within the LAA NI186 document are also covered by work towards other NIs. E.g. Activities 2 and 4 are also in NI185 and Activity 5 is also in NI187.

The organisations represented by the members of this forum clearly contribute in part to the CO₂ output of the county, and so can contribute by reducing our emissions. Local authorities also contribute through our housing stock, the Switch It Off campaign and encouraging participation in the climate change partnership. Local public bodies must act as a role model for other organisations and businesses in Warwickshire, as well as showing leadership to the community as a whole.

Action Paul Chapman

Inform the Public Service Board / LAA Partnership of the inauguration of this forum.

Clarity is needed on how we report to DEFRA. For NI185 and 194, do we include just fleet mileage, or all travel done by public transport and private car too? What about contractor's emissions? For NI186, Local Authorities can have influence regarding planning and transport, but is this covered at a higher level by the regional special strategy and the local transport plan?

When setting a reduction target, a desirable and a practical target could be quoted. 2% may be realistic. WDC is going for 5% as they are installing biomass boilers at 10 sites.

5) Display Energy Certificates – presentation by Lionel Delorme Faber Maunsell

The presentation is attached.

WDC have employed Energy Team to produce their certificates and advisory reports. They will be doing a press release.

Questions summary:

Q. Are multi storey car parks in?

A. They don't have walls, so no. Also, they don't usually have heating.

Q. What do you do if you have more than one building under the same meter?

A. Only the buildings that qualify have to have a certificate, their ratings can be calculated by apportioning TUFA. Alternatively a rating can be calculated for the whole complex under the transitional rule. The number 1 recommendation in the advisory report would be to install sub-metering.

Q. Landmark UPRNs, their address is different to our own?

A. The assessor has the flexibility to put a meaningful name and address on the certificate.

Q. Is there any leeway on the date the certificates have to be displayed by?

A. For EPCs, if a request has been made at least 14 days before the deadline you will not get prosecuted. Probably if you show you are working towards it, you will be ok. However, politically our organisations need to be ready for 1 October.

6) AOB

There was no other business raised.

7) Study visits

CHP for the town hall and council house

Energy efficient lighting in the multi-storey car park

CHP in Pingles Leisure Centre