



HECA Annual
Review - 2004/05



Working with



energy saving trust™

Foreword by the Chair

Welcome to our first formal annual review. It is an honour to be the first Chair to write this welcome and the report will be provided annually at every National Conference as a way of showing our members, sponsors, stakeholders and friends just what the Association has been doing over the previous financial year.

Before looking at the year, I must say a big thank you to Fenland District Council, the day job, for allowing me the latitude to be your National Chair. Without their support I could not do this job. I hope everyone realises that being Chair means, on average, that you assign about 10 hours a week to it, it does mean a fair bit of traveling; a laptop and mobile telephone are essential parts of your makeup. I believe that Fenland provide this Association with around £10,000 of in kind funding and we thank them for their generosity.

My second big thank you goes to the members of the HECA Executive. What a bunch of gifted people they are. Once a quarter they travel from all over the country to provide input into the running of the Association and provide me with guidance on how they wish the Association to develop, spend a number of days per year working on this project for the benefit of all energy officers everywhere and they all do it for free. Not a penny does this Association have to pay for their time or travel. Once again, a big thank you to their employers for allowing the time to develop our Association. They are truly a great bunch of people.

Finally, to our staff, the HECA Secretariat. Stewart's team are really appreciated by us all. Without them our wishes would not be put into operation

As I contemplate the first year of my Chairmanship, I have to say that it has been thoroughly enjoyable. Yes, there have been frustrations, but I have found that all of our contacts are really supportive and want the Association to move forward. This helps greatly. As you will see as you read this report, massive changes in the structure of the organisation have been achieved, we have developed our relationship with the Energy Saving Trust in a more positive format and believe that we are ready to be pro-active in the future, ensuring that the country has a guardian for energy issues in the home that can reach out and touch every local authority in the United Kingdom.

Once again, our national conference has been an enormous success, but within that there are other successes - our new partnership with the NEA that is to continue this year, the amount of business that was created by those attending the conference, the partnerships that were built in those two days were many and varied. Looking around the Hall at all of the happy faces gives you an enormous buzz. Steve Martin and his team do us proud!

It is an honour and a privilege to be the UK HECA Executive Chair, one that I take very seriously and I will continue to do my utmost to carry out your wishes, working in partnership with our stakeholders to help the public sector achieve the Government's energy and emission targets.

There have been so many successes this year I could (I know, and usually do) go on for hours, but I will end there and commend this 2004/05 annual report to you. Please enjoy reading about our year.

Bruce Pittingale
- UK Chair of the HECA Executive

Terms of reference

Our Association exists to provide dissemination in all directions and provide a vehicle for people and organisations to talk to one another about common objectives. It is a professional organisation that covers every Local Authority across the British Isles and has opened its doors to take in other home energy professionals such as Housing Associations, EST Sustainable Energy Networks, government grant scheme agents and private energy suppliers.

UK HECA is also an international link for any country that wishes to establish and maintain links with ECA's across the United Kingdom (UK) as well as a vehicle for UK ECA's to discover international partners to further the aims and objectives of the Association and its members.

Aims

- Encourage the 100% delivery of reports requested by the Secretary of State.
- To eradicate Fuel Poverty in vulnerable households by 2010 across the United Kingdom.
- To encourage the delivery of the key aims and objectives of the Energy White Paper, 2003.
- To enable the smooth transition of Energy Conservation Authorities into vehicles of delivery for future government legislation.

Sponsors

The organisation has many sponsors and is totally reliant on developing workstreams to support the finances of the organisation. We would like to thank the following organisations for their continued support and welcome any organisation, which feels it concurs with our aims and objectives, that wishes to support us.

- The Energy Saving Trust provides sponsorship to finance works of the organisation and the annual HECA awards.
- Enact Energy has solely sponsored the national conference for the past two years.
- Warm Front sponsored two editions of the quarterly newsletter, HECA Network News, and npower have agreed to sponsorship for the whole of 2005.
- The UK HECA Executive is made up of regional chairs from local authorities, who give their time in kind to steer the Association.
- Regional forum have established annual sponsorship for the running of their secretariat and forum activities from various private energy suppliers.

We thank you all for your time and consideration and look forward to working with you into the future.



Working with



Works undertaken for 2004/05

HECA research project

(HECA officers' views on the future of HECA in England)

At the beginning of 2004, the, now, UK HECA Executive submitted a proposal to the Energy Saving Trust (EST) to carry out an extensive piece of research into the views of English HECA officers on the future of HECA. The project was approved, receiving a research grant. A research sub group was formed, which consisted of HECA officers who actively had a passion about HECA reporting and its future. New Perspectives were commissioned to carry out the research and produce a final report, which was later submitted to Defra for consideration in the HECA review. After reviewing the findings from the report, the HECA Executive prepared 12 recommendations for Defra. They are as follows:

1. That Defra supports the dissemination of Best Practice Guidelines for the appointment of full-time HECA officers in all Energy Conservation Authorities.
2. That Defra supports the development of a training and development programme for HECA officers.
3. That Defra does more to increase the recognition of HECA officers and raise the profile of HECA within Local government.
4. That Defra secures sufficient and sustained funding for the national and regional Forum network in the UK to provide support for under-resourced ECA's and to enable the dissemination of guidance and the sharing of good practice.
5. That Defra increases the role of Regional Government Offices in supporting the delivery of HECA in their region, by establishing closer working relationships between the Regional Offices and their Regional HECA forum.
6. That Defra urgently reviews the resources available for funding progress under HECA, including an examination of how the various energy efficiency programmes can assist ECA's in meeting their HECA targets.
7. That Defra overhauls the current format of HECA Progress Reports, with changes to take effect from 2005, by:
 - Introducing a standardised HECA data collection format.
 - Requiring the setting of new baselines through standardised methodology.
 - Allowing the setting of revised, challenging yet achievable targets and time frames that take better account of local circumstances.
8. That Defra urgently reviews methods for revising baseline figures and provides guidance on how this should be achieved.
9. That Defra urgently reviews the data collection methods to be used in the standardised data collection format and provides detailed guidance on how this should be undertaken.
10. That Defra considers ways of assisting Councils with the costs of producing their HECA Progress Reports.
11. That Defra considers how the HECA Progress Reports should be audited and validated.
12. That Defra provides more prompt and detailed feedback to ECA's on the effectiveness of their HECA Strategies.

From these 12 recommendations, both Defra and UK HECA have made some small but significant changes. The Executive has set up a subgroup to develop a national professionally recognised qualification and a revised HECA report template was submitted to Defra in time for the 9th progress report. In addition, members of the Executive have agreed to sit on a task group with members of Defra, once the HECA review is started.

Home Energy Conference 2004, Cardiff

The 2004 annual Home Energy conference was held for the first time in one of the devolved countries, Wales. The Welsh Assembly and the 25 local authorities welcomed officers and energy organisations to the Cardiff Marriott Hotel, the venue for the two-day event. There were a few memorable occasions at the conference, the most significant being the long-standing Chair of the UK HECA Fora, Don Lack, standing down and welcoming in the new Chair, Bruce Pittingale. There was also a virtual presentation by Lord Whitty, the launch of the Welsh Energy Policy by keynote speaker Edwina Hart AM MBE and a presentation on the findings and recommendations of the HECA research projects, to name but a few.

Baroness Maddock presented the annual HECA Awards at the conference gala dinner to one winner from each of the twelve regions. Winners were nominated by a colleague for their outstanding contribution to HECA and each received an inscribed glass award, which were sponsored by the EST. Don Lack was also presented with the first ever Maddock lifetime achievement award for his participation in the conception of the Network and for his continuous support over nine years.

The conference enabled around 250 officers from across the UK to exchange and develop ideas with colleagues and to network with other professionals in the field. From the very positive feedback received about all aspects of this conference, it has been rightly hailed as the most successful conference to date.

Chairs training day

The EST kindly supported the UK HECA Executive by providing funding for a Chairs' training day. The aim was to devise a strategy for HECA and its future. The day proved very successful with a number of outcomes:

- Approval of a new constitution,
- Update on Defra's sustainable energy programme and their position with the HECA review,
- Approval for the formation of a task group for the HECA Review,
- Emerging factors that will most influence the development of the network and its workplan,
- Activities for 2005/06

One of the key activities identified for 2005/06 was to engage in the 9th HECA progress report. It was agreed that, although most of recommendations from the HECA research couldn't be addressed until the HECA review, there was scope to make the HECA progress report more meaningful. Chairs were able to do this by putting together an amended version of the report template. The revised template included suggestions to help fill in the form, which would assist officers when filling in the report and also to Defra for giving feedback. A version of the template with the suggested changes was sent to Defra for their consideration.

"The HECA Conference is always a great opportunity for us to meet up with our partners from around the UK and to meet some of the many new faces now working in home energy conservation. This year's conference was no exception and we were proud to have been able to act as sole sponsors for such a successful, well organised and fun event. We look forward to seeing you all next year."

- Adrian Wright, Managing Director, Enact Energy

From Forum to Association

As part of the review of our own organisation, it was felt that the current Forum would not be able to provide the necessary framework for an evolving energy world. Therefore, the Chairs, as part of the training day, agreed a new way forward. A draft constitution was formed and the chairs developed our current Constitution. It was approved and the workplan to implement it agreed. Revisions to the constitution agreed at the training day were sent to regions for a consultation period. The constitution was ratified at the 16 March HECA Executive meeting and consequently the UK HECA Fora was disbanded. The UK Home Energy Conservation Association, a not-for-profit, private company limited by guarantee, was formed.

Setting up a constituted body enables UK HECA to:

- Develop more funding from external sources,
- Be more responsive to the needs of the devolved countries and regions,
- Lobby Government on behalf of ECA's,
- Take on real projects and develop funding streams to pay for them,
- Provide partnership opportunities for members.

Scheme Integration dissemination for the Local Authority Operational Group (LAOG)

With direct links to all local authorities via regional forum the UK HECA was approached by the LAOG to assist in rolling out Scheme Integration workshops. In 2003/04 the LAOG commissioned NEA to prepare two reports into the effective integration of energy efficiency schemes at a local level. The content of the workshops was derived from one of these reports, which was targeted at local authorities, providing them with both guidelines and examples of best practice.

Workshops, which were developed and delivered by Impetus Consulting and CAG, were held in eight English regions and two in Wales, reaching over half of (125) local authorities in England and Wales. Regions were reimbursed costs of holding the workshop by a grant issued by the Energy Efficiency Partnership for Homes (EEPfH). A report was produced from the workshops and was delivered at a workshop at the 2005 conference in Bournemouth.

"UK HECA provides national leadership for Energy Conservation Authorities across the United Kingdom, also providing a place to go for those that are in search of a centre for expertise within the home energy market place."

**- Tyrone Homes, Head of Public Sector Team,
Sustainable Energy Policy Division, Defra**

Website

The HECA website was devised as a means of communication for regional fora and a place for national and regional information to be accessed easily at no cost. The website currently consists of a conference page, which includes online booking for delegates and exhibitors, access to previous conferences where plenary session and workshop presentations can be downloaded; past and present copies of the HECA network newsletter in printable or readable format; national and regional event listings; important documents, research, legislation and regulations; minutes from national and regional meetings, conference sub group and progress meetings and a full contacts list for the Association.

Early in 2004, it was agreed by the Executive to expand the website focusing on regional fora, yet still providing all current services and information. The new regional web pages, due to be launched at the annual Home Energy Conference 2005, were designed as a means of communication between regional offices and also for sharing and exchanging knowledge nationally. The new pages include regional news, events, meeting minutes, and documents, such as research commissioned by the region. The regional web pages will be maintained and updated by the region Chairs and their secretariats. It is anticipated that the full revised website will be implemented late in 2005.

With an average of over 1000 hits a month, the website has consistently been an active source of information for officers and companies. It is hoped that the number of visits will increase with the launch of the regional web pages.



The new HECA website

Publication of quarterly HECA Network Newsletter

The newsletter 'HECA Network News' provides an opportunity for officers to exchange good (or bad) practice examples of projects and schemes, allowing other regions to learn from them or their mistakes. The newsletter is free to the public and private sector and is published in both electronic and hard format to nearly 600 officers across the UK. The quarterly publication includes full coverage of the annual Home Energy conferences, along with any news from national bodies or associations.

Workshop facilitation at the UK Public Health Association Annual Conference 2005

UK HECA was asked by the UK Public Health Association to review a selection of abstracts for potential main room presentations and workshops at their annual conference. The national Chair took on the role of reading and selecting abstracts.

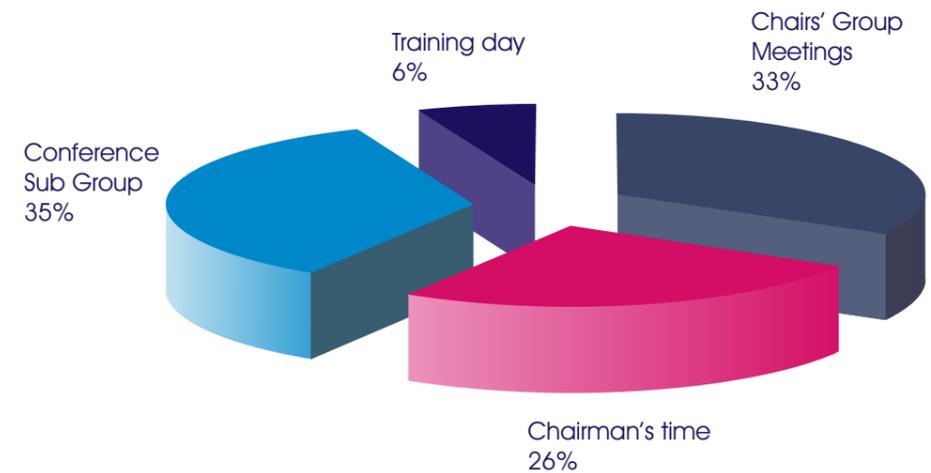
UK HECA were also asked by the UK PHA to be a collaborating organisation and propose either a 90 minute workshop or 20 minute presentation for the UK PHA's annual conference in 2005. An abstract on 'excess winter deaths, falls prevention and heart and respiratory diseases' was submitted and accepted. A subgroup representing UK HECA were formed and gave a workshop on Fuel Poverty and the need to engage the Health Service more fully throughout the UK in partnership working. The workshop content focussed on the role of UK HECA in combating cold homes and the benefits that this can bring to promote healthy living. The workshop certainly gave the necessary impact at the conference, and a full-page article on Fuel Poverty was in a special Public Health News Publication. It was particularly pleasing that we were selected for the article out of almost 100 workshops held at the three-day conference.

Financial review for 2004/05 (income and expenditure)

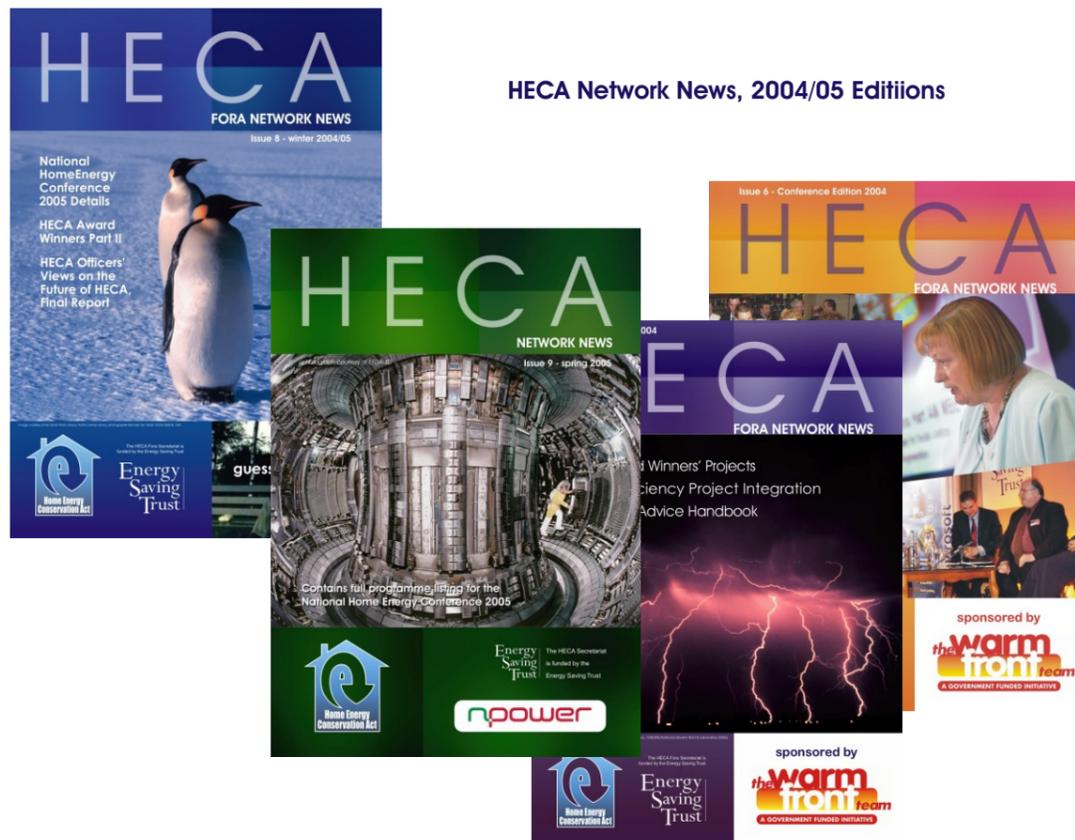
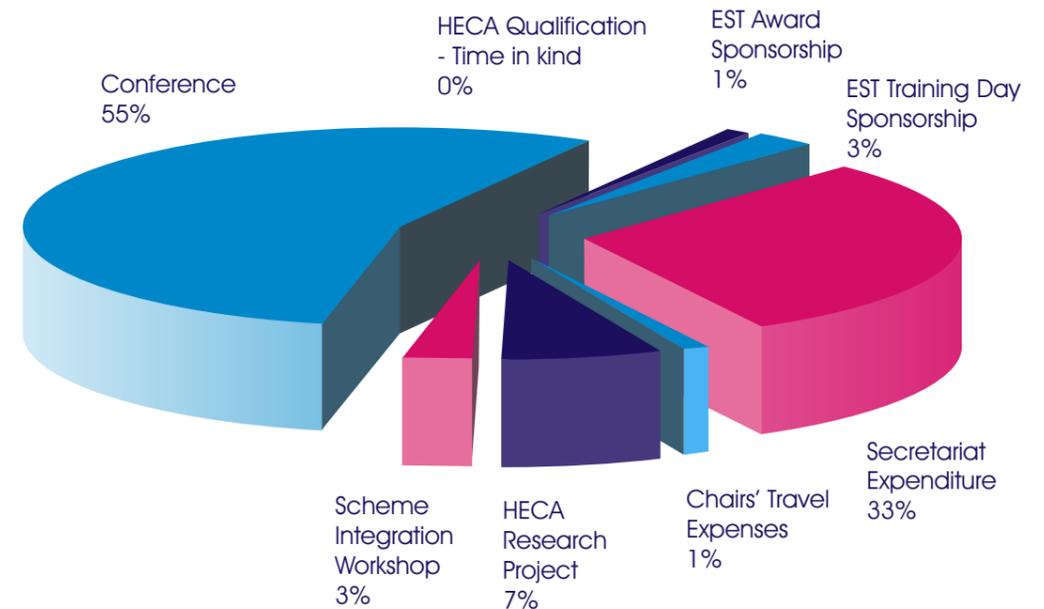
UK HECA had an overall budget in 2004/05 of £159,622 and this was utilised to provide a number of projects to the forum and its members. As part of its remit, it was able to inform government of HECA officers' thoughts and wishes, develop a two day conference to discuss the issues of the year and disseminate information to all HECA officers across the country, throughout the year.

The Chairs' time is given freely by their respective authorities and they direct the Forum in attaining its workplan. It is estimated that the cost of time provided by these supporters of the Forum is worth £27,400. The Forum would like to publicly thank these Energy Conservation Authorities for their continued support.

2004/05 Annual Income and Expenditure:



Time in kind from ECA Officers:



HECA Network News, 2004/05 Editions

Work plan for 2005/06

At the end of the financial year, a workplan for 2005/06 was developed and approved by the HECA Executive. The UK HECA Executive will fulfil the core activities but have also expanded the workplan to include a number of additional added value activities.

Launch of UK HECA at the House of Commons

UK HECA will officially be launched in the new financial year with a private dinner for HECA officers and their chief executives at the House of Commons.

Home Energy Conference 2005

The revolving conference venue will see the 2005 conference being held at the Bournemouth Marriott Hotel. Key presentations will be from Aubrey Meyer and Brenda Boardman.

HECA Qualification

As an outcome of the HECA research a subgroup has been formed to take forward the development of a professional nationally recognised qualification for local authority officers with an energy remit.

Engage Defra in adaption of HECA reporting template

Another outcome of the HECA research has promoted the adaption of the HECA progress report template to assist officers filling in the form and to Defra when providing feedback.

Defra's HECA Review, formation of a task group

It is anticipated that the HECA review will commence in 2005/06. Defra has agreed to set up a task group, made up of HECA officers and members of Defra, to take forward the review.

Local Authority Energy Day, Toolkit

At the beginning of 2006, a Local Authority Energy Day has been scheduled. The LAOG have commissioned UK HECA to develop a toolkit for the day, which can be used by local authority officers with energy responsibilities to engage senior figures, such as chief executives and senior management.

HECA Exhibition stand and exhibit at NEA conference

UK HECA has taken the step forward to raise awareness of HECA and UK HECA with the development and construction of a 'HECA House' exhibition stand. UK HECA will be exhibiting for the first time at the NEA conference, a reciprocal arrangement between the organisations.

Formation of HECA officer generic job descriptions

The UK HECA Executive identified the need to develop and disseminate HECA officer job descriptions due to the lack of knowledge within local authorities human resources sections. There will be four tiered job descriptions ranging from Energy Manager to Energy Assistant.

HEED dissemination for the EST

The EST is in the process of collating information relating to the energy efficiency measures that have been installed at residencies in Great Britain and Northern Ireland. This data will be available to HECA officers for use in their HECA reporting. UK HECA will assist EST in the development of access to the data.

National Chair's tour of the UK regions

UK HECA is made up of 476 local authorities within England, Wales, Northern Ireland and Scotland. Many aspects are similar, however there are also some major differences between local authorities, regions, counties and countries, which needed to be assessed. The UK Chair will visit each region over the next year to assess these differences and report the findings.

Response to consultations

An outcome of the training day was to look at the protocol for responding to consultations. Regionally, responses were only made when it directly affected their localities, this is time consuming for each region. Therefore, the Association aims to provide generic guidance for its members.

List of contacts

National representatives for UK HECA:

Chair
Vice Chair

Bruce Pittingale
Steve Martin

UK Secretariat

Project Manager
Project Officer
Project Officer IT / Graphics

Stewart Conway
Helen Atkins
Rob Leeson

Regional representatives for UK HECA:

HEON, Eastern

Representative
Secretariat

Julia Blackwell
John Davis

East Midlands HECA Forum

Chair
Vice Chair
Secretariat

Denise Marsdon
Alison McCafferty
Ros Badley

East Pennine HECA Forum

Chair
Vice Chair
Secretariat

Paul Maplethorpe
Alan Jones
Clare Fitzpartick

West Midlands HECA Forum

Chair
Vice Chair
Secretariat

Graham Jones
Neil Morton
Ellie Cooper

London HECA Forum

Chair
Vice Chair
Secretariat

Ian Lane
Oliver Myers
Sarah Hitchcock

South West HECA Forum

Chair
Vice Chair
Secretariat

Vacant
Erica Pretty
Mike Brain

North East Domestic Energy Forum (NEDEF)

Chair
Vice Chair
Secretariat

Steve Kent
Ian Bloomfield
Wendi Wheeler

South East HECA Forum

Chair
Vice Chair
Secretariat

Kathy Alcock
Zoe Leader
Laura Russell

HEON, North West

Chair
Vice Chair/secretariat

Brian Sexton
Alison Hartley

Scottish HECA Officer Network (SHON)

Chair
Secretariat

Stephen Cunningham
Scott Restruck

Welsh HECA Forum

Chair
Vice Chair
Secretariat

Steve Martin
Bill Jones
Zoë Livermore

Northern Ireland HECA Advisory Panel

Representative

Noel Rice