

CAN AGM and Executive Meeting Minutes

12 April 2012 @ 10:30 am
London Borough of Camden Town Hall

Present:

Darsh Chauhan	(DC)	CAN Secretariat / Vice Chair East Midlands CAN
Peter Chisnall	(PC)	Climate Energy
Kim Herivel	(KH)	Vice Chair – South West
David Colbourne	(DCo)	Chair – North West
Rob Leeson	(RL)	CAN Secretariat
Karen Lond	(KL)	Chair – East Midlands
Paul Maplethorpe (Exec meeting Chair)	(PM)	Chair – East Pennine
Oliver Myers (AGM Chair)	(OM)	CAN National Deputy Chair

Apologies:

Kathy Alcock		Chair – South East CAN
Colin Anderson	(CA)	Chair – South West
Rachel Jones		Chair – West Midlands
John Kolm-Murray		Chair – London
Melanie Rundel		Eastern region representative
Andy Stephenson	(AS)	CAN National Chair
Tom Winckley		Vice Chair – West Midlands CAN

1. Welcome and Introductions

Oliver Myers (Meeting Chair) welcomed the group and asked everyone to introduce themselves.

2. (Re) Election of Chair, Deputy Chair and confirmation of Conference Steering Group Chair and Treasurer

- 2.1 OM informed the meeting that AS had stood down as National Chair. OM has been acting up as National Chair and therefore he stands down as Acting National Chair.
- 2.2 As OM was not standing for any of the elected posts he agreed to preside over the elections.
- 2.3 RL informed the meeting that he had been emailed by Keith Williams of Exeter Council nominating CA for the position of National Chair although he had not had any direct contact from CA, himself, due to the fact that he is currently on compassionate leave. RL confirmed that he had received no other nominations for the post. KH confirmed that CA was willing to be nominated for the post of Chair. OM nominated CA as Chair and PM seconded the nomination. There were no other nominations for the post of National Chair therefore CA was elected to the post, pending confirmation from CA.
- 2.4 PM told the meeting he is happy to be considered for the post of Vice Chair. RL confirmed that there had been no further nominations, so PM was appointed the new Vice Chair of National CAN.
- 2.5 It was agreed to carry on with the paid Treasurer position (David T Langman & Co) who has to co-sign all cheques. CAN are happy to continue to pay him the fee of £85 per month for his services.

Actions:

RL to seek confirmation from CA that he is happy to accept the role of National CAN Chair.

3. Accounts Sign Off, Audit Report, Financial Update and Annual Report

- 3.1 As agreed by the Executive, CAN has not opted for a full audit report this year to save on costs. Instead we have opted for an assurance report.
- 3.2 KA has stood down as Director of UK HECA Ltd (CAN's official corporate identity). The Network noted thanks to Kathy for her support over the years. KL has agreed to replace her as Director. Forms were signed by PM to remove KA as a Director and add KL as a new Director. PM also continues to be a Director.
- 3.3 As the assurance report includes a list of company directors, only a draft version was available at the meeting. Once the forms to change directors have been received by the accountants, they will then issue the final version of the report and PM's signature will be obtained by post.
- 3.4 The accountants have suggested that CAN may wish to deregister from VAT, as for the year in question, CAN was below the mandatory VAT registration threshold. It was agreed that due to the varying levels in income, CAN should continue to be registered for VAT, as CAN is likely to be above the threshold again in years to come.
- 3.5 A copy of the annual report had been circulated by RL prior to the meeting and will be included in the summer edition of CANews. All comments are due for the end of May. KL suggested that the "Moving CAN Forward" section should stress the importance of attending the regional CAN forum meetings. OM also suggested that the annual report contain a section on regional activity from the Network over the year, to be taken from the regional updates in the Executive meeting minutes. It was agreed that a disclaimer should also be added to show that national CAN is a separate body to the regions even though they are interlinked. It was also agreed to keep the main national CAN report separate to the regional report. RL to circulate proposed regional reports, prior to approval and add a disclaimer.
- 3.5 DC provided an update on the CAN finances. The current sponsorship with Climate Energy will not be renewed. CAN has approximately £25,000 in the savings account, which will allow for six months contingency.

Actions:

RL to forward accounts to PMs to sign by post

RL to collate regional CAN activity from Executive meeting minutes and circulate for approval prior to publication in the summer edition of CANews.

4. Date of next meeting

- 4.1 It was agreed that having the meetings in London was practical and therefore the meetings should continue to be held in London. OM agreed to book rooms at Camden Town Hall on behalf of the CAN.

Action: DC to send OM dates for meetings. Once rooms have been confirmed, RL will inform the Executive by email.

5. AOB

- 5.1 The members present agreed to appoint OM as an official Representative and Policy Advisor for CAN National. OM agreed to this role. He will be able to attend key meetings in London for the Network and advise on key policy issues.

CAN Executive Meeting

1. Minutes from the Previous Meeting and Matters Arising

- 1.1 PM chaired the meeting in the absence of the CA. The minutes of 12 January 2012 were accepted as a true record of the meeting.
- 1.2 KL asked if her title can be corrected from Vice Chair to Chair.
- 1.3 There were no matters arising apart from those which were on the agenda for later discussion. All actions had been completed.
- 1.4 PC had invited representatives from the East region. However they were unable to attend. Melanie Rundle has sent her apologies.

Actions: RL to make correction to minutes.

2. Climate Energy Update

- 2.1 Climate Energy had bid to be a provider for the Green Deal but was unsuccessful in the first round. They will be resubmitting their bid in the next round.
- 2.2 22 organisations have been included on the first round Green Deal providers list. It was noted that there were no local authorities included.
- 2.3 Climate Energy Solutions have an interesting CESP project in Waverly, Suffolk, which 100% funded by the private sector. This will be signed off soon.
- 2.4 Climate Energy Homes are hoping to build 50 new homes in Braydon.
- 2.5 Climate Energy will not be continuing with the sponsorship of CAN once the current contract ends in July. Climate Energy have found the sponsorship useful and have enjoyed working with CAN. They have been able to visit every region except West Midlands CAN as the region has not held a meeting for some time.

3. Secretariat Update

- 3.1 The accounts have been prepared and are ready to be signed off. CAN has not made an operating loss as per the previous year. CAN national has built up a reserve of approximately £25,000 and are hoping to increase this to £30k by the end of June.
- 3.2 The past three months have included organising the York event, the e-bulletins, preparing for the Executive meetings, progress meetings and the AGM. Both RL and DC have had long periods of annual leave during this period as well.
- 3.3 The work for the next three months is:
- 3.4 Submit the accounts and VAT returns.
- 3.5 The news magazine is also waiting to be printed. Articles are requested from Climate Energy before we can print and send. The final news magazine within this sponsorship deal will come out at the end of June.
- 3.6 The Secretariat will be preparing for the next conference on 18 June in Chelmsford.
- 3.7 Some Secretariat time will need to be spent on chasing debts (people who have not paid for previous conferences).
- 3.8 Work is continually being done to keep the website up-to-date.
- 3.9 The regular e-bulletin will continue to be produced.
- 3.10 A large portion of time will be invested in trying to secure sponsorship for the CAN National. DC confirmed that there is interest from both British Gas and E.ON.
- 3.11 The Executive acknowledged that the sponsorship deal would finalise what CAN's and the new sponsor's obligations would be. However core activities that CAN must continue will be:

- Secretariat and Executive meetings
- Annual accounts
- News magazine published three times a year
- Monthly e-bulletin
- At least two events with perhaps the annual awards
- The website
- Meetings with DECC etc
- Consultations

3.12 It was suggested that we contact the companies on the Green Deal providers list to see if they are interested in sponsoring CAN. PM said he will talk to Yorkshire Energy Services to see if they are interested.

Action: DC and RL and all to continue to look for sponsorship opportunities and contact GD providers.

4. One – Day Conferences

- 4.1 The York Conference was very successful. Originally the delegate bookings were coming in fairly slowly but there was a last minute boost once the HECA and Hills Fuel Poverty workshops were confirmed, with around 80 delegates attending. A couple of delegates actually rang on the day to ask if they could attend. There were only five no-shows, which was offset by three extra delegates attending on the day. The workshops and speakers were popular. The event did not make any profit as the exhibition area was small and there were not many private sector delegates.
- 4.2 Notes from the ACE workshop were circulated by RL. The Energy Bill Revolution presentation received the highest feedback rating.
- 4.3 The next event will be in June in Chelmsford. RL is to travel down on 20 April to look at potential venues. A date is to be confirmed. The event will use the existing theme and a new one will be brought in to coincide with new sponsorship.
- 4.4 The Executive and sponsor are happy for the event to have a focus on the Green Deal and ECO as well as HECA and Climate Local. One of the workshops will be to re-establish the network in the region. It was suggested that CAN National try and find out some more information on the litigation that threatened the region in order to update members at the workshop.
- 4.5 Future Conferences could include an evening event with an award ceremony, depending on sponsorship.

Action: DC to find out some more information and liaise with PC and RL for the workshop.

5. Representation at meetings and Responses to consultations

- 5.1 RL had printed off a list of consultations but there is nothing relevant for CAN to respond to. Steve Ives from DECC has confirmed that DECC will not be carrying out a formal consultation on HECA however they do wish to informally seek the views of the Network.
- 5.2 KL will forward a link to a consultation on oil for fuel for domestic heat.
- 5.3 It will be interesting to see how the Government will respond to the Hills Fuel Poverty report, especially in terms of funding allocated to ECO. There was an announcement yesterday that the funding for the affordable warmth element of ECO has been increased.

6. Gov Policy Issues

- 6.1 There was some concern over the draft spreadsheet that had been sent round for Climate Local. It was noted however that the spreadsheet is just for information and the final version will be web based but there was concern that, as the old national indicator 185 is already covered by greenhouse gas reporting or CRC, why should it be necessary to put the data into another format? It is hoped that it will be possible

to put data prepared for Greenhouse Gas Reporting or CRC straight into the Climate Local report. There is a round table discussion on Climate Local and hopefully there is still time for improvements.

- 6.2 The Association for the Conservation of Energy are pushing for a target to be assigned to HECA but LGA doesn't support this and it is unlikely that Government will want to impose another target on local authorities. AS had suggested that the Executive vote on which approach CAN should support. However, it was decided that this would be considered once DECC have come back to us for comments on the draft guidance. This will probably fall outside of an Executive meeting and can be done via email.
- 6.3 Warm Front is coming to an end. Although the scheme will continue until March they will stop taking referrals from December. It was felt that there is not much point in setting up another Warm Front Steering Group meeting in light of this. There is a large underspend that has gone back to the Treasury.
- 6.4 The EST Freephone is being directed to the National Energy Advisory Service. This will become the Green Deal helpline when it starts. Currently, they will only refer clients to loft and cavity wall insulation. If an enquiry does not fit their criteria then they cannot help the client. It is believed that they have set a target average call time of 6 minutes although the old EEAC target used to be 11 minutes a call.
- 6.5 EST have published an article called "In from the cold" on the role of local authorities in relation on fuel poverty.

7. Regional updates

7.1 KL for EM CAN:

Details of any meetings held and/or forthcoming:

EM CAN held its latest meeting in Nottingham on 16 February 2012, following on from the NEA Fuel Poverty Forum: despite linking these two meetings, attendance was disappointing, with many East Midlands officers not staying for the after lunch EM CAN meet. Darsh Chauhan was nominated and elected as Vice Chair for the East Midlands. Mike Peverill from Climate East Midlands gave a presentation on cutting costs and carbon collaboratively in readiness for Climate Local. Martin Davis from British Gas was double booked so was unable to give his planned presentation. A Warm front update was provided by Gale Marriott and Gavin Macauley from Carillion Energy Services.

Details of any other events held and/or forthcoming:

East Midland Green held a Focus Group Meeting on Green Deal on 28 March 2012 in Nottingham attended by officers from three local authorities and the Nottingham Energy Partnership. It was agreed that East Midland Green needs to provide more details about how it can assist councils with Green Deal, whether the councils aim to be providers, partners or just promoters. For example, the framework contracts established by Efficiency East Midlands for the supply of energy efficiency, renewable energy and construction materials could be utilised by those councils wishing to become Green Deal providers. Any council that belongs to Efficiency East Midlands can take advantage of these.

Details of any current projects:

Lincolnshire HELP insulation scheme suspended 31/3/12. Lincolnshire Responders 2 Warmth extended till the end of April 2012, (funded by Warm Homes Healthy People Funding).

Northamptonshire - Northants Warm Homes (formerly NHEEP) has launched a new loft and cavity wall scheme after a re-tender of the Chillout scheme (which ran for 12 years). Managed by Insta Group through the Snug Network, current pricing is £59 for virgin lofts and cavity wall insulation and £129 for loft top-ups (all subject to survey). Due to the pressure, utilities are under to meet their CERT targets by December 2012, NWH is urging Insta Group to negotiate a free scheme for launch by June.

7.2 John Kolm-Murray for London CAN

Details of any meetings held and/or forthcoming:

Regional Forum held 23 January.

Spring Forum due late May.

Details of any other events held and/or forthcoming:

London Affordable Warmth and Health Forum - TBC

Details of any current projects:

Currently tendering for new Secretariat after several months' hiatus. We hope to appoint by early May.

London Assembly's Fuel Poverty investigation report published in March. London CAN has been invited to work with the Greater London Authority and London Councils on convening a London Affordable Warmth and Health Forum to bring together stakeholders in energy, public health, environmental health etc in the region.

The Chair has been working with the End Fuel Poverty Coalition and the Association for the Conservation of Energy on pre-empting HECA guidance. Facilitated workshop at National CAN Conference in York and has been asked to repeat this for the NEA Eastern Regional Forum in Cambridge in April.

The RE:NEW small measures programme has been completed. 50,000 homes across the region benefited from a package of measures.

Various members involved in exploring how Green Deal and ECO will work in London given the region's specific challenges. Islington and Haringey working with GLA on this.

7.3 Rachel Jones for WM CAN

Details of any meetings held and/or forthcoming:

Last full meeting was before Christmas and held at Tamworth Council. DECC attended to give overview of CONDOC. West midlands LA were encouraged to respond to consultation. Many LA's also submitted their own responses as well as many being involved with other sub-regional responses.

Next full meeting will be at the end of June, just trying to source a venue for that meeting.

We have a sub-regional meeting of LA's and RSL's on the 25th April, to discuss where different LA's are in regard to GD etc.

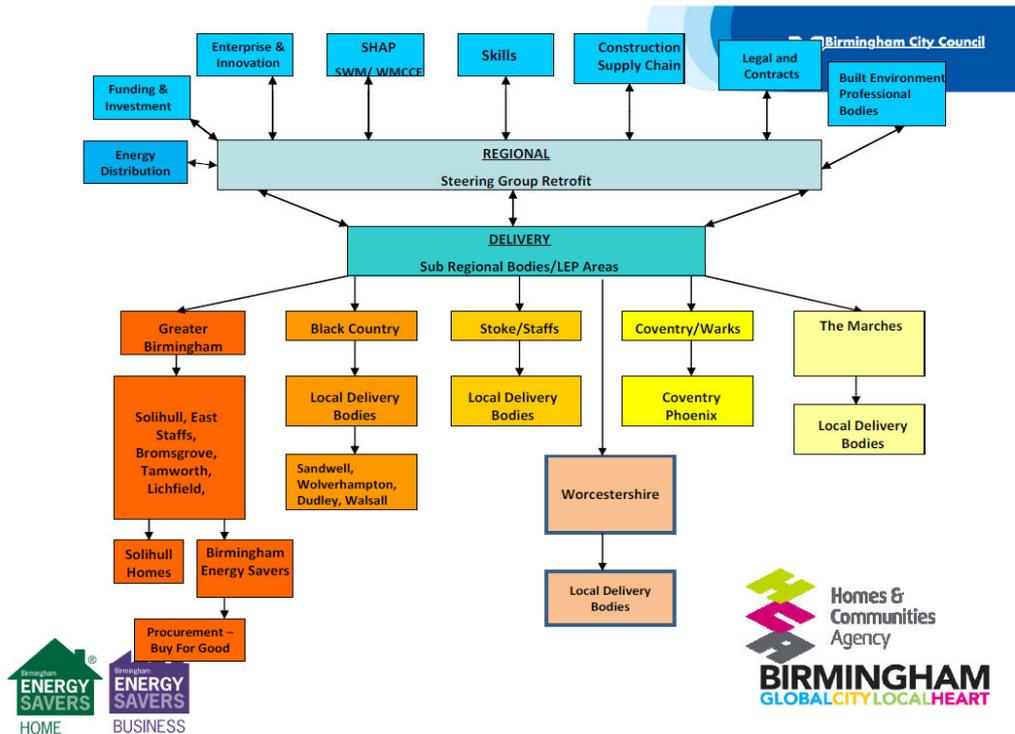
Details of any current projects:

Key areas of work has been the delivery of WHHPF across the region. The majority of LA's have had success funding bids. Want to look at what projects have been delivered through this at the next meeting to ascertain best practice.

Other key areas of work in West Midlands is the Green Deal. Birmingham are the most advanced in this they are currently in the procurement process, which is also including other LA's across the area.

The west midlands are also setting up a retrofit steering group its purpose is:

To build on the success of the Midlands Region as a national leader in retrofit by linking key sectors, sharing emerging best practice, supporting the evolution of delivery mechanisms and encouraging innovation. The key objective is to ensure that the Midlands positions itself to maximise the benefits of the whole house retrofit agenda including carbon reduction, tackling fuel poverty, up skilling our workforce and the creation of permanent jobs through significant investment.



Any other comments: We still have no secretariat in the West Midlands so I'm doing both!

7.4 Kim Herivel for SW CAN

Details of any meetings held and/or forthcoming:

Last Executive meeting held 16 February 2012

Subjects covered:

Green Deal/ ECO Potential of LA responsibilities

The Gap: What can LA's do?

Warm Homes Healthy People review of SW schemes

Members Meeting

Green Deal and Affordable Warmth study - Bournemouth & Plymouth update

Next Executive Meeting 17 May Taunton

Details of any other events held and/or forthcoming:

SW CAN Forum Exeter 1 May 2012

7.5 DCo for NW CAN

No NW CAN meeting has taken place since the last Executive meeting.

There will be one held at the end of April.

There has been a lot of work from Warm Homes Healthy People funding.

Four areas are looking to submit bids for CESP funding.

8. AOB

8.1 The group read through the notes from the HECA workshop held at the York CAN Conference, provided by Louise Sunderland of ACE. The group were happy for ACE to submit them to Steve Ives of DECC.

Although, it was noted that that the workshop attendees were not necessarily all from local authorities and there is a possibility that there might be some regional bias. These comments will be passed on to Louise Sunderland.

- 8.2 RL will seek an update from the Energy Efficiency Partnership for Buildings on the guidance project discussed at the meeting with DECC on 2 February.
- 8.3 The group were in favour of CAN officially supporting the Energy Bill Revolution campaign.

Actions:

RL to let ACE know the HECA workshop notes have been approved.

RL to seek update from EEPB.

RL to forward CAN logo for inclusion on Energy Bill Revolution campaign website.

RL to invite Steve Ives of DECC and Abigail Burrridge of LGA to next meeting.

9. Date of next meeting

The next meeting will be held on 12 July 2012 in room 3A Civic Floor, London Borough of Camden Town Hall, Judd St, London, WC1H 9JE