

CAN AGM and Executive Meeting Minutes

16 April 2015 @ 10:30 am
London Borough of Camden Town Hall

Present:

Darsh Chauhan	(DCh)	CAN National Secretariat & Vice Chair, East Midlands CAN
Hazel Hill	(HH)	Vice Chair of South East CAN
Paul Hinsley	(PH)	Chair, HECA East
John Kolm-Murray	(JKM)	Incoming National CAN Chair
Rob Leeson	(RL)	CAN National Secretariat
Karen Lond	(KL)	Chair of East Midlands CAN
Paul Maplethorpe (Chair)	(PM)	Outgoing National CAN Chair & Chair of East Pennine CAN

Apologies:

David Colbourne		Chair of North West CAN
Rachel Jones	(RJ)	Chair of West Midlands CAN
Jane Mears	(JM)	Vice Chair of East Pennine CAN
Stuart Pye		Vice Chair of North West CAN
Neil Short	(NS)	Chair of SW CAN
Carol White		Chair of South East CAN

CAN AGM Minutes

1. Welcome and Introductions

PM welcomed the group and introductions were made.

2. Accounts Sign Off and Annual Report

2.1 PM, in his role as a Director of the Home Energy Conservation Association Ltd, signed of the accounts for the year 2013/14, prepared by accountants MGC Hayles, which will be filed with Companies House.

As agreed by the Executive, CAN has opted for an assurance report this year.

2.2 A copy of the annual report and regional reports have 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 June.

2.3 ACTION:

- **All to send any additional comments on the annual report and regional reports, for the CAN magazine, to RL by the end of June.**

3. Election of Chair, Deputy Chair, Directors and Treasurer

3.1 PM had previously informed the Executive that he would be standing down as National Chair at the AGM. PM chaired the elections process as he was not standing for any of the elected posts.

3.2 JKM confirmed that he wished to stand for the role of National Chair, seconded by NS. JKM's nomination form had been previously circulated to the Executive. There were no further nominations. JKM's nomination was approved by the group and, therefore, JKM took over the post of National CAN Chair from PM.

3.3 JKM and the group thanked PM for his hard work as National Chair.

3.4 There were no nominees for the post of National Vice Chair, except for RJ. However, as RJ is not employed directly by a local authority, she is not eligible for the post, in accordance with CAN's Memorandum and Articles of Association.

- 3.5 It was agreed that David T Langman & Co will carry on as the paid Treasurer who co-signs all cheques. CAN are happy to continue to pay him the fee of £85 per month for his services.
 - 3.6 OM has stood down from his role of Representative & Policy Advisor, however there is no need to replace him.
 - 3.7 PM also stood down as a company director, as of the AGM. KL is still a company director. There is only a legal requirement for one director, however, there have always been two in post at a time, and it was decided to continue with this.
 - 3.8 RL will resend the nomination forms for the post of National Vice Chair of CAN and also seek a volunteer for a second company director from the Executive. These will then be voted on at the next meeting.
- 3.9 ACTION:**
- **RL to send emails seeking nominations for the roles of National Vice Chair and Director, to be voted on at the next meeting.**

4. Dates and venues of 2015/16 Executive meetings and AGM

- 4.1 Dates have been confirmed for next year's CAN Executive meetings and rooms booked as follows:
 - Thursday, 16 July 2015
 - Thursday, 15 October 2015 - N.B to be held at 5 Pancras Square
 - Thursday, 14 January 2016
 - Thursday, 14 April 2016 (AGM)
 - Thursday, 14 July 2016All meetings rooms have been booked between 10:00 (for a 10:30 start) to 14:00 and will be held at Camden Town Hall, except for 15 October 2015, which will be held at 5 Pancras Square, London N1C 4AG.
- 4.2 JKM also offered the use of rooms at Islington Council if necessary.

5. AOB

- 5.1 RL will scan in and circulate our Memorandum and Articles of Association to the Executive, highlighting any points which might need updating, for discussion at the next meeting.
- 5.2 ACTIONS:**
- **RL to circulate Memorandum and Articles of Association, prior to next meeting.**

CAN Executive Meeting Minutes

1. Minutes from previous meeting and matters arising

1.1 JKM took over from PM as meeting chair.

Matters arising from previous minutes (15 January 2015):

1.2 (Items 2.23 and 2.25) There are restrictions on political activity within charitable organisations, which might prevent us from lobbying, if we were to decide to do so. It was decided by the group that we would not apply for charitable status at the present time.

1.3 (Item 2.30) A reminder letter re reporting under the Home Energy Conservation Act 1995 (HECA) was sent by DECC to LA Chief Executives with a list of resources and useful information to assist in producing HECA reports. RL circulated a copy of this letter to all members and included the details on the CAN website and e-bulletin. It was noted that LAs have received personalised acknowledgements to their HECA reports this time.

1.4 The group feels that HECA benefits our organisation and that HECA needs to be strengthened. Once there is a new government, we should follow up on our letter to political parties suggesting strengthen HECA.

1.5 JKM had a meeting with Citizen's Advice recently. They are starting to think of LAs as being at the centre of delivery. JKM made it clear that reviving HECA would be useful for this.

1.6 The current gap in sponsorship might be a good time to rebrand back to HECA. We will wait to see what happens with the new government and discuss rebranding with sponsors if HECA is not to be repealed. By July there should be more clarity on the roles of LAs etc. It was noted that our official company name is still the Home Energy Conservation Association Ltd.

1.7 (Item 3.21) KL didn't take anything forward to the off-gas grid meeting because there was a mixed response and there was further discussion saying that some members of the group wanted to discuss things in their regions first.

1.8 The minutes were approved as a true record.

1.9 ACTIONS:

- **All, at a future date, to discuss a letter to the new Government as a follow-up to our letter to political parties.**
- **When there is clarity on HECA, we will discuss rebranding back to our original identity of the Home Energy Conservation Association.**

2. Secretariat update

2.1 The Secretariat carried out the members survey between December and January and, following the Chairs Away Day on 26 January, CAN's letter to political party members, was produced. The letter was emailed to a list of political contacts provided by ACE as well as hard copies sent to the leaders and chairs of each of the main political parties, as well as energy portfolio holders. Copies were also sent to Plaid Cymru, the Scottish National Party and the largest parties in Northern Ireland.

2.2 The 2013/14 Accounts have been prepared and show that our reserves continued to grow over that period, which has allowed us to survive without sponsorship. It is now a priority to secure a new sponsors, although we have not had much success, so far, despite talking to a number of organisations. We have circulate a number of proposed sponsorship packages including sponsorship for smaller amounts such as for the CAN magazine and E-bulletin. We will continue to pursue sponsorship and email proposals to all contacts again once the election is over.

2.3 We have looked at potential two-day conference venues in Birmingham, however they seem expensive, compared to the cost of one-day events. The potential venues are pressuring us to confirm, however we cannot risk paying a deposit until we have found sponsorship. It is possible that we will have to look at running a one-day conference instead, as this is less of a financial risk.

2.4 The group suggested a number of companies to approach for sponsorship, which RL and DC will follow up.

2.5 British Gas were happy to provide the venue for the forthcoming workshop on Securing Health Service Funding to Address Cold Homes. It could be an option to ask them to host a conference and look at options for additional sponsors.

- 2.6 It was asked whether we had sent out any information about exhibiting at the conference yet. RL said that he has not sent information on this to anyone who hadn't asked specifically about this, as we wanted to encourage sponsors at this stage.
- 2.7 If we hold a two-day conference, we will need to look at packages and whether there'll be an option to attend one-day only, as many LAs would not be able to attend for both days. With one-day conferences, many people only go to their nearest and this reduces networking across the country.
- 2.8 We are hoping to keep the two-dayer free to attending but hope LAs will pay for accommodation and travel. We can't take the financial risk of booking hotel rooms.
- 2.9 If no sponsorship is found we could push the conference back or look at a one-day Conference in October instead.
- 2.10 Debt collecting has been successful. Everything has been recovered except for four invoices. In some cases we wrote directly to chief execs, and they are now paying. We might have to write off some debt in July but it won't be much.
- 2.11 CAN does not owe any money outside of normal invoicing terms.
- 2.12 E-bulletins have been sent out and the magazine has been produced. The annual national and regional reports will go in the next issue of the magazine.
- 2.13 RL will be attending a training course, which clashes with the Securing Health Service Funding to Address Cold Homes workshop, however, we will be sending colleagues to help out at the event.
- 3.1 ACTION: RL and DC to continue to pursue sponsorship.**
 - **ALL to continue to look for potential sponsorship options.**

3. Representation, consultations and policy

Public Health

- 3.1 JKM has organised a second workshop on Securing Health Service Funding to Address Cold Homes, which will be held at the British Gas Conference Centre, Leicester, on 13 May 2015. The first workshop in London, which was oversubscribed, went very well and the feedback was very positive. Speakers will be from Leicestershire, Derbyshire and NICE, although NICE are restructuring at the moment.
- 3.2 There is around £30 million of redress funding from Drax, InterGen and British Gas available. Drax are sending out responses to expressions of interest simply saying that they will be deciding what to do with the money by May. Ofgem intend to spread the money proportionally across England, Wales and Scotland, with a focus on LAs and housing associations. This is surprising, as British Gas will specifically exclude LAs as lead bidders, although they can be part of consortia. There is nothing stopping LAs putting in bids to both funds. British Gas funding will be announced at the end of June. There should be a strong health focus. LAs should start thinking about which third-sector organisations they trust and would like to work with, as these will be the lead bidders. RL will circulate details when available.
- 3.3 Funding from DECC for "boilers on prescription" released £1 million to seven LAs, for established projects. The next tranche will announce £2 million for areas that don't already have programmes. Evaluation requirements will be quite stringent. This will hopefully generate good data on health effects. We are assuming the next government won't be able to scrap the scheme. Details will be circulated when available.

Localism

- 3.4 There has been a roundtable organised by tory think-tank ResPublica. They released a report on this which said that there is a strong role for LAs. The Green Party and Labour also envisage strong roles for LAs. If labour get in, LA roles could be much enhanced. CAN could potentially play a lead in this.

Community Energy

- 3.5 There has not been much on this recently. There was a Conference in October and a new organisation called Community Energy England has been set up.

Off Gas Grid Group

- 3.6 KL attending the meeting in March. DECC's Central Heating Fund has been launched and refers to off-gas properties. This has come out of lobbying at the Off Gas Grid Group, as there is a gap in ECO on this. LAs have to bid, as usual. Even though there are ten weeks to bid, it could be quite difficult for smaller LAs, some of which have properties that could benefit the most. The Fuel Poverty Advisory Group report acknowledged CAN and all others on the Off-Gas-Grid group.
- 3.7 Datasets have now been overlaid, so they know where off-gas properties are. KL keeps asking them if LAs will have access to data, but it's not certain yet if it will just be suppliers. The next meeting is in June. At the last meeting, the FP Advisory Group was waiting to appoint a new

Chair; Colin Wright is now in post. They are reining in this group, making it more of an advisory group with less on lobbying, as well as completely reviewing membership, with fewer campaign groups. They are currently recruiting for membership with an annual salary of £8,400 for two-days a month. The off-gas working group will continue, and KL will continue to attend. It could be worth inviting one of them to an Executive meeting.

- 3.8 Things are up in the air at moment, as what will be taken forward depends on the new government.
- 3.9 KL has had an email from a representative of the trade association for the UK LPG industry, regarding the Green Deal Communities Fund, wanting to know if there is a way for members of the body to engage with LAs on this. LPG is expensive but if you are of the gas grid it's probably cheaper than oil.
- 3.10 ACTIONS:**
- **RL to circulate details of redress funding allocation and boiler on prescription funding, when available.**
 - **KL will send details of LPG body to RL to circulate to members.**

4. Regional Updates

KL for East Midlands CAN

- 4.1 An EM CAN meeting was held in Leicester on 15 April, sponsored by Matilda's Planet, who are also going to the WM CAN forum today. Other speakers were Mark Ducker from National Grid and Tom Veitch from Global Action Plan. This meeting was also EM CAN's AGM, and KL and DC were re-elected as Chair and Vice-Chair, respectively. David Young from Leicester City Council was also elected as the new EM CAN Secretariat. The presentations and questions were good. There was discussion about funding and how LAs often don't know about up-coming funds in advance, even though they are reported. There could be more communication from DECC on this. Mark Ducker is more from the trade side, so it was interesting to hear about their views. We could ask for a direct link to DECC to share details of funding etc. They are slowly realising the need to engage with LAs.
- 4.2 The Fuel Poverty Strategy still ignores most of the comments from the consultations. If there is a new government, we could ask them to firm up targets. Parts of HECA used to be statutory with a named officer required. Without a dedicated officer in post, it's unlikely an LA will win bids.
- 4.3 Ashfield have offered a venue for the next meeting.
- 4.4 There is a Health Planning and Environmental Learning Forum, organised by Public Health England tomorrow.
- 4.5 JKM's workshop on Securing Health Service Funding to Address Cold Homes will take place in Leicester on 13 May.
- 4.6 NEA are still in discussions about sponsorship for their regional meetings.
- 4.7 EM CAN is continuing to seek sponsorship for its meetings. Nottingham venues are costly but we have to go there sometimes.

HH for South East CAN

- 4.8 SE CAN's last meeting was on 3 February at Runnymede. There were two presentations from Matilda's Blanket and Scottish and Southern on the benefits of smart metering. Both were very good. The meeting was very well attended.
- 4.9 The next meeting will be in May in Farnborough. This will be a training meeting with a Workshop on "successful bid writing". Numbers will be limited to 25 and we only have six spaces left.
- 4.10 Four LAs in the region were successful in Green Deal Communities Fund bids. Delivery is slow but steady.

PM for EP CAN

- 4.11 The last meeting in Leeds was in conjunction with NEA and sponsored by DECC. Eleven officers attended. A few officers from North East CAN have joined EP, but none have attended meetings.
- 4.12 There was a presentation on the use of Drimaster to combat damp in housing. This is a fan with a filter, installed in the loft, which ventilates the house and is like a magic bullet for mould. PM will send details.
- 4.13 Barnsley have an agreement with British Gas on PV but can't say much more at the moment.
- 4.14 The Dearne Valley Eco Vision articles of association have been produced. This will start with schools first, with one scheme up and running already. The second phase will concentrate on businesses within the Dearne Valley area. There are also ideas for working with housing in the future.

- 4.15 There has not been much info from other areas in the region and there doesn't seem to be much activity at the moment.
- 4.16 No one has volunteered to take over the EP CAN Chair's role yet. JM, who is the current Vice Chair has been offered a new post, so probably won't be taking on the Chair's role. It would be better to have an interim chair as it will be more difficult to revive things if the region stops completely.
- 4.17 No date for the next EP CAN meeting has been set yet. We might have to look at new venues, maybe in the Leeds area.
- 4.18 The secretariat sponsorship runs out in June. Christina Winter will send everything and we can work from there.
- 4.19 The National secretariat could maybe help with one meeting as it did in the East.

PH for HECA East

- 4.20 The last meeting was on 27 March. Over 15 people attended, so turnout was ok, although holding the meeting one week before a new leave period didn't help. This wasn't a joint meeting with NEA because they are looking at their own sponsorship. It is generally good to partner meetings with NEA though because they have good topics updates. Their membership is lower than CAN's in the region.
- 4.21 There was a presentation from a ventilation company on a chimney heat-exchange fan, which sucks cold air in and forces dry air down and humid air up. Filters aren't necessary because the air is cleaner high up. Ventilation is an issue with double glazing and airtightness etc.
- 4.22 There was a very good roundtable discussion. They are keen to have more engagement with public health as there are a lot of funding opportunities.
- 4.23 Sponsorship is hopefully settled and Sustainability East is running the secretariat, so we can focus on targets and outcomes next. The membership is very strong and the region is doing pretty well.

JKM for London HECA

- 4.24 The last meeting was on 4 December. JKM didn't attend. This was a joint meeting with the London Boroughs Energy Group.
- 4.25 The next meeting will be the AGM on 1 June.
- 4.26 London HECA has lost its chair, who is now working in Westminster's Public Health Department. We are also losing another committee member and could struggle with the committee this year.
- 4.27 Six boroughs received funding from the Green Deal Communities fund.
- 4.28 A workshop will be hosted by the GLA on 1 May to plot out what we would do if funding became available in London.
- 4.29 There might be a new Mayor next year, as Boris Johnson is expected to return to the House of Commons.
Labour have the most advanced thinking on domestic energy and fuel poverty in London.
- 4.30 There are discussions with the GLA on a sub-regional bid for redress funding.
- 4.31 Islington has been shortlisted for an Ashton award.
- 4.32 Islington has been awarded £164,000 fuel poverty and health funding from DECC, most of which has to go on capital works. There are a few very-high-need residents. There is a debate on what constitutes high need, e.g. younger versus older people.
- 4.33 JKM's job is changing, and he might be working more on strategy and lose the operational aspects of his role.

Emailed update from Neil Short, SW CAN Chair

4.34 Details of any meetings held and/or forthcoming:

- Election of Chair and Vice Chair: Neil Short returned as Chair and Emma Quest was newly elected as Vice-Chair (replacing Charles Garrett).
- In November 2014, the branch visited the SW Energy Centre of South Devon College for a Forum meeting and also enjoyed a tour of facilities and the Passivhaus built on site.
- Swindon Borough Council won the SW CAN Award for their Home Check Scheme that has assisted 17,000 households. This included installing over £650,000 of insulation measures and identifying over £2.6 million in unclaimed benefits.

4.35 Details of projects from the region:

- GP funded scheme operating in Bournemouth and topping up ECO funding for eligible households – 180 homes insulated.

- National Energy Action programmes funded by DECC have enabled bill management sessions in Torbay and Bournemouth, work with health and well-being boards in Bournemouth and Poole and targeted one-to-one advice work in Cornwall and Devon.
- Some LAs are looking at the new NICE guidance to see how it can help develop projects with public health.
- 'Warm Up Bristol' scheme is encouraging landlords of F & G rated properties to take up grants for energy efficiency improvements.

4.36 Area of concern identified:

Issue with ECO funding software. Some 1996+ built housing is being found not to have insulated cavity walls but ECO software assumes they are insulated and will not allow funding to be allocated. Several areas of the region are finding this problem, so it will be common to all regions.

4.37 Details of any other events held and/or forthcoming:

Next Forum meeting planned for 2 June 2015 in Taunton

5. Suggestions for Speakers

5.1 Suggestions included:

- Craig Anderson from Warm Wales, who has said he would be interested to attend a future Executive meeting.
- A representative from the Off Gas Working Group
- ACE or Citizens Advice to talk about new government energy policies.
- Peter Smith at NEA, based in London, who has said he would be willing to attend.
- We could invite Ofgem again in January, or its successor if Labour have abolished it.
- Local delivery speaker, other than LGA, who will be sending Jo Straw to the next meeting.
- Keep eye on political situation and who to invite.

5.2 ACTION:

- **RL to invite Peter Smith to next Executive meeting and we will consider other speakers for future meetings.**

6. AOB

- 6.1 It was asked if JKM's other roles, detailed on his nomination form, would affect his post of National CAN Chairing and if there would be any problems with transparency. JKM doesn't believe there will be any clash or conflicts of interest. He believes his roles are complementary and he is happy to declare any interests. JKM intends to keep on all posts, although his role with NICE is until the end of the year and his British Gas Energy Trust role has a three year term.
- 6.2 KJM said he thought it might be useful to have a National Vice Chair from a rural area, ideally from the North or Midlands, for balance.
- 6.3 JKM advises to look it up details of a social-housing, whole-house retrofit programme called "Energiesprong", which is Dutch for Energy Spring. The programme brokered a deal between housing associations and builders to refurbish 111,000 houses to Net Zero Energy levels in the Netherlands. It deals with off-site, prefab, solid wall insulation and PV. The first stage cost 65,000 Euros but they are trying to bring the cost down in the Netherland and replicate it here. The builders guarantee that net energy over 30 years will be zero. There is a video online, subtitled in English, at <http://energiesprong.nl/transitionzero/>

7. Date of next meeting

- 7.1 The next meeting will be held on 16 July 2015 at Camden Town Hall, London.