

**CAN Executive Meeting Minutes**  
12 January 2012 @ 10:30 am  
London Borough of Camden Town Hall

**Present:**

Kathy Alcock	(KA)	Chair – South East
Peter Chisnall	(PC)	Climate Energy
David Colbourne	(DCo)	Chair – North West
Rob Leeson	(RL)	CAN Secretariat
Karen Lond	(KL)	Chair – East Midlands
Paul Maplethorpe	(PM)	Chair – East Pennine
Oliver Myers (Meeting Chair)	(OM)	CAN National Deputy Chair

**Apologies:**

Colin Anderson	(CA)	Chair – South West
Darsh Chauhan	(DC)	CAN Secretariat
Rachel Jones		Chair – West Midlands
John Kolm-Murray		Chair – London
Jane Mears		Vice Chair – East Pennine
Andy Stephenson	(AS)	CAN National Chair

**Welcome and Introductions**

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

**1. Minutes from previous meeting and matters arising**

1.1 Matters Arising from 20/10/11 minutes:

Item 1.3: RL to email accounts data files to PM

Item 1.7: Re: PC updated the group on the CAN East position and the possibility of resurrecting the CAN East Forum. There is potential to hold a spring/summer CAN Conference in the Eastern region. PC will seek a representative of the Eastern region to attend the next Executive meeting and the forthcoming meeting with DECC.

Item 2.1: Climate Energy's acquisition of both companies mentioned has been completed.

Item 3.1: Due to a delayed train, RL was not yet present to give an update, however, the survey results were emailed to the Executive and a summary report appeared in the last edition of CAN News. Further work needs to be done to compare results to previous CAN surveys. This more detailed report will be circulated to the Executive when complete.

Item 3.3: RL not yet present but has looked into membership of the Energy Institute. Company membership for organisations with 1 to 15 employees is £600 + VAT per year, individual membership is £94 per year. RL has also spoken to Helen Atkins and understands that the idea of a qualification was dropped due to the cost and also because of similarities with NEA's City & Guilds 6176.

**Actions:**

**RL to email accounts data files to PM**

**RL to circulate survey report to Executive when finalised.**

**PC to invite Eastern region representative to next Executive meeting.**

**RL to circulate details of Energy Institute membership to Executive for decision.**

## 2. Climate Energy Sponsorship / Update

- 2.1 PC gave an update on Climate Energy.
- 2.2 It is not yet known whether Climate Energy will be renewing their sponsorship of CAN National when the current contract expires at the end of June 2012. As detailed in the contract, the Secretariat will offer first refusal to Climate Energy.
- 2.3 Approaching DECC for funding is an option.

**Action: RL, DC and PC to liaise re sponsorship as per existing contract.**

## 3. Secretariat update

- 3.1 The last quarter of 2011 has been a busy period for the Secretariat. During this period we have:
  - 1) Organised the Leicester One-day event on 9 December 2011 which was attended by 60+ delegates
  - 2) Attended the Warm Front Strategy meeting
  - 3) Updated the web pages and forums
  - 4) Printed and circulated the CAN News magazine
  - 5) Organised the meeting with DECC (February 2012)
  - 6) Submitted the accounts for the annual report

CAN now has a balance of £8k in the current account and £22k in the savings account. The current sponsorship deal with Climate Energy will come to an end in June 2012. CAN must now begin efforts to secure funding for the period post June 2012. It may be a possibility to ask DECC for sponsorship to maintain a neutral and non-commercially biased network.

Currently the funding is being used to:

- 1) Pay Secretariat salary (Rob Leeson, full time)
- 2) Host the one day events
- 3) Print the news magazine
- 4) Pay for speaker, Chair, Secretariat travel
- 5) Host and provide refreshments at the Executive meetings, Progress meetings
- 6) Stationary costs
- 7) Pay VAT returns and HMRC tax returns
- 8) Pay internet connection and web hosting
- 9) Pay the annual accountancy fees
- 10) Pay the external treasurer

Work programme for the next 6 months ahead:

January:

Progress and Executive meeting  
Accounts preparation for submission to Companies House  
VAT and HMRC Tax returns.  
E-bulletin and web site  
Chase bad debts  
Green Deal Consultation response  
Organise the next one-day conference

February:

Meeting with DECC  
Organise the next one-day conference  
E-bulletin and web site

March:

Next one-day conference – York  
Organise the Warm Front Strategy Group meeting (if appropriate)

Publish news magazine  
E-bulletin and web site

April:

Progress meeting  
Elections & annual report  
CAN AGM and Executive Meeting  
E-bulletin and web site

May:

E bulletin and web site  
Chase bad debts

June:

Publish news magazine  
Begin work on members' annual survey.  
One Day conference – Eastern region

- 3.2 At the last AGM in April 2011, it was decided that, to save money, CAN would dispense with a full audit this year, in favour of an "Assurance Report". This will then be reviewed at the next AGM. RL gave documents relating to this to PM, who signed them in his capacity as a company Director.

#### 4. One-Day Conferences

- 4.1 The latest CAN Conference was held on 9 December in Leicester. The event was very successful although feedback ratings seem slightly down on the high levels achieved at the previous event in Taunton in September 2011. There was some lively discussion on fuel poverty and the Green Deal both in the Q & A session and the workshop session. Brenda Boardman went down particularly well with the delegates and Climate Energy / Climate Consulting's contributions to the event are gratefully acknowledged by the CAN Secretariat.
- 4.2 It has been agreed that the next one-day conference will be held in York. DC and RL will be arranging a visit to determine the best venue. There are around six venues to look at including the Railway Museum and the Park Inn. Once a venue has been chosen a date will then be fixed as soon as possible for around the end of March.
- 4.3 It was decided that we should keep the current theme for the next conference "An Era of Cuts: reinforcing the Climate Change and Fuel Poverty Agendas".
- 4.4 PM will not be available on 29 March, so this date should be avoided for the next conference if possible.

#### 5. Warm Front

- 5.1 The latest Warm Front Strategy meeting was held on 3 November in Newcastle. PM was unable to attend however DC did and has provided the following summary of the meeting. The full minutes are also available from the CAN website.

##### **Warm Front Strategy Meeting update**

- Meeting took place on 3 November 2011 at Warm Front / Carillion Offices, Newcastle.
- Present: Andy Stephenson, Darsh Chauhan, Kirsty Brown, Peter Daley & Paul Blow.
- Warm Front has been reduced in size.
- Changes have been made to the eligibility criteria (disability criteria are no longer valid). Partners are requested to use the new criteria and destroy all old materials.
- 30 day payment rule still stands. This rule can be exempt where the LA in question has no outstanding debt.
- A new contract is to be sent to all LAs – opt in rather than opt out.

- Received £10m from health to spend
- Funding must be spent before Green Deal begins.
- Warm Front requires more referrals.
- Becoming better at resolving technical problems.
- None of the renewable pilots will be extended/continuing.
- LAs can still be set up with access to the web portal.
- Would like to meet again around March 2012.

The possibility of inviting Warm Front to present at an extended afternoon session of the next Executive Meeting on 12 April was discussed. We will look into extending the room booking although the YMCA was suggested as an alternative venue if this is not possible.

**Action RL and OM to look into room booking options and invite Warm Front.**

## 6. Regional Updates

### 6.1 East Pennine (provided by PM)

***Emailed before meeting:***

**Details of any meetings held and/or forthcoming:**

Wakefield Affordable Warmth Partnership – bi-monthly multi-agency group that looks at domestic carbon, fuel poverty and microgeneration issues

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

Santa's 'Elf' workshops at Wakefield market food hall 15<sup>th</sup> December 2011, advice and information session.

**Details of any current projects:**

Wakefield Energy Savers Scheme – framework offering free and ATP insulation and heating with British Gas

Coal-to-gas heating grants – 100% grants to convert from coal to gas targeted at ex-coalfield areas

Hard-to-treat CESP scheme – provision of fuel switching measures in partnership with npower

Cold Homes Action Project – Warm Homes Healthy People funded initiated that targets vulnerable households, providing a package of cold homes assistance

Hot Property – fuel poverty referral scheme working with frontline agencies

East Riding along with Hull selected as one of the Green Deal/ECO pilots working with NEA on behalf of DECC looking to see how the scheme will work.

By end of March have to have developed a blue print and reported to DECC.

***Additional Discussion at meeting:***

The next EP CAN forum meeting is scheduled for 13 January and will include a workshop on the Green Deal.

EP CAN have been sponsorship by Yorkshire Energy Services who also provide the Secretariat.

KA mentioned the E.ON scheme whereby if people in the superpriority group agree to have free insulation they will give them £100.

### 6.2 East Midlands (provided by KL):

***Emailed before meeting***

**Details of any meetings held and/or forthcoming:**

EM CAN meeting held on 9 December as a workshop session of the National CAN Conference at Orange Rooms, Leicester. Denise Marsdon stood down as the Chair. Karen Lond was nominated and elected as Chair for the East Midlands. No Vice Chair was nominated at the meeting but subsequently Darsh Chauhan has agreed, so he will need to be formally elected at the next meeting. Denise Marsdon was thanked for her service to the East Midlands. Warm Front sent an update which was circulated electronically. Questions in Chapter 2 of the Green Deal/ECO consultation were considered by members

present; answers will be collated by Phillipa and then posted on the web. Members were requested to email Phillipa any additional comments to consultation questions. East Midland's response will be fed into the National CAN response.

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

The next NEA EM Fuel Poverty forum will be held on 16 February 2012 at Nottingham: EM CAN will hold there forum in the afternoon at the same venue.

Mike Peverill at Climate East Midlands has contacted all East Midland councils offering to do a presentation to council members on climate change as an intro to them signing 'Climate Local': councils in Leicestershire, Lincolnshire, Derbyshire, Northamptonshire have already booked.

Climate East Midlands have funded the Carbon Trust to provide training for planners and energy/property officers; forthcoming events include, Electrical Energy Efficiency – 12/1/12 at Nottingham, Effective Behavioural Change – 26/1/12 at Nottingham, Building Fabric – 29/2/12 at Kettering.

**Details of any current projects:**

HELP insulation scheme in Lincolnshire; has now insulated over 10,000 homes across the county. Bulk Oil buying scheme in Lincolnshire (Community LINC's) went live this week; mirrors successful Derbyshire pilot.

Leicester City Council: 'Hot Lofts' insulation scheme continues and their CESP scheme funded by EON. EU grant funding secured for Leicester City and Leicestershire for businesses to reduce their carbon footprints.

North Hants Warm Homes – partnership of Northamptonshire district and borough councils – continues to deliver insulation scheme.

Warm Homes Healthy People Funding has been secured in both Northamptonshire (Northants Warm Homes hope to spend their share on hard measures such as boiler repairs and replacements and insulation measures) and Lincolnshire (90K for HELP insulation scheme) where it is to be used on their existing insulation schemes.

**Any other comments, e.g. issues or barriers:**

It would be useful to have a small amount of funding at regional level to pay for venues for regional CAN meetings. We endeavour to secure free venues but this is not always possible. For CAN to work at national level it needs the input of officers at regional level, meeting and sharing their views, if finding suitable free venues is precluding this from happening then maybe there is a need for a small amount of funding at regional level.

**Additional discussion at meeting:**

OM suggested that regional sponsorship should also be a discussion issue for the away day agenda.

Dco agreed to share his sponsorship document with any other region.

**6.3 South East (provided by KA)**

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

No regional meeting has been held since the last CAN meeting. Last meeting 5 October 2011.

Next meeting 10:15 on 29 February at Woking BC offices

The meeting will be devoted to the Green Deal / ECO and HECA review

**Details of current projects:**

Kent County Council have secured £423K from Warm Homes Healthy People Fund

**Any other comments, e.g. issues or barriers:**

Lack of officer time devoted to domestic energy conservation by local authorities is having a big impact on attendance at meetings and running regional meetings

**Additional discussion at meeting:**

It was suggested that this issue of LAs cutting back on HECA and lack of officer time should be discussed at the DECC meeting on 2 February. Dco also gave the example of difficulties in administering Warm & Healthy Homes money by March. There is also a lack of experienced HECA officers.

This underlines the importance of good attendance at the meeting with DECC.

#### **6.4 North West (provided by DCo)**

A workshop was held on 13 Dec on the Green Deal Consultation looking at Chapter 5. The conclusions from this have been uploaded to the CAN web forum.

NW CAN intends to share meetings with NEA.

NW CAN will be renewing their sponsorship with the Snug Network.

#### **6.5 London (provided by OM)**

The London CAN Secretariat was run by GLEEN but they have gone into administration. The Chair John Kolm-Murray has been acting as Secretariat in the interim. GLEEN have now resurfaced as Advent Energy although OM did not know whether they will be providing secretariat services.

There will be a meeting on 23 January 2012 covering RE:New, Haringey's Low-Carbon Loan scheme and the North London Low Carbon Framework scheme as well as Islington's Seasonal Health Intervention Network.

**Action: RL to circulate reminder of DECC meeting date.**

### **7. DECC meeting 2 February 2012**

- 7.1 The agenda was considered and restructured. The revised version will be written up by RL and forwarded to OM for comment before circulating to the Executive for further input.
- 7.2 There is opportunity for CAN to be involved with the new Climate Local Board. There are unlikely to be any local authority practitioners on the Boards so we will make a case for CAN to be the professional advisory body to Climate Local. DECC see Climate Local as a key body for working with local authorities, so this could also help our standing with DECC.
- 7.4 We should aim to have a representative from the Executive for each region. It was agreed that it wouldn't be appropriate for a Climate Energy representative to be present at the meeting. PC offered to find a representative for the East of England.
- 7.5 It was decided that the Executive should discuss the aims and objectives of CAN via email before the meeting. The constitution set out in the Carbon Action Network (UK HECA Ltd's) Articles of Association will be circulated by email for comments before the meeting to decide whether it needs to be updated. Originally it had been envisaged that CAN's remit would be broadened to encompass all areas covered by the National Indicators NI 185 to NI 188. Although the focus has now shifted to the Green Deal and we need to make sure that CAN's constitution reflects this. We have gathered views on CAN's role in the recent members' survey. There is also the possibility to consult members on this after the meeting with DECC via the web forum and email.
- 7.6 The feeling on the Green Deal was that it was generally welcomed as it is the only option on the table, however there is a significant level of concern on how it will work in practise.

#### **Actions:**

**RL to send revised agenda to OM**

**OM to speak to AS on this possibility of CAN acting as professional advisory body to Climate Local for LAs**

**RL to circulate Memorandum of Association to the Executive for comment.**

**PC to find East of England representative for meeting.**

### **8. Paid Chair Position**

- 8.1 AS has provided the following statement, to be read out in his absence:

*2012 is going to see some of the biggest ever changes to affect the energy efficiency industry since it started many years ago. Since the advent of HECA and EESOP all those years ago, the HECA network has had a major role to play in keeping local authorities up to date on schemes, funding opportunities, what is happening in their areas etc.*

*The austerity measures and cut backs by local authorities have seen many energy officers lose their jobs and with the advent of the Green Deal and ECO threaten to alienate these councils from accessing funding and getting measures in for the most vulnerable households. Councils are changing the way they operate and those that try to cling to the past will get left behind. Whether the Green deal etc will work or not, is not the point. The point is that new ways of working are coming into place. Councils need to embrace these new ways of working as they will find it more difficult to carry out work themselves. We will become more reliant on the private sector and partnership working than we ever have in the past to carry out delivery. CAN have a major role to play in this transition process, but must also realise that the commitment of the Executive while important is often not in their own hands and line managers are starting to restrict attendance at meetings.*

*The Executive is a very important part of the network e.g. as CAN we have started to develop close relationships with DECC and the LGA amongst others. The Executive meetings provide a good sounding board for these organisations to come along to and test how local authorities feel about issues. These relationships need to be cultivated and this can only be done by someone who has the time and commitment to carry out this work, hence my suggestion of a paid Chair. The manner of the Chair and how it is paid for is not relevant at this time, rather a commitment by the Executive that a paid Chair is the way forward, details can be worked out towards the next AGM, as funding also has to be sought, something easier said than done.*

*I would suggest though that a paid Chair is only the first stage in a re-vamp of the CAN network itself. Some regions are working well, whereas others including my own in the North East are struggling. Support nationally would help these regions. This is a topic though for future meetings and not this one, but it is something I would advise the members to start considering.*

*The event at Leicester was a great success and if you were there would have found the exchange between DECC and Brenda Boardman, the best part of it all, I know I did and I wish I could have let it go on. Saying that all the events so far have been very positive and in the times of restricted funding have proved a good method of engaging people on the latest issues, although they have changed in the short time we have been doing them.*

*I am sorry I cannot attend what in fact would have been my last Executive as I leave Durham CC at the end of March. I would say that it has been a pleasure to meet you all including those who have left for pastures new or retired and your opinions have. The expert knowledge available across our network is frightening and I have stressed this a number of times to anyone who will listen. I have enjoyed my time as both regional and national chair, but feel disappointed that I could not do half of what I wanted as changes within Durham started to restrict my ability to get involved with other activities. CAN is a worthwhile expense on time though so wherever possible, keep up the good work.*

*In the immortal words of Timbuctoo – “The futures so bright, I gotta wear shades” but whether is due to a nuclear explosion or not, I cannot answer*

*Oh and by the way, I don't think that this is the last you will see of me, I will be around.*

*- Andy Stephenson, CAN National Chair*

- 8.2 As AS will shortly be standing down as Chair, the CAN Executive would like to express their thanks to AS for his contribution to the Network and for his achievements during his time as Chair.
- 8.3 Prior to the meeting, there was an email exchange between members of the Executive on the possibility of providing payment to support the National Chair's position. Views were given on whether any payment should be provided to the individual or to the Chair's local authority.
- 8.4 Clarity was sought on the main objectives in moving from a non-paid to a paid Chair's position. It was decided that the main reason was that it is becoming more difficult for a local authority officer to justify time devoted to the Chair's role. Remuneration for this sort of work has become more of an "expectation" than it used to be.
- 8.5 A figure had been suggested by AS based on a charge out rate of £300 per day and 30 day's work a year + expenses. It was felt that this rate was a little high compared with similar consultative roles within Government departments, for example. DCo has looked into this and suggested that rates of around £7,000 / year for 2 to 3 days a month were common.
- 8.6 It is generally up to the employer how this money is allocation, whether an honorarium is agreed with the employee for example.

- 8.7 A paid Chair's position has previously been proposed a number of years back. Although in that case the idea was rejected, this was partly because the suggestion was for a full-time post and also involved a different vision for the role of Chair and for CAN.
- 8.8 OM asked the group their views on CAN's current model as predominantly an "officer network for officers". It was agreed that this should continue to be the focus for the Network, representing, guiding and assisting officers on their roles with regard to the Green Deal, etc.
- 8.9 It was suggested that payment doesn't necessarily have to be reflective of the cost to the employer but should be seen to be worthwhile to the employer.
- 8.10 The current constitution stipulates that the Chair must be a local authority officer. Although it would be possible to change this, if it was felt to be appropriate, the group decided that this condition should be retained.
- 8.11 Part of the problem is that it is not always obvious to a local authority why the Network is important and it was felt that stronger links with DECC would help with this.
- 8.12 We would need to make sure that we are giving the Chair's position to the best candidate and not just to someone whose LA wouldn't require payment. It was suggested that, in order to maintain a level playing field, this leads to the conclusion that we should make an in-principle decision to either always have a paid Chair, even if the money wasn't requested by the local authority, or conversely to always require an unpaid Chair.
- 8.13 The issue of sponsorship was raised and it was felt that any in-principle decision would need to be subject to us having funding. The current sponsorship contract with Climate Energy finishes at the end of June and it is currently unclear where funding will come from beyond this point.
- 8.14 It was agreed that the highest priority should be to seek funding for the National Secretariat, with sponsorship to cover a Chair's post a desirable but not crucial. It was felt that it would make the task of finding sponsorship more difficult. Whist PC does not know, at this stage, whether Climate Energy will be renewing their contract with CAN, he felt it is very unlikely that they will be in a position to increase their sponsorship to cover a paid Chair's post. RL also confirmed that there is very little scope for reducing other expenses involved with the running of the Network and the Secretariat as all possible cost-cutting measures have already been taken. It was also noted that the Secretariat had already been reduced in capacity from two down to one member of staff and that DC's time was not being charged for, whereas his predecessor's had been.
- 8.17 It was concluded that any future Chair needs to be a local authority employee.
- 8.18 Although there was no objection in principle to a paid Chair's post, it was felt that currently we do not know where the funding would come from to support this.
- 8.18 It was also decided that we will seek nominations for an unpaid Chair in advance of the next AGM in April. OM declared that he would not be running for the role of Chair. If no nominations were forthcoming it would be possible to split the role of the Chair amongst the members of the Executive. For example, nominating one member for the role of finding sponsorship and another for events, guiding policy, responding to consultations etc. As long as Executive members were willing to commit to these roles, it is possible that this approach could even strengthen the organisation rather than relying on one individual. Even if a candidate for the Chair's post is found, support from the rest of the Executive in this manner would be constructive. If at some point the funding became available for a paid Chair's post then this could be looked at again. However, it was noted that this approach might change the terms upon which regional chairs were elected and would involve extra time commitment. This might require renegotiations with the chairs' local authorities. This model could be explored further if necessary in advance of the AGM.

**Actions:**

**RL to send out nomination forms in advance of the AGM. If there are no nominations for the Chair's post then nomination forms will be sent for each of the Chair's duties separately.**

## **9. Green Deal Consultation response**

- 9.1 In order to help reduce the workload of the Chair, the Executive have been asked to volunteer to draw up responses for key chapters of the Green Deal consultation document, in association with



their regional membership.

The following members of the Executive have volunteered for this:

- Chapter 2 – Karen Lond with EM CAN
- Chapter 5 – David Colbourne with NW CAN
- Chapter 9 – Rachel Jones with WM CAN
- Chapter 10 – Jane Mears with EP CAN

So far, KL and DCo have sent through the work on their chapters. EP CAN's forum meeting will take place on 13.01.12, where Chapter 10 will be discussed and the results sent to RL.

- 9.2 We have also had several responses through from individual CAN members. Although it is important that individual members opinions are not given as CAN's views until they have been checked.
- 9.3 RL will add the regional contributions to a template of the consultation questions and forward this to AS and the Executive along with individuals' comments. AS will use this to fill in any gaps on chapters we decide it is relevant for us to respond to before returning the finalised document to RL for submission to DECC.
- 9.4 It was agreed that we should strive for constructive criticism.

**Action: RL to collate information and email to AS to add missing content and to the Executive for any additional comments.**

## 10. AOB

- 10.1 KA has notified the National Secretariat that she will be standing down as a company director. RL has looked into the process for this and it appears that any authorised signatory can sign the papers to formally remove a director.

KL indicated that she would be happy to replace KA as a company director.

**Action: RL to confirm the process for removing and adding directors**

## 11. Date of next meeting

- 11.1 The next Executive meeting and AGM will be held on 12 April 2012 at London Borough of Camden Town Hall.