

## CAN Executive Meeting Minutes

15 January 2015 @ 10:30 am  
London Borough of Camden Town Hall

### Present:

David Colbourne	(DCo)	Chair, North West CAN
Irene Fernow	(IF)	Chair, London HECA Forum
Paul Hinsley	(PH)	Chair, HECA East
Rachel Jones	(RJ)	Chair, West Midlands
John Kolm-Murray (Chair)	(JKM)	Deputy Chair, National CAN
Rob Leeson	(RL)	CAN National Secretariat
Karen Lond	(KL)	Chair, East Midlands CAN
David Young	(DY)	CAN National Secretariat
Conor Molphy	(CM)	Ofgem (Arriving at lunch)

### Apologies:

Oliver Myers - CAN Representative & Policy Advisor  
Jane Mears - Vice Chair, East Pennine CAN  
Darsh Chauhan - CAN National Secretariat & Vice Chair, East Midlands CAN  
Carol White - Chair of South East CAN  
Charles Garrett - Vice Chair South West CAN  
Neil Short - Chair, South West CAN  
Paul Maplethorpe - National CAN Chair and Chair of East Pennine CAN  
Steve Martin - Chair CAN Cymru Housing  
Cliff Darby - Acting Vice Chair, South East CAN  
Peter Gudde - Vice Chair of HECA East  
Stuart Pye - Vice Chair, North West CAN

### Welcome and Introductions

JKM welcomed the group and introductions were made.

#### 1. Previous minutes (9 October 2014) & Matters Arising

- 1.1 Correction to the previous minutes: 3.18 – No members from NE CAN have asked to be on NW CAN list yet.
- 1.2 Subject to this correction, the minutes of the previous Executive meeting, held on 9 October 2014, were approved.

#### 2. Secretariat update

##### Review of past 3 month and 3 month forecast

- 2.1 The CAN National Secretariat produced and published the CAN magazine in October. It was agreed to publish the next CAN magazine electronically if there is no sponsorship.
- 2.2 The CAN E-bulletin has continued to go out monthly.
- 2.3 The five questions on HECA, Green Deal, ECO, the Fuel Poverty Strategy and how the government can work better with LAs have been sent out to the members. The responses will be discussed at the Away Day. CAN will prepare the proposed letter to the political parties based on the responses.
- 2.4 It was agreed that the letter to political parties should be published in the CAN magazine.

##### Sponsorship and Conferences

- 2.5 The CAN National Secretariat is looking into a two day conference, to take place in October 2015. We are looking at locations in Birmingham and Solihull.

- 2.6 We are looking to start at lunchtime on the first day, with a full second day programme.
- 2.7 We are planning on having an evening meal and awards in the evening of the first day.
- 2.8 The CAN National Secretariat will be looking to set the date and location soon to be able to organise the speakers.
- 2.9 We are still looking for sponsorship for National CAN and the Conference.

### **Finances**

- 2.10 The CAN National Secretariat has continued to chase debtors from previous conferences, CAN is now owed under £1,000 from conference invoices, with £372.80 of this coming from 'no shows'.
- 2.11 We have found the new invoicing policy has improved debt collecting, and offering half price delegate places to 'no shows' has had positive responses.
- 2.12 We have enough in reserve to keep going until 31 December 2015, however it is important to find a sponsor as soon as possible.
- 2.13 CAN owes no debt to anyone outside of normal invoicing terms.
- 2.14 The annual accounts have been prepared and the National Secretariat has produced the directors' report, which is awaiting approval before the accounts can be signed off for filing at Companies House. As agreed, we have had an assurance report produced this year, rather than a full audit, to save money.

### **Chair's Away Day**

- 2.15 The Chair's Away Day is to take place on 26 January 2015, at Islington Council.
- 2.16 Chairs and Vice Chairs need to confirm attendance to RL.

### **Proposed Health Funding Workshop**

- 2.17 JKM has proposed a joint workshop with DECC on how those who have received health funding have managed to bid successfully for it. JKM has discussed this with William Boohan from DECC He is happy in principle to host this somewhere in London, around mid-March. It is possible that the final version of DECC's FP Strategy will be out by then, which is expected to be published before purdah. The NICE Guidance will also be out on 4 March. JKM is looking for speakers, e.g. Gentoo.
- 2.18 JKM has put in a bid for the Better Care Fund and will report if successful.
- 2.19 DCo stated that the NW has received no money from the health and wellbeing boards. They started a dialogue with them and they suddenly found £10K to spend by March on installing central heating systems. This is a fledgling project for LAs who can't find funding. If DECC and the Department for Health come up with a £20 million pot only accessible to CCGs (Clinical Commissioning Groups) and HECA officers the return on investment would be huge, with an 18-month payback.
- 2.20 The workshop is likely to focus on CCGs. It is easier for unitary authorities to find health funding; for other LAs it is more challenging. The CCG is the biggest challenge and the problem is partly a lack of evidence and partly culture.
- 2.21 The public health funding ring fencing has now gone and they will take a budget cut next year. Winter Resilience Funding for the CCGs has a very large budget as does the Better Care Fund, although public health boards are generally more open to our ideas. Therefore it is probably better to use public health to support you in attaining funding from the CCG.
- 2.22 One main issue is that Health and Wellbeing officers are being lost because there is no strategic steer and they don't like taking on new projects and prefer to refund existing ones.

### **Other points raised**

- 2.23 RL asked whether it could be worth CAN looking into gaining charitable status as it might be easier to attract funding.
- 2.24 It might be easier to gain charitable status now than when we last looked into it.
- 2.25 RL will email PM to see if he remembers any reasons why this was not followed up previously.
- 2.26 DCo said that charitable status is limited to certain sectors. It might be possible to become a charity by stressing our fuel poverty and public health agenda, or education, advice and networking, although environmental bodies do not qualify.
- 2.27 RL asked if we should include anything regarding this HECA reporting.
- 2.28 RL has asked Steve Ives for an update on HECA but he said it is just a repeat from two years ago.

- 2.29 PH and KL have also asked DECC for an update and were told that the guidance is as per the document produced in 2013 with no further updates.
- 2.30 It was agreed that we should put something out about HECA reporting stating the importance to energy officers. As we are losing officers all the time and need to get it back in the political agenda. It was felt that CAN should be saying something about it, particularly if DECC will not. The deadline for HECA reporting is 31 March 2015.
- 2.31 It was noted that DECC has put statistics on their website around ECO and GD uptake by region, we could circulate the links through the CAN Secretariat to our members for use in their HECA reports.
- 2.32 It was asked what the reasons were for going back to a two day conference.
- 2.33 RL explained that it was decided at the last Executive meeting that we should go back to the two-day conference format this year, mainly due to sponsorship issues and because government is going into purdah. Policy could change radically after the general election so there might be little point in holding one-day conferences before this. We have also been running the one-day conferences for some time now and many members have expressed interest in going back to the two-day format as it allows for better networking with colleagues from other regions, for example. We are looking for a venue in Birmingham for October 2015, so there is no clash with the NEA conference, which is usually held in mid-September.
- 2.34 We will need sponsorship for it, and we will put sponsorship packages together if we do not get full combined sponsorship for CAN National and the Conference. Unsure whether to have numerous associate sponsors and a main sponsor, or just one exclusive sponsor.
- 2.35 We have had a few quotes for venues, the lowest including an evening meal is £13,000 and the other options we are considering are around £16-23,000, although there are also quotes for much more than this. It would be good not to have to charge local authority delegates, and we are hoping for a large exhibition area.
- 2.36 We will also into other towns and cities to see if they are cheaper. Other cities suggested included; Bristol, Leeds, Liverpool and Peterborough, although we are mainly considering venues in the Midlands so that it not too far to travel from both the North and South of England as well as Wales.
- 2.37 The NEA held their conference at the Holiday Inn in Stratford upon Avon one year and it was a good venue and the transport links were ok, with a large car park.
- 2.38 As mentioned above, we are thinking of starting later on the first day, to help people arriving from further afield, but not too late as this might put people off attending the first day and therefore the Gala dinner.

**ACTION: RL and DC to look into charitable status for CAN National and RL to email PM to see if he remembers any reasons why this was not followed up previously.**

**ACTION: All to look out for potential sponsorship opportunities.**

**ACTION: RL to send a reminder to members of the HECA reporting deadline with links to resources, including the statistics on the DECC website on ECO and GD uptake by region.**

**ACTION: RL to ask DECC if they plan to send a new reminder letter to chief executives of LAs and if not we could ask the Fuel Poverty Coalition or maybe ACE to resend this instead.**

### 3. Representation, consultations and policy

#### **Big Energy Saving Network**

- 3.1 The working group has not been in touch with DCo on this recently.
- 3.2 One LA has put a bid in and it worked well, but they didn't accept their second bid as they as they are an LA.
- 3.3 They are claiming huge successes but the training quality is superficial and the scheme is not coordinated with agencies.
- 3.4 DCo tried to make sure it was coordinated locally but they would not do it.

#### **DECC Domestic Private Rented Sector Working Group**

- 3.5 Eric Pickles is holding things up as they don't like doing anything against landlords. There is a deadline, however.

### **Off Gas Grid Working Group meetings**

- 3.6 The latest Off Gas Grid Working Group meeting was cancelled but KL had already booked tickets. This is going ahead on Friday 23 January, but the venue is not set yet.
- 3.7 In November things seemed to be moving on but they have now come to a standstill, possibly because DECC are involved and are not ready yet. KL will find out next week.

### **National Insulation Association (NIA) working group on FP and Solid Wall Insulation**

- 3.8 The last follow-up meeting, which IF was due to attend, was cancelled and the NIA said it would be rescheduled, however, this was back in September and there is not a new date set yet.

### **Compass Roundtable**

- 3.9 JKM attended a round table organised by Compass in November, on popular environmentalism. JKM outlined the important role of LAs.

### **Roundtable on Labours Green Paper**

- 3.10 JKM was also invited to a roundtable on Labour's Green Paper with Shadow Energy Minister Jonathan Reynolds MP. A lot of good things were said. JKM highlighted the challenges to LAs and the important role they play. LA procurement is a challenge as well as getting DECC to fully appreciate the role of LAs. JKM pointed out that there are a lot of hidden subsidies by Councils and RSLs in programmes such as ECO, and its predecessors, e.g. CERT and EEC. There was something in the Green Paper about "local groups" but JKM made it clear that it's local authorities.
- 3.11 There is nothing stopping smaller councils forming sub-regional partnerships and many already exist, to get more powers and more funding. They are talking about funding being ring-fenced for local areas. This is not clear but it could be based on NEED (the National Energy Efficiency Data-Framework).
- 3.12 For London it would be good to recognise areas historically locked out of funding and also rural areas.

### **DECC Workshop in Wales**

- 3.13 This was evaluating FP programmes and highlighting challenges. Elected members focused more on getting things done than on evaluation.

### **UK Power Network's FP customer focus group**

- 3.14 The FP customer focus group are updating their records. They were seeking feedback on how they can engage with partners, particularly LAs, on FP.

### **Northern Network Gas Meeting in York**

- 3.15 KL was not actually in the region covered by the Northern Network but went to listen about off-gas grids properties. The meeting was about how they were engaging with LAs. There were other LA officers and RSLs there who KL did not think were CAN members, which was a bit worrying from CAN's point of view, although there were some people there who KL recognised.
- 3.16 They have said they will report back but have not been in contact.
- 3.17 DNO GN, Western Power and UK Power Networks, as well as National Grid, have a funding mechanism so we could ask them for sponsorship for CAN National.
- 3.18 KL asked for EM CAN sponsorship but they were not able to do this.

### **Consultations**

- 3.19 There was a flurry of consultations in the autumn but it has been fairly quiet since.
- 3.20 DECC is aiming to release their FP strategy before purdah, around March.
- 3.21 CW asked if anyone knew of any working groups on grid infrastructure. At the moment every time a major development goes through they have to build a substation, which makes things much more expensive. LAs do not have resources to have continual dialogue and collect information from planning etc. Perhaps they could tell us which areas of the grid network are weak. This needs ongoing dialogue and could perhaps be a LEP responsibility.

**ACTION: KL could mention the concerns from para 3.21 at an off-gas grid meeting.**

## 4. Regional updates

### 4.1 WM CAN - emailed report from RJ

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

- Last sub regional meeting was held in September to formulate a response to the fuel poverty strategy.
- Sub regional meeting will be held in February and a full West Midlands CAN meeting will be held in March

#### Details of any current projects:

- Three areas across the West Midlands are working on the GD Community Bid; Worcestershire, Nuneaton/North Warwickshire Councils and Telford. All projects are having challenges, the biggest has been communication. GD is still a complex and ever changing beast and linking that alongside ECO can be challenging and in many cases is still leaving significant contributions for householders. Two bids are using E.ON for delivery and the other is using Westdale Contractors. All three schemes are EWI focused.
- There is a lack of HHCRO funding and currently householders are requiring to pay £50 up front (non-refundable) and then £350 for the remaining work. Boilers are required to break down and none repairable with a rating less than 86%.
- A number of authorities are running Winter Warmth Campaigns. This appears to be a deliverable that has been easier to achieve in single tier authorities. In authorities with two tier structures this has proved to be challenging as housing sits with districts and public health with the county.

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

Barriers – lack of funding support for households, complex systems for householders  
Officers – time to deliver work is decreasing but work load potential is increasing.

The Worcestershire GDC scheme is looking to EWI two park home communities, DECC have agreed this approach but problems seem to exist with insurances and BBA certificates that need to be resolved.

### 4.2 HECA East - emailed report from PH

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

- HECA East held a meeting on 3<sup>rd</sup> December 2014 in partnership with the NEA. This was also the AGM for the group, at which the Chair (Paul Hinsley) and Vice Chair (Peter Gudde) were voted back in for another term. Discussions are ongoing regarding Sponsorship and the provision of a Secretariat.
- A presentation regarding 'HECA Reports 2 years on – working towards your next plan' was held, followed by a workshop/open floor to ascertain the format of the 2015 Progress reports.
- The NEA (Colin Dunn) gave a Policy Update, and then held a DECC supported workshop on the Community Energy Strategy, with the results being fed back to DECC.

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

The next joint meeting is scheduled for late Feb/early March.

#### Details of any current projects:

- Colchester looking at the local authority carbon action plan and asked whether any other authorities have done a refreshed plan, if so Wendy Bixby would be interested to hear from them. HNDU (DECC funding for heat networks) A feasibility study being carried out for North Colchester and funding being applied for a project in East Colchester.
- Colchester ran a sustainability event for landlords looking at making homes energy efficient or sharing best practice.
- Harlow is doing some work around heat meters in district heating schemes. They are also looking at biomass and the Independent Heat Customer Protection scheme (an industry response to providing customer protection for heat energy e.g. how they join how they leave, what happens if fails, how energy will show on bill).
- Peterborough has 10,000 properties to include in a street - by -street approach to insulation, replacement boilers etc. E.ON is providing the ECO element and green deal they can provide a £6000 per property contribution.
- Suffolk is working on the Green Deal Community project under the Suffolk Energy Action Umbrella, they have been able to offer things such as solid wall insulation. Climate Energy and Ridgeons have been involved and work is ongoing. Also, they are doing some work locally on supporting community groups to set up community energy projects.
- Warm Homes, Healthy People Project – Laura Bullard (Suffolk) advised that they had secured funding from Public Health in Suffolk and so local authorities need to speak to her if they would like to know more.

#### **4.3 NW CAN - emailed report from DCo**

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

A meeting was held in November 2014 in conjunction with the NEA, including speakers from Navitas, Mitsubishi Electric and Pure Community Leapfrog.

The Next meeting is planned for 3 April 2015 in Liverpool

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

##### **Details of any current projects:**

NW CAN responded to FPS and NICE guidance on EWD.

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

Currently ended our sponsorship contract with Snug Network and looking for a new sponsor. No nominations for replacement chair, therefore DCo retained by default.

Pure Community Leapfrog has access to interest free loans for community groups. Useful for HECA officers to be aware of.

#### **4.4 EM CAN report given by KL at the meeting**

The last EM CAN meeting, in Grantham in December 2014, had to be cancelled as not enough delegates signed up. There might be a number of issues for this including, IT issues or maybe the location. This meant that KL and DC can't be re-elected until the AGM is held. EM CAN has enough funds to get through next year and are continuing to looking for free venues.

KL attended the NEA meeting on the Community Energy Strategy. Comments back to DECC would have been very negative, as with London and other areas.

#### **4.5 London HECA - emailed report from IF**

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

Meetings attended:

- 8th of December 2014 - NEA facilitated discussion with Labour's energy team
- 4th of December 2014 - LHECAF / LBEG joint Christmas meeting

- 3rd of December 2014 - Future of London / EDF Energy Engaging private landlords in energy efficiency (report launch)
- 25th of November 2014 - UK Power Networks Vulnerable & Fuel Poor Customer Focus Group

Meetings of interest held:

- 2nd of October 2014 - Research Seminar Marketing retrofit to London's private landlords
- 23rd of October 2014 - Research Seminar Tracking London's 'missing' landlords
- 29th of October 2014 - Parliamentary Stakeholder Forum Eradicating fuel poverty - the social, economic and environmental impact of a national energy efficiency infrastructure programme

Meetings Planned:

- 21th of January 2015 - Sponsorship funding meeting
- 10th of March 2015 - HECA and Health meeting
- 17th of March 2015 - Round table – Futureproofing Flats: overcoming legal barriers to energy improvements in private leasehold blocks

**Details of any current projects:**

**RE: NEW**

- Delivering domestic retrofit projects faster, bigger, and better value for money
- Developing a procurement framework for services and works to implement domestic retrofit activities - the PPQ has been issued and responses received. The ITT is due to be issued the 2<sup>nd</sup> week of Feb and framework is expected to go live end of May.
- Full support team 2014 – 2017 (90% EIB\* and 10% GLA funding)
- £352m capital investment / 175,000 homes / 93,000 annual CO2 saving

**Green Deal communities funding:**

The [SMART Homes scheme](#) was launched end of July 2014 and is being run by Haringey with five other London boroughs, including Camden, Enfield, Hackney, Islington and Waltham Forest. Funding of £6.5m has been provided through the Green Deal Communities fund (DECC) and the scheme aims to retrofit 1600 properties. The scheme, which will run until the 31<sup>st</sup> of March provides interested householders with a SMART Homes surveys (5-6 page surveys identifying energy efficiency improvements AND any required remedial works prior to installation) and up to £6,000 worth of funding towards the cost of works. So far just over 1300 residents have signed up for a survey and are either waiting for a GD assessment/ Quote/ Smarthomes assessment or for the works to actually. Building works are expected to start early February.

**Boris on fuel poverty in capital:**

[http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question\\_280086](http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question_280086)

[http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question\\_280085](http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question_280085)

[http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question\\_280082](http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question_280082)

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[http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question\\_280083](http://questions.london.gov.uk/QuestionSearch/searchclient/questions/question_280083)

**GLA Private Landlord grant scheme:**

Newham, Brent, Hounslow and Havering are part of a GLA funded pilot / exemplar scheme which aims to encourage the uptake of energy efficiency works amongst private landlords. The scheme will provide 50 properties/landlords with a Green Deal assessment and 80% towards the cost of works, capped at £8,000. To qualify landlords need to sign up to the London Rental Standard (LRS) which require them to attend a one day training course.

**Futureproofing Flats Roundtable, overcoming legal barriers to energy improvements in private flats:** Oxford University, Westminster City Council and Future Climate are planning a seminar focused on finding solutions to improving the energy efficiency in private sector flatted blocks. These blocks make up 12% of the UK's housing stock, but with multiple owners and tenants, they can be the most difficult properties to upgrade. The seminar will bring together a high level mix of legal specialists,

policy makers, energy efficiency and housing experts to look at different solutions – focusing particularly on the legal issues around getting agreement for works to proceed.

#### **Islington:**

- Islington's Warm Home Discount bulk referral programme has exceeded 2,300 households since November 2013
- Islington Council and Change Agents have received funding from UK Power Networks to carry out a storage heating education programme
- Islington's Seasonal Health & Affordable Warmth Team won the Energy Institute Community Initiative Award in November and have been shortlisted for LGC Team of the Year, with their SHINE project also longlisted for the UK Ashden Award

## **5. Guest – Conor Molphy, Ofgem**

5.1 CM gave a PowerPoint presentation on ECO. Please see presentation slides.

### **Comments, questions and discussion points additional to presentation slide content**

- 5.2 The necessity for households to provide proof that they are in receipt of benefits to qualify for CSCO Rural was removed in response to the utilities' complaints that it was too difficult to find and evidence qualifying households. This has led to a large increase in uptake under CSCO Rural. It was asked how much of the funding will have been allocated to "able-to-pay" and non-fuel poor households, as a result. CM acknowledged that this would be difficult to estimate.
- 5.3 CM said that Ofgem were looking for suggestions on how best to evidence 'virgin' lofts, to avoid companies fraudulently removing existing loft insulation.
- 5.4 It was noted that in many cases there are legitimate reasons for having to remove loft insulation, which needs to be taken into account.
- 5.5 The group felt that any method of evidencing is likely to be problematic and It was suggested that an alternative approach would be to reduce the large incentives provided for insulating virgin lofts, particularly now there are so few left.
- 5.6 A possibility would be to make householders sign a declaration, but this could potentially place the responsibility on vulnerable householders rather than the installation companies, who could use this to legitimise the practice. Householders are already required to sign numerous forms and many might not realise the implications of what they are signing.
- 5.7 For reference, subsequent to the meeting, CM has highlighted that Ofgem have produced the following publications:
- [Energy Companies Obligation \(ECO\) Compliance Update and Quarterly Annex - January 2015](#)
  - [Energy Companies Obligation \(ECO\) Technical Monitoring Report – January 2015](#)

## **6. AOB and Date of Next Meeting**

- 6.1 PH asked about the regional CAN funding models. Sustainability East have been funding HECA East but are unable to continue. What other funding models are there? What do sponsors expect back, by whom and what value?
- 6.2 London HECA charges membership fees. There is a lower rate for LAs and a slightly higher rate for associate members. If they have sponsorship for an event, the sponsor receives a thank you and possibly a presentation slot in exchange for providing a free venue or lunch.
- 6.3 EM CAN have charged £4,000 to £6,000 for full annual sponsorship. This includes a logo on all communications from EM CAN, and a stand at meetings. This finished 12 months ago. Since then, they have managed to get commercial presenters at meetings for around £500 to cover room and lunch charges. It is made clear to sponsors that they are not able to dictate what is on agenda and CAN are not endorsing their products.
- 6.4 NW CAN have only one commercial member for their HECA forum, and this is the sponsor. They get their logo on all correspondents, which included 100 emails a year to 92 members. The prices are £3,500 for one year or £6,000 for two years.
- 6.5 WM CAN tend to run on the goodwill of the LAs.
- 6.6 The next meeting will be held on 16 April 2015 at Camden Town Hall, London.

**ACTION: DCo to send sponsor document to PH**