

## WM HECA Forum Steering Group

### Minutes – 4<sup>th</sup> February 2004

Present: Chris Winter, Telford & Wrekin  
Ellie Cooper, LASP  
Graham Jones, South Shropshire (Chair)  
Keith Bennett, Hestia (Secretary)  
Les Craggs, Oswestry Borough Council  
Stuart Davies, Herefordshire  
Tracey Dexter, Warwickshire EEAC

#### 1) **Apologies**

Apologies were received from Angie Madden, Denise Bradley-Lloyd, John Burns, Karen Gilliatt, Neil Morton, and Phil Brundrett.

#### 2) **Minutes of last meeting**

Accepted as an accurate record.

#### 3) **Financial position and budget**

KB has clarified payment of the second instalment of money from UK HECA and the biannual report is currently being collated. This will be submitted by the end of the financial year.

Conference:

The total cost of the 9<sup>th</sup> conference is estimated at £6000. The Borough of Telford & Wrekin have agreed to pay for the venue (including catering) costs which amounts to £4000. This leaves £2000 (artwork, audio visual equipment and delegate packs) to be found from another sponsor, although KB has agreed that the remaining costs will be covered irrespective of gaining additional sponsorship.

Npower have been approached and are interested in sponsoring the event under their Warm Zone initiative. Action: KB to confirm with npower **KB**

KB also suggested additional sponsorship for e.g. delegate packs. NES and Vital Energi are possible sponsors but could be approached as a conference-wide sponsor in the future. Telford are happy for others to be approached in this way. If npower agree to be a sponsor, KB to check this with them also. **KB**

The Chair thanked Borough of Telford & Wrekin for their support.

#### 4) **Steering Group membership**

The Chair welcomed Les Craggs to membership of the Steering Group.

SG Members feel it is important to stress to other HECA Officers in the region that SG meetings are open to any who wish to attend. Chair to ensure this is clarified at the 9<sup>th</sup> conference. **GJ**

UK HECA mailings: Chair, Vice Chair and Secretary receive mailing from the UK secretariat but the SG felt that it is not always appropriate to forward all emails to

HECA Officers. Action: GJ to filter UK HECA emails and inform Secretary when emails are to be forwarded to all. **GJ**

Action: EC to email steering group minutes to all WM HECA Officers **EC**

## 5) **Planning issues**

*HECA Officer meeting:* this is traditionally held before lunch at each conference. SG suggests that this is changed so that only one meeting is held per year. Meeting at 9<sup>th</sup> conference is therefore cancelled and next meeting will be held at the 10<sup>th</sup> conference.

*HECA awards:* the national award will be presented at the UK HECA conference in May. However, the SG wishes to maintain the regional award. This has often followed the theme for the WM HECA conference but as the UK award does not have a theme this year, the SG agreed to keep to the same format and also not have a theme.

27<sup>th</sup> February is the deadline for UK nominations. These are to be sent to the UK secretariat.

SG agreed the following procedure:

- Email every WM HECA Officer asking for nominations. This is to include the revised UK award guidance.  
Action: email to be sent by end of week (6<sup>th</sup> February) **KB/EC**
- Schemes nominated must have been active during 2002/03 but not necessarily completed.
- Deadline for WM submissions to be 28<sup>th</sup> February, although leaflets to support the nomination can be submitted the following week.  
Action: confirm with UK secretariat that this deadline will not cause any problems with UK nominations deadline. **KB**
- Judging to be carried out by 3 members of SG in local authority with no submitted nominations. Possibly Chair, Vice Chair and one other nominated by Chair.
- WM winner to be forwarded for the UK nomination ASAP in week commencing 1<sup>st</sup> March. Action: GJ to forward winner from WM region to UK secretariat **GJ**

*LASP Conference, 4<sup>th</sup> & 5<sup>th</sup> March:* The LASP MA team have invited each HECA region to send a representative to the next LASP conference in Cardiff. Neil Morton has offered to attend on the WM behalf and the SG accepted his offer.

Action: EC to confirm details with Neil Morton **EC**

*9<sup>th</sup> West Midlands HECA conference, 24<sup>th</sup> March:*

*Background document:* KB presented a background paper which will be sent out to invitees, presenters and exhibitors. A number of key issues for fuel poverty are addressed in the paper and the SG queried whether all were going to be addressed in the conference programme.

Action: EC to make necessary amendments. KB to ensure all issues are covered **EC/KB**

*Programme:* a draft programme has been produced and based on discussions (below), will be revised.

The SG proposed another coffee break in between speakers in the morning. This is to be included. Also, if SG gets sponsorship from npower, a presentation slot may need to be created for their representative.

*Speakers:*

- Civic Welcome – Borough of Telford & Wrekin to open conference. Tbc. **CW**
- Regional Energy Strategy – Action: KB to contact representative and invite to speak. Preferably from GO-WM, or another heavily involved organisation. **KB**
- Director of Public Health – Peter Molineux to be first choice. Alternatively, Dr. G Rajaratnam (North Stoke PCT). Contact Phil Brundrett if first choice unable to attend. **KB/EC or PB**
- Researcher/Academic – representative from CURS (Centre for Urban and Regional Studies). Philip Leather, CURS Director was suggested as Chris Winter has been in contact with him before. Action: draft conference details to CW so that he can make necessary contact. **KB/EC**

*Workshops:* there will be two workshops and delegates will attend both.

Workshop A – Tackling Hard to Treat homes: effective LA strategies

Beacon council representative (David Pickles, Newark & Sherwood)

ACE/NEA research paper (Jacky Pett, Senior Researcher NEA)

Also, Tracy Dexter was involved in hard to treat programme which is used as case study on EST's Practical Help website. She would be happy to present on this programme.

Workshop B - Fuel Poverty: who pays? (Amendment to original workshop)

To look at measurement issues (how to define fuel poverty/locate the fuel poor), lack of medical research, ensuring appropriate use/allocation of money. Address the fact that hard to treat properties need to be incorporated into home improvement schemes as a matter of course.

Ofgem representative? – EEC2 possibilities (Kate Smith, Deputy Head EEC)

Defra representative? – Responsibility for Warm Front.

NB: As both are managing agents/regulators, their perspective will be different from the deliverers of funding programmes.

Other suggested speakers: Warm Front (Mo Steer – WF development issues, Derlan Henderson), Beacon Council that has taken a holistic approach to funding fuel poverty programmes?

Exhibitors: EC circulated list from previous conference (March 2003).

There are 11-12 stands available. 3 have been set-aside for Borough of Telford & Wrekin, 1 for the CM/BC & Warks EEACs and possibly 1 for npower (pending sponsorship)

This leaves 7 stands. Action: EC to revise list based on suggestions made by SG and send out invitation to exhibit. Should there be few takers from this list, other companies could be approached. **EC**

*Other conference issues:*

Technical support – TIC will contact us about this. Telford would like to have support available on the day. **TIC**

Photography – Telford will provide a photographer during registration & arrival.

Secretary to provide in-house photographer during the day. **CW/KB**

Help during registration – Telford will see if someone can help out during registration. **CW**

PR contact – Action: CW to provide James Smith with details. **CW**

Transport – Action: EC to provide details of all modes to delegates. **EC**

6) **UK HECA Forum update**

GJ has attended two UK HECA meetings since last the SG meeting in December. The first was a UK Steering Group meeting, the second a meeting with EST on HECA training and qualification issues (15<sup>th</sup> January).

*UK SG meeting - main issues arising:*

- HECA reporting – still no indication of changes to reporting methods.
- New UK Chair – methodology for appointment has been confirmed and will be voted in at March SG meeting. Each regional Chair can nominate another Chair or another person.
- Contract length – discussions are still being held with EST.
- Awards – covered in Planning issues
- HECA Newsletter – file is very large. WM will continue to send link to newsletter to HECA Officers rather than file itself.

*HECA Training & Qualifications meeting – outcomes:*

- Proposal to have Basic, Mid and Top level qualification for HECA Officers. All Officers must have Basic qualification (NVQ level 2). Top level will be a degree. Will also ensure that qualifications are kept current via CPD.
- Proposals to be confirmed at UK SG meeting in March by way of report. There is general agreement on the proposals but not all local authorities will take up the qualifications as a requirement for HECA Officers.

Next UK SG meeting: 5<sup>th</sup> March.

Request from SG that they are informed when UK SG minutes are available on website. Action: EC to ask UK secretariat to provide email link, when minutes available, which can then be emailed to WM SG members.

**EC**

**7) Any other business**

Conference invite list – any additions to be forwarded to EC. Only Housing Associations that have been formed as result of LSVT or ALMO are to be invited, with the exception of any specific contacts we have.

MEEC has been reinvented into 'SHOPAR' – Sustainable Housing Partnership.

**8) Dates of next meetings**

19<sup>th</sup> May 2004 – GOWM, Chamberlain House, 10am - 12.30pm.

15<sup>th</sup> September 2004 – tbc

15<sup>th</sup> December 2004 - tbc