

## **WM HECA Forum Steering Group**

### **Minutes – 15<sup>th</sup> December 2004**

Present: Bill Johnson, Coventry CC  
Ellie Cooper, Hestia (Secretariat)  
Graham Jones, South Shropshire DC (Chair)  
Keith Bennett, Hestia (Secretary)  
Les Craggs, Oswestry BC  
Mandy Findlay, Wolverhampton CC  
Deborah Bartlett, Tamworth BC  
Steve Winmill, Herefordshire Council  
Stuart Davies, Herefordshire Council  
Tracy Troiolo, Warwickshire EEAC

#### **1) Apologies**

Apologies were received from Angie Madden, Chris Winter, Barbara Ware, Paul Leeman and Karen Gilliatt.

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

Date of meeting incorrect –15<sup>th</sup> September not May. Date to be amended

**Action: EC**

Otherwise accepted as an accurate record.

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

Situation unchanged since the last SG meeting in that there is no funding/budget for this financial year.

Hestia is still happy to host meetings and take minutes, and provided direct costs of the conference can be covered, Hestia is still happy to organise and manage the conference on behalf of the SG.

As there is no funding and the Forum is no longer directly answerable to EST, it was suggested that the SG hold fewer meetings and existing SHEF Forums (WEEAC's SHEF, and Hestia's SHOPAR) are used as a means to update HECA Officers on a regular basis. For example, the Chair could provide a brief update on UK HECA issues for each SHEF meeting, as appropriate.

SG agreed to hold fewer meetings and focus these on planning and feedback from the annual WM HECA conference. The SG will not hold another meeting before the 10<sup>th</sup> conference but shortly after, following the UK HECA SG meeting. See 8) for further details.

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

No changes since previous meeting although concern was expressed on attendance at the SG, the WM HECA Event being held later the same afternoon and also occasionally SHOPAR meetings.

#### **5) Planning issues**

## 10<sup>th</sup> Conference

Coventry City Council is the local authority sponsor and has agreed to cover costs over and above sponsorship from London Energy and exhibitors.  
London Energy have agreed to sponsor the conference and have offered £2000

The following outline agenda was agreed and speakers suggested:

**Morning session:** Welcome and Key Note speakers

**Welcome & Introduction:** Coventry City Council – Leader of the Council

**Key Note speaker 1:** Key senior Housing Officer from Council

Strategic and Policy context: Housing Act 2004  
HECA targets  
EEC2 and Warm Front  
Building regulations  
Other?

EC and KB to coordinate with BJ, Coventry City Council. **Action: EC & KB**

**Key Note speaker 2:** Future energy supply

Professor Ian Fells – visionary e.g. renewable, embedded generation  
Professor Malcolm Bell – practical applications and alternative supplies  
**Action: EC & KB**

**Key Note speaker 3:** Decent Homes Standard – practical applications

Richard Davies, MEA (but is practitioner rather than someone delivering DHS)  
Martin Holland, CEO South Shropshire Housing Association (or workshop?)  
Stock transfer: links to affordable warmth, energy efficiency and opportunities to invest?  
Telford & Wrekin Housing Trust  
DHS in private sector (vulnerable households)  
EcoHomes standard 'excellent' – NEA Fuel Poverty Forum

General: Social issues should be included in first part of the day

**Workshops:** (4 x 30 minute sessions, all delegates attend all workshops)

### **1: What can be achieved?**

a. Housing Associations  
- Martin Holland, CEO South Shropshire Housing Association - GJ to contact.  
**Action: GJ**

b. EcoHomes (new build) in the Private Sector  
- English Partnerships?

### **2: Warm Front and EEC2:**

Double act between energy supplier (London Energy?) and EAGA Partnership?  
- Rita Cudd, London Energy and Mo Steer, EAGA Partnership?

EC and KB to coordinate with BJ. **Action: EC & KB**

### **3: Kick Start and HRA Grants:**

Focus on HRA grants e.g. case studies, ideas on how grants have been targeted across the region. Also, send out a follow up after the conference with a list of schemes and contact names. i.e. Kick Start – covering Coventry, Stoke, Birmingham, Dudley and Wolverhampton

Information about HRA schemes could also feed into a reprint of the WM HECA Forum brochure, raising the profile to council members and helping with future developments.

- Rick Groves, CURS.

**Action: EC & KB**

#### **4: Implementation of the DHS:**

Private and/or social housing sectors? This is similar to suggestions for workshop 1.

**Exhibitors:** to be located outside in the foyer area

1. London Energy – located inside the main conference area
2. NEA (at no cost) – BJ to invite as scheme partner
3. Hestia (at no cost)
4. Coventry City Council – BJ to confirm
5. Heat Savers (contracts in Coventry)
6. Baxi (CHP)
7. WindSave (domestic wind power)
8. Swift (domestic wind power)
9. Thermamax (EnergyWise)
10. Nuair (EnergyWise)
11. Planet Green (Ground source heat pumps – SD)
12. Elgar (Ground source heat pumps – TD)
13. West Mercia supplies (biomass)
14. Talbots (biomass)
15. Dampfoss (heating controls)
16. Thermilate (pre-insulation paint) – SD to forward details.

**Action: SD**

EC and KB to put together a draft agenda and start contacting speakers. SG members to be contacted for further guidance and assistance, as required.

**Action: EC & KB**

#### **6) UK HECA Forum update**

A UK HECA Steering Group meeting was held week beginning 6<sup>th</sup> December and the following items were raised:

##### 2005 UK HECA Conference

The conference steering group has asked that each region submit two projects from HECA Officers that could be used for workshops at the conference. The steering group will choose one project from each region.

HECA Officers whose project is chosen will receive a reduction in their conference fees. Fees for this year are as follows: 2 days and nights, £220; 1 day and night, £165, day delegate rate £110. The theme is around 'moving with the times' and the conference will be held on 10-11 May at the Bournemouth Marriott Hotel.

##### HECA Officer job descriptions

Four generic job descriptions will be posted on the UK HECA website shortly. The descriptions will be for a range of positions and will include example salary scales.

##### DTI funding

DTI has made £100,000 available for energy research in each region. In the West Midlands, it is anticipated that it will be used for a Regional Energy Office and 'energy champion' to help deliver the Regional Energy Strategy. There may be opportunities for the SG to influence ways in which monies from EST, Carbon Trust etc. are used regionally.

#### Local Authority Support Programme (LASP)

There are no plans to roll LASPs out across the whole of the UK although it is anticipated that the proposed Sustainable Energy Centres (SECs) will combine LASP activity in their services. The 3 SEC pilot areas are Anglia, the North East and Scotland but at present there are no firm plans for SECs beyond the pilots.

#### UK HECA Website

Launch of regional pages will take place at the conference in May.

#### Training day for UK Chairs

This will take place in February 2005, with details to be confirmed.

#### HECA funding

There is limited funding from EST and therefore this is going to the UK Secretariat. The UK HECA SG has submitted a proposal whereby funding is received directly from Defra but needs its own formal constitution to do this. The UK Secretariat has therefore requested that each region forward a copy of their constitution. EC to request a copy of the draft UK constitution.

**Action: EC**

KB felt that the UK Forum should be thinking 'out of the box' with regards HECA Forum set up and constitution, and suggested a web-based HECA Forum with a central administrator as an innovative way in which to reduce costs and still provide the service.

The WM does not have a formal constitution as such. EC to forward a copy of the WM HECA Forum brochure to UK Secretariat by end of January 2005. This contains a mission statement that was formulated at the first WM HECA conference and is used as a constitution for the region.

**Action: EC**

#### HECA Qualifications

Nothing to report although work is underway.

#### Other UK HECA SG issues

Bruce Pittingale to be invited to the next WM HECA Forum event. This will be the 10<sup>th</sup> conference.

GJ to suggest teleconferencing at next UK HECA SG meeting as a means of reducing travel time and costs to the Network.

**Action: GJ**

### 7) **Any other business**

#### Continued Professional Development

SD suggested that CPD points could be awarded for HECA Officers attending the WM HECA conference. The Energy Institute and other relevant professional bodies stipulate a minimum number of hours per year in order to build up membership status but there are no clear opportunities for HECA Officers to do this.

The Institute(s) should provide more career progression opportunities and training courses in this sector or alternatively accept hours of existing training courses/events that members are attending towards their CPD. This is something only the UK forum could lobby and therefore GJ will raise this issue at the next UK HECA SG meeting.

**Action: GJ**

Relevant institutes include: Energy Institute (EI), Chartered Institute of Building Service Engineers (CIBSE), and Chartered Institute of Housing (CIH).

HECA Awards 2005

Award nomination forms have now been sent to Forum Chairs and like last year, the UK Forum would like to make the announcements at the UK conference in May.

SG suggested that nomination forms should be circulated at the same time as the invite for projects for conference workshops and also that the list of nominations are circulated to all HECA Officers before final consideration. **Action: EC**

There was concern that HECA Officers have no way of knowing what other fellow officers are doing in the West Midlands. LASPs, EEACs and SG members are perhaps the best placed to know about projects and schemes in the region. SG to consider ways of collating and distributing this information to Forum members on a regular basis. **Action: All SG members**

8) **Dates of next meetings**

2005 UK HECA SG meetings: 16 March, 16 June and 15 September 2005.

Next West Midlands HECA SG meeting: **Tuesday, 7 June 2005** at Hestia's Jewellery Quarter offices.