

Steering Group Meeting: Minutes



Wednesday 28th February 2018

Managed in the UK by Severn Wye Energy Agency

These minutes are supported by **appendix 1**, the presentation used during the meeting and **appendix 2**, the draft action plan.

Item 1(a): Attendees & Apologies

The following members attended the meeting:

Victoria Boynton (Severn Wye Energy Agency);
Brian Canning (Severn Wye Energy Agency);
Helen Garforth (Just Ideas); Kate Hull (GFirst);
Neil Penny (GCC & CCG); George Ridd (SGS
Berkeley Green); Karen Robinson (Severn Eye
Energy Agency); Howard Thomas (db+ Paul);
Pete Wiggins (GCC); Barry Wyatt (Stroud
District Council)



Apologies from:

Luke Beard (Two Rivers Housing); Richard Jessup (Pick Everard); Matt Lennard (Gloucestershire VCS Alliance); Mary Morgan (Gloucestershire CCG); Simon Taylor (Gloucester City Homes); Miriam Webb (University of Gloucestershire); Paul White (NLA)

Action: BC to follow up with Andy Edwards (EON) with regard to involvement.

Action: KR to follow up with Chris Rowston (Severn Controls) with regard to future involvement.

Action: KR to invite a representative from Cheltenham Borough Homes (e.g. Caroline Walker) to the next meeting to discuss progress against Action B4: Oakley.

Item 1: Welcome and progress update

Aims of the meeting

Victoria Boynton (VB) summarise the main aims of the meeting which was to assess the progress against each action and discuss the next steps whilst also setting the plan into a policy context and identifying corrections or additions which need to be made. Some actions are well developed and a minority need extensive work; these will be the primary focus over the next few months. The aim is to have the plan completed by the next Steering Group meeting which will be moved from Tuesday 5th June to Wednesday 4th July 2018.

Mary Morgan and Neil Penny will present the draft action plan in Slovenia on 13th March 2018 with support from BC and VB.

Handover

VB also explained that she would be moving on from Severn Wye in March. KR was introduced to the group: she is experienced in leading a wide range of projects at Severn Wye and has worked extensively on European projects. BC will be the strategic lead for Build2LC and have oversight of the project.

Inter-regional exchange of experiences (learning from other partners)

Bi-lateral learning is one of the key elements of this project. S. Wye staff attended a bi-lateral meeting in Lithuania in January 2018 to learn more about their financial instruments, communications strategies and procurement procedures.

A very productive Skype bi-lateral meeting was held with Croatia on 13th December 2017 to look at their Multi-Verification Platform (MVP). The MVP is an online tool that aims to improve the consistency and quality of energy efficiency policy planning and implementation. All energy plans are uploaded to support regions and organisations to calculate predicted and actual energy savings for whatever measures they are interested in implementing using a standardised methodology. This is something we could use in working with SMEs, particularly through Target 2020 as a pilot. LAs and larger organisations (e.g. RSLs) could also use this to help to plan energy savings. We would need funding through T2020 to modify the back office of the platform to make it applicable to our needs. Once tested with T2020, other organisations could use the system (Action F14).

VB demonstrated the tutorial version of the MVP to the group. Details can be found on the accompanying slides but access to the MVP tutorial is shown to the right. Anyone can login and trial the package: it will need to be adapted for our use.

GR suggested that the MVP could be adapted and trialled at Berkeley Green. GR will talk to their Berkeley Corporate to ascertain their interest. BW explained about carbon off-setting for larger organisations and that the MVP may compliment the Carbon Reduction Commitment process providing the savings calculations are the same. Further down the line it will be important to compare the methodology of the MVP against the Carbon Reduction Commitment methodology and check they are aligned.

To access the MVP test page:

1. Select <http://mulee.eu/tow/innovative-web-applications-om-support-energy-efficiency-policy-planning>

2. Select MVP Test Tool box

3. Use 'Tutorial' for both the username and password

Link to the MVP manual:
http://mulee.eu/system/files/MVP_Training%20Manual.pdf

Link to the Bottom Up Methodology:
http://mulee.eu/system/files/D2_1_Document%20with%20general%20terms%20of%20bottom-up%20method.pdf

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KH raised the possibility of sharing the MVP with the new South-West Energy Hub (which covers 7 LEPs in the South-West) and wondered how the MVP could be communicated to the hub. VB didn't think that it would be a problem with asking the Croatian partners to do another training Skype with a wider audience such as the GFirst Energy Business Group or the South-West Hub. It was agreed that it was important to link the MVP in to the Energy Strategy which would aid dissemination to the South-West Hub. PW explained that the South-West Energy Hub will oversee all of the energy strategies for the 7 LEPs).

Action: GR to explore tribally the MVP at Berkeley Green.

Action: GR, BC and PW to consider the use of the MVP when writing the Energy Strategy and communicating potential use to the South-West Energy Hub.

Action: KH to check at GFirst whether there is a good way to communicate the MVP to the South-West Energy Hub and speak to the relevant people to make the link.

VB explained that a bi-lateral Skype meeting was also held with Solsolar in Catalonia (<http://www.solsolar.cat/>) to discuss the work they had been doing via their ESCO (Energy Service Company). There were a few issues with translation so learning was more challenging. BW explained that SDC had considered establishing an ESCO but the start-up costs were very high.

S.Wye also hosted bi-lateral meetings at their offices with Slovenia and Poland on Wednesday 6th February. The day focused on discussing definitions of fuel/energy poverty and local and national measures for tackling fuel poverty, alongside practical details of Warm & Warm, Link to Energy, Target 2050 and Countdown to Low Carbon Homes.

On Tuesday 5th February, S.Wye hosted a Skype bi-lateral meeting with the Build2LC Croatian partners and Government representatives. Croatia are keen to implement a definition of energy poverty and national measures to reduce the impact of energy poverty therefore, this meeting was quite high level. Harriet Thomson (EPOV) and BC led the discussion which looked at national and local activity.

PW asked whether there had been contact with, and interest from, local MPs. This led to a discussion about the Build2LC Action Plan dissemination event in September. It was agreed this event could be a wider regional event covering the Energy Strategy consultation and Build2LC action plan launch so resources could be pooled to upscale the event and engage high profile stakeholders; this would show joined up thinking. PW suggested there may be some funding from BEIS to support this.

ACTION: KR and BC to liaise with PW, GFirst and other lead stakeholders to set a date and agree a format for the launch event in September. (Note: The final Steering Group meeting will be combined with the event).

Item 2: Draft action plan review: a review of progress against each action and next steps

The aim of this part of the meeting is to make sure that every member of the group had an overview of the whole plan and the progress of each action.

Policy Section

KH and PW explained that the Energy Strategy will become an annex to the Industrial Strategy – there won't be a revised EUSIF. KH pointed out an error on the Policy Map. DCLG on the right hand side needs to be updated to MHCLG.

KH outlined the ESF Low Carbon Skills project run by SERCO and said that this should have a reference within the plan either under the actions section (if possible) or in the context. Delivery timescales for Low Carbon Skills means that it is likely to conclude at the end of June 2018. The aim is to provide skills training for engineering sectors to match fund companies that want to upskill staff for low carbon skills. GR explained that Berkeley Green worked a bit on this project and it is quite challenging for SERCO to deliver but it would be worth talking to the SERCO Project Manager to discuss. We need to better understand status and whether there is any action for us.

KH also outlined a potential ERDF funded project, PA4F. This is a research and innovation project focused on SMEs in the county. GFirst are still promoting the call. There is £1m funding available and three universities have come forward. VB said that we need to look at how Build2LC can support this project, for example, in terms of governance and inter-regional learning. PA4F is going to offer support to SMEs who have low carbon products to bring them to market.

PW raised that DEFRA's 25 year Environment Plan and the Local Nature Partnership (LNP) should be included in the Policy Context and the Policy Map.

BW said that the ES1 checklist was specific to Stroud District so whilst it should be included on the map, it needed to be more specific: *ES1 checklist – policy tool to secure improvements to the planning system (Stroud specifically)*

There was also discussion about adding more specific emphasis on climate change throughout the policy section. It was decided that climate change (rather than just low carbon) should be added as a theme throughout the policy section, including on the front page of the document as well as to our outcomes– at moment it is implied but not obvious. Add Gloucestershire 2050 initiative throughout the action plan as well – certainly in the context section. On the very front page where it starts 'Collaboration.....' we need to make reference to low carbon.

It was also agreed to make Economy, Environment & Health the 3 themes and blocks on the policy map and as a core part of the whole document.

Action: KR to arrange for Policy Map to be updated to change DCLG to MHCLG on the right hand side.

Action: ALL to read policy section and whilst we can't link to every policy, if there is something missing or incorrect, please pass on to KR by end of March.

Action: KH to find out the status of the Low Carbon Skills project and communicate with KR and BC.

Action: KH put Low Carbon Skills into the policy section/policy map and potentially the action plan. KR to explore whether Build2LC can 'influence' this structural funding - it may be too late.

Action: KH to pass on more information to VB about the PA4F project before the trip to Slovenia to see if we can find links from partners.

Action: KR to link with KH to integrate PA4F into the action plan (in all sections including the Policy Map)

Action: PW to make additions/edits to the Policy Map and send photograph to KR.

Action: KR make PWs edits to include LNP etc onto Policy Map.

Action: KR to edit the ES1 Checklist on Policy Map and change the titles of the 3 outcomes.

Action: KR Add climate change theme throughout policy section and make a relevant low carbon edit to the statement on the front cover.

Actions A1 & A3: Social Prescribing & Database

NP gave an outline of social prescribing for those who did not know the context. Social prescribing is when the GP advises you to do something about your wellbeing rather than solely turn to medication. Relevance here is that people with cardiovascular or respiratory problems might be able to access retrofit to improve the quality of their home. This action is about maximising the use of Warm & Well within social prescribing. We also need to evidence both the referrals but also the impact of improving people's lives through energy advice and retrofit activity.

NP and HG outlined the progress of the action and said that all was on track. It will just need finalising. The new hospital based post should also go into the plan.

In terms of A3, the database, county and CCG are keen to promote the Your Circle database. The aim of this action is to maximise the use of this database to promote Warm & Well. Whilst this part of the action is almost ready to go, if a research hub is required, more needs to be done. CCG need to decide whether they want to do some work on this because it would need funding.

A1 and A3 involve fine-tuning and raising awareness of Warm & Well and the Action Plan: there are no funding issues with these two actions. Fiona Jones at Your Circle is consulting at the moment about content of the database so S.Wye needs to make sure that Warm & Well is there and get Build2LC and energy poverty into the database.

Action: KR to work with NP/BC to add in the new hospital based worker into A1.

Action: NP, MM and BC to decide on whether to pursue a housing data hub within the next few weeks in order to allow time to develop the action if needed.

Action: KR to ensure Warm & Well team connects with Your Circle and is high profile.

Action A2: Partnerships with the VCS and public sector

BC outlined the importance of strong partnerships between relevant organisations and how the creation of referral systems is very challenging, even between a small number of organisations. This action aims to develop suitable systems to activate the demand for energy advice and retrofit. VCS alliance can also play a significant role in establishing a hub for referrals and S.Wye would be in support of this. The action also involves a Warm and Well conference and this would link to the Gloucestershire wide event in September in the first year. Money wise this action is largely covered we just need to organise the event and ensure this is funded/sponsored. The action also involves greater follow up on the impact of CPD and training that is being carried out by Warm & Well and see more referrals come through.

Action E10: Upskilling contractors

GR outlined that there are two strands to the first part of this action. The first one is current 16-18 learners; it would be fairly easy to embed something on sustainability in their training for the September intake and perhaps roll this out to other SGS educational establishments. The 2nd strand involves training contractors which is more challenging – contractors will want to know what they will get out of this training. More work is needed to canvas the SMEs to see what sort of upskilling they need. If this action can be done under adult education training budget then that would be fine but this is uncertain so more work needs to be done between Link to Energy and Berkeley Green to address this. We are making progress but it still needs a bit of ironing out.

VB explained that Richard Jessup has recently started a new role, hence his apologies for this meeting. RJ has sent through an outline for the third strand, an advice card library for installers. This can all be found in the text summarising Action E10.

Particular thanks go to both Richard and Howard for the pro bono investment in the project, particularly after moving to new organisations.

Action: KR to update the action plan with Richard Jessup's new company details. He is now working at Pick Everard.

Action E11: Upskilling property owners

BC outlined work with private landlords around minimum efficiency standards and the Warm Homes Fund, BC will be presenting these issues to landlords in a few days' time. An Asset Managers Partnership for RSLs is being established as part of Action D8 and this action feeds into the discussions with this group.

VB also raised the introduction of the Trust Mark via Each Home Counts and all of these changes will need to be communicated to residents through Warm & Well. This action provides avenues for dissemination.

Action 12: Procurement

HG outlined this action which is focused on support supporting SMEs to access procurement opportunities in energy efficiency retrofit and also advising procurers about how to access high quality installers. One of the main elements is to join up what is already going on as there are a number of organisations putting on general procurement workshops but now there will be more joined up planning: a workshop is now planned for May 2018. This workshop will focus on SMEs accessing procurement from large local public bodies not specifically about low carbon opportunities but it does have a thread. KH suggested that it would be good to have a meeting between S.Wye and the Growth Hub to highlight the awareness of what both are doing in terms of supporting businesses.

The training will need to include the Dynamic Purchasing System and other procurement portals.

There was discussion about the inclusion of the Procurement Review Group under Action E12. BW suggested that it's increasingly difficult for LAs to work together given the financial and staffing pressures. Therefore, this part of the action needs to be removed. A small reference could be made to procurement via the Warm & Well Steering Group and also supporting procurement choices via the RSL Asset Managers Partnership.

HT outlined the Procurement Advice Guide. It has now been agreed that the guide is really for home owners and landlords rather than local authorities and larger organisations. HT will share the skeleton of his plan once it is a bit more developed. BW said that the case studies for different build types in the Stroud T2050 domestic retrofit project would be really helpful: S.Wye will send details over to HT. Open Homes in Stroud (Transition Stroud) might also be able to provide Howard with some good retrofit information and their Open Homes events could be mentioned in the guide. Berkeley Green also has links with WE-Link who produce modular housing – there may be potential here too.

Action: KH to put BC in touch with the GrowthHub Manager.

Action: KH to check that the procurement workshop will include training on the Dynamic Purchasing System and the range of procurement portals.

Action: KR to make sure the action plan specifically mentions the DPS and procurement portals.

Action: KR to make sure that Neil Towler markets the procurement workshop in May to Link to Energy members. Also that Neil Towler has planned a procurement workshop into the schedule specifically for Link to Energy (this is in the action plan).

Action: KR to remove the Procurement Review Group from the plan and make the associated edits.

Action: KR to send Target 2050 Domestic booklet to HT.

Action: HT to circulate the skeleton outline of the Procurement Guide to the Steering Group for comment.

Action: HT to explore whether Open Homes should be linked in to the document.

Action D9: University students

VB outlined the contact made with the university and that it is unlikely this will progress. We want to make sure that any plans align with the university's priorities. It was agreed that training students to be able to make informed decisions and giving them a solid understanding of energy issues in properties and in relation to bills was important.

KH and PW suggested alternative routes to achieve the goal including via the Education and Business Interchange Team.

Action: BC and KR to look for alternative ways to progress this action.

Action: KH to put KR in touch with the Education and Business Interchange Team.

Action C6: Energy Bank

PW discussed the proposed Energy Bank and made it clear that this is not related to Javelin Park but is about Gloucestershire as a council looking at having renewable energy generation with battery storage. GCC are struggling to provide the financial case for this. There is interest from the Director of Public Health for using money for fuel poverty but this is probably a very long way off yet.

BC has found a bid that we submitted some time ago and which is likely to be revised and resubmitted. PW said GCC would be happy to offer letter of support again.

Action: BC to take action on developing the Energy Bank action ASAP and communicate with PW as necessary.

Action B4: Pilot for Growth – Matson & Podsmead and Oakley

Matson & Podsmead: This is a priority action for development. The regeneration plan hasn't yet been finished and so there is going to be a meeting between the master planners and BC and KR to discuss the regeneration and the ideas being put forward. BC will follow-up with Simon Taylor to confirm the meeting date. Neil Perry/Mary Morgan would like to come to the meeting too and VB suggested Sue Cunningham (GL Communities) would be useful to have at the meeting due to her extensive knowledge of the areas and historic plans for renewables etc.

PW raised the financial support available for on-street electric car charging. This should be included in the plan were possible.

Action: BC to contact Simon Taylor (GCH) to move forward on the plan and confirm 16th or 17th April to meet with the master planners.

Action: Once date is confirmed for meeting with GCH, KR to invite Neil Penny/Mary Morgan (GCC/CCG) and Sue Cunningham (GL Communities) to attend.

Action: BC and KR to explore opportunities to include on-street electric car charging in the plan (perhaps through Action B4).

Oakley: Again, this is a priority action for development. A bid was submitted to the Place Action Fund to work closely with the community in Oakley. S.Wye have just found out that this bid was unsuccessful so an alternative plan now needs to be developed and Dave Gittins will be taking this forward. Any plan will need funding and NP suggested that there may be some support available from the CCG if the work was in Oakley where there are primary care challenges.

VB raised that CBH have done a lot of retrofit in Oakley so may prefer another area. It was agreed that this could be discussed further with CBH, CCG and other key partners during the planning process.

Action: KR to stimulate Oakley action plan development with BC and Dave Gittins.

Other actions

There was not time to discuss all actions within the plan during the meeting but VB stressed that good progress was being made on these actions, for example, Action D8, the establishment of networks. F14 and G15 were discussed during the policy section of the meeting.

Item 3: March activities and the presentation of the draft plan in Slovenia

VB outlined the activities over the next month including the presentation of the draft plan in Slovenia and project handover to Karen Robinson and Brian Canning. KR will be in touch to progress actions. All members of the Steering Group will need to look carefully through the policy section to check that they are in agreement with the contents.

Action: ALL to read/check the policy section of the plan and inform KR of changes before the end of March. KR will need to know this is signed off by all members before it can be finalised. (Important we have made any political errors!)

Item 4: Future SG Meetings and action plan dissemination

The group discussed the timelines related to Steering Group meetings and the aim to get the Action Plan completed before the next meeting and signed off at the meeting. It was agreed Tuesday 5th June was too soon so a range of dates were discussed. The group settled on Wednesday 4th July from 10am-1pm (may finish earlier depending on the agenda). The meeting will be held at Gloucestershire Young Carers as usual.

The proposed Steering Group meeting on 4th September has been cancelled with a view to holding a brief meeting at the regional launch event for the Build2LC Action Plan. There are no Steering Group meetings during the implementation phase of the project.

VB has changed bookings at Gloucestershire Young Carers.

Action: VB to cancel meeting for 5th June.

Action: KR to send meeting request for the Build2LC Steering Group meeting on 4th July.

Action: KR to agree a date for the launch event in September ASAP and release to Steering Group members.

The next meeting will be held on **Wednesday 5th July** from **10am – 1pm** (DATE CHANGED!)