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NOTICE OF MEETING



SUSTAINABILITY PANEL

will meet on

MONDAY, 30TH NOVEMBER, 2015

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE SUSTAINABILITY PANEL

COUNCILLORS DEREK SHARP (CHAIRMAN), DAVID COPPINGER (VICE-CHAIRMAN),
MARION MILLS, NICOLA PRYER AND LYNDA YONG

SUBSTITUTE MEMBERS

COUNCILLORS MICHAEL AIREY, GERRY CLARK, PHILIP LOVE, JACK RANKIN AND
EDWARD WILSON

Karen Shepherd - Democratic Services Manager - Issued: Tuesday, 24 November 2015

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Tanya Leftwich** 01628 796345

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive declarations of interests from Members of the Panel in respect of any item to be considered at the meeting.	5 - 6
3.	<u>MINUTES</u> To note the Part I minutes of the meeting of the Panel held on Monday 28 September 2015.	7 - 12
4.	<u>OPEN FORUM</u> Opening remarks by the Chairman on the Panel's role.	-
5.	<u>RBWM BUILDING LED LIGHTING PROJECT</u> A presentation by Ian Davis, Energy Saving Lighting.	-
6.	<u>WATER AMR PROGRAMME REVIEW</u> By the Energy Reduction Manager (Michael Potter), RBWM.	13 - 20
7.	<u>UPDATE FROM THE ENERGY REDUCTION MANAGER</u> By the Energy Reduction Manager (Michael Potter), RBWM.	21 - 32
8.	<u>DATE OF FUTURE MEETINGS</u> The dates of future meetings are as follows (7.30pm start): <ul style="list-style-type: none">• Thursday 21 January 2016.• Monday 14 March 2016.• Monday 16 May 2016.	-

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MEMBERS' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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Agenda Item 3

SUSTAINABILITY PANEL

28 SEPTEMBER 2015

PRESENT: Councillors Derek Sharp (Chairman), David Coppinger (Vice-Chair), Marion Mills, Nicola Pryer and Ed Wilson (sub for Lynda Yong).

Officers: Tanya Leftwich, Naomi Markham, Michael Potter and David Thompson.

PART I

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lynda Yong.

Apologies were also received from Martin Fry (MRF&A / City University).

DECLARATIONS OF INTEREST

Councillor Marion Mills declared a personal interest in item 7 of the agenda (savings section of the report) as she sat on two management committees – one in Pinkneys Green and the other at 4 Marlow Road.

The Chairman informed everyone present that the meeting was being recorded and would be made available on the RBWM website.

MINUTES

The minutes of the meeting held on 2 July 2015 were agreed as a correct record subject to the word 'new' being removed to read "*The street lights programme was a rolling maintenance programme rather than looking at specific areas in the Royal Borough.*"

OPEN FORUM

The Chairman informed everyone present that the prime objective of the Sustainability Panel was to save energy and carbon tax for the Council and ratepayers but also to look at new technology that would benefit everyone involved.

STREETLIGHTING LED REPLACEMENT PROJECT UPDATE

The Chairman welcomed the Interim Contracts & Commissioning Lead, David Thompson, to the meeting and invited him to present to the Panel. The following points were noted:

- Year of the Light.
- Background.
- Project Scope.
- Benefits.
- Tender & Specification Considerations.
- Timescale.

It was agreed that the Clerk would email Members a copy of the presentation.

In the ensuing discussion, the following points were noted:

- That there were 14279 street lights across the Royal Borough.
- That it would be a light for light replacement programme. Any additional lights that were needed would be funded by the capital programme.
- That proposals from suppliers would be sought before priority areas were decided upon. It was noted, however, that the lights on the larger columns burned more energy so it would make sense to start with their replacement to LED.
- That the same contractor would be used to save any duplicated work.
- That putting in new columns or the cabling in columns took the time.
- Councillor Mills raised one of her residents concerns about the lighting at zebra crossings and the need for adjustments to lights / shielding.
- That street lighting was currently an unmetered half hourly supply which is monitored by a PECU array. It was noted that 480 lights were in some form of management system but that the rest were currently unmetered.
- That the aim was for a 63% reduction in energy use which was currently 6,194,719 kwh's.
- That the new lights would be dimmable via a live connection. It was noted that Reading had dimmed their streetlights by 40% and Westminster 30% and that it would be down to the Royal Borough to decide which level of lighting they preferred. The Panel was informed that some of the street lights in the Borough could be left alone at an agreed standard.
- That the same white LED lights were proposed to be used on heritage land although if concerns were received the 300 lights could be left out of the project.
- The Chairman explained that he had received some feedback from his residents who were concerned about light pollution. It was noted that the design company were doing work to ensure the right lighting would be installed.
- That other projects concerning Council buildings could take place once the current building LED project had been completed.
- Councillor Wilson suggested that the Panel could supply the Interim Contracts & Commissioning Lead with a list of roads where accidents had occurred / where blackspots in their wards were. This would help highlight areas to be prioritised and incorporated in the project from an improving road safety point of view.

The Chairman thanked the Interim Contracts & Commissioning Lead for his update.

FOOD WASTE PROGRESS UPDATE

The Chairman welcomed the Waste Strategy Manager, Naomi Markham, to the meeting and invited her to present to the Panel. The following points were noted:

- How much food waste is currently recycled?
- What happens to recycled food waste?
- What is being done to increase food waste recycling?
- Food waste bags.
- Stickers inside rubbish bins.
- GreenRedeem rewards for recycling food waste.
- Next steps.

It was agreed that the Clerk would email Members a copy of the presentation.

In the ensuing discussion, the following points were noted:

- That in 2014/15 1,634 tonnes of food waste were collected for recycling and that 30,961 tonnes of rubbish were collected from households in the same year.
- That food waste was taken to Agrivert in Oxfordshire where it was reprocessed through an Anaerobic Digestion Process. The end product of this process was electricity which was fed into the National Grid to power local homes, and fertiliser which was used in local farmland.
- That a borough wide food waste campaign started in September 2015 and hoped to receive a 30% response rate.
- That food waste bags and stickers to go inside rubbish bins were being distributed to local residents to encourage them to recycle more.
- That GreenRedeem had increased its rewards to 50 points per month as part of the recycling incentive scheme.
- The Chairman explained that this scheme had come before the Panel two – three years ago and that it had been stated then that if the food waste bags were not supplied the take-up would be minimal which he believed had been the case. The Chairman went on to explain that whilst he felt the sticker to go inside bins to be a good idea he believed the years supply of food waste bags would be used inappropriately and should therefore be supplied on a weekly basis.
- The Waste Strategy Manager informed the Panel that they were relaunching the scheme and providing the food waste bags to make recycling food quick and easy. It was noted that additional food waste bags could be collected from libraries, the Town Hall, York House and if the supply of bags was felt to be successful a second delivery could be arranged as an on-going service.
- The Chairman felt the scheme needed to be incentivised with a few more GreenRedeem points.
- Councillor Mills stated that she felt it to be a shame that residents had to go onto the website every month to click a button rather than being able to simply register once.
- The Vice-Chair suggested that his fellow Panel Members visited the recycling site in Oxfordshire as he felt it was worth seeing.
- The Vice-Chair explained that an option to help encourage residents to recycle food waste would be to collect the black bins every two weeks as was done in neighbouring authorities but that this was not something the Royal Borough had any intention of doing.
- Councillor Pryer questioned whether scented bin liners were an option to those residents concerned about smells. The Waste Strategy Manager agreed to look into this further. It was noted that carbon filters could also be used in indoor caddies.
- Councillor Wilson explained that the idea of a recycling day had come to him following his previous residence in the US. The Panel was informed that one of the marketing gimmicks used in the US was to take photos of people recycling and to name them.
- That approximately 10,000 bins needed to be resupplied to residents in the Royal Borough.
- That it cost the Council £46 per tonne to recycle and £103 per tonne for landfill.

The Chairman thanked the Waste Strategy Manager for her update.

UPDATE FROM THE ENERGY REDUCTION MANAGER

The Energy Reduction Manager referred the Panel to pages 1-20 of the agenda and explained that the report provided an update and overview of the progress being made to deliver the Panel's energy reduction strategy. It was noted that the report also provided detail on the key deliverables over the coming months.

The key areas covered were noted as follows:

- Corporate Building LED Lighting Upgrade.
- Final update on 2014/15 action plan.
- Energy performance 2015/16.
- MITIE EPC 7 month review.
- Thames Valley Athletics Centre – potential new solar PV site.
- Work planned over the next period.

In the ensuing discussion, the following points were noted:

- That the Corporate Building LED Lighting Upgrade would commence in Hines Meadow Car Park as the lights there were on 24/7.
- That a proposal to dim down the lights over parking bays after a certain time be installed that also increase to full light once someone arrived.
- That during the tender a third party contractor had been employed to survey the light fittings and it had been found that some fittings needed further investigations.
- That the Customer Service Contact Centre needed reminding to switch the monitoring system on in the Reception area of the Town Hall. The Energy Reduction Manager explained that his contact was the Infrastructure Specialist, Neil Ackroyd and that he would investigate in order to enlighten the Chairman as to why it had taken so long to get the monitoring system up and running.
- The Chairman questioned why the cemetery energy costs were increasing compared to the Library which was open more and costing less. The Energy Reduction Manager explained was because the lights in the cemetery were being left on and were not being monitored properly.
- It was noted that the energy usage at the Grenfell Park fountain was also increasing because of the café. It was noted that money for the energy usage would be received via the rates being charged. It was noted that the café would not be paying per kilowatt hour used as there was not a sub-meter in place. The Energy Reduction Manager agreed to investigate into whether the terms of the lease could be changed to cover the increase in energy usage.
- That Windsor Coach Park gas usage was mainly due to the supply of hot water to the toilets.
- That work planned over the next period included:
 - Ensuring the LED lighting project commences smoothly.
 - Arranging site visits for Adopt a building.
 - Creating a water consumption baseline.

RESOLVED Unanimously that:

- i) Members noted the progress made and commented on the proposed work plan.**

The Chairman thanked the Energy Reduction Manager for his update.

DATE OF FUTURE MEETINGS

It was noted that the dates of future meetings had been scheduled as follows (7.30pm in the Town Hall):

- Monday 30 November 2015
- Thursday 21 January 2016
- Monday 14 March 2016
- Monday 16 May 2016

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

To consider passing the following resolution:-

“That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 9 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act”.

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Report for: ACTION
Item Number:



Contains Confidential or Exempt Information	NO - PART I – MAIN REPORT
Title	Water AMR programme review
Responsible Officer(s)	David Scott, Head of Governance, Performance and Policy.
Contact officer, job title and phone number	Michael Potter, Energy Reduction Manager, 01628 682949
For Consideration By	Sustainability Panel
Date to be Considered	30 th November 2015
Implementation Date if Not Called In	Immediately
Affected Wards	n/a
Keywords/Index	Water AMR review

<p>Report Summary</p> <ol style="list-style-type: none"> 1. This report provides a review of the current water automatic meter reading (AMR) programme and is intended to give the Sustainability Panel an overview of the progress being made, review the merits and issues and discuss the options for the future. 2. This paper recommends that members note the progress of the water AMR project and that the Thames water AMR trial is continued. 3. The recommendations are being made because it is important that members provide comment and direction on the work being carried out to ensure value for money. It is also recommended that the Thames Water AMR trial is continued to allow further installations to progress. This will increase AMR coverage and therefore the benefits that they bring.

If recommendations are adopted, how will residents benefit?	
Benefits to residents and reasons why they will benefit	Date
1. The water AMR programme has been implemented to enable detailed analysis of water consumption patterns to occur. This information will aid the Council's efforts in reducing revenue expenditure on water therefore ensuring better value for money to	March 2016

<p>the borough's residents.</p> <p>2. The water AMR programme has also been implemented to ensure quick identification of leaks. This will make sure that leaks are quickly dealt with therefore minimising exposure to large water bills. This will also help ensure better value for money for the borough's residents.</p>	
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1 Details of Recommendations

- i. **RECOMMENDED:** That members note the progress of the water AMR project.
- ii. **RECOMMENDED:** That the Thames Water AMR trial is continued to allow further AMR installations to progress.

2. Reason for Recommendation(s) and Options Considered

Option	Comments
(a) The Council does not continue to install water AMR.	(a) The absence of water AMR would mean that Council and would not be working towards an action on the Sustainability Strategy. It would also mean that the Council would not be putting in place measures that ensure that water is effectively monitored.
(b) The Council continues the water AMR programme. RECOMMENDED	(b) The Council will be able to work towards delivering an action set out in the Sustainability Strategy. It would provide value for money for residents by ensuring water is not wasted, that leaks are detected early and the Council only pays for what it uses.

3. Key Implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Overall reduction of water across the Council's corporate estate.	<3%	3-3.5%	3.6-4%	>4%	31 st March 2018

4. Financial Details

a) Financial impact on the budget (mandatory)

Current capital programme expenditure is due to be: £9007.82

No payment has been requested for the works currently completed and payment is expected once the full revised programme is complete.

5. Legal Implications

None

6. Value For Money

The work to reduce the Council's water usage will provide residents with value for money if the Council continues to reduce water usage.

7. Sustainability Impact Appraisal

Water is becoming a scarcer resource in the Thames Valley region and Thames Water are predicting a supply gap in the future. This work to reduce water usage will help to reduce the proposed supply gap and ensure that water is available for all in the future.

8. Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Target for overall water reduction is not met.	High	By providing updates at each panel meeting, Members are able to keep track of overall progress to ensure the Council meets its annual commitments.	Low
Opportunities for water reduction are not highlighted.	High	Installing AMR will help to identify opportunities for water reduction. By providing opportunity updates to the Sustainability Panel, decisions on water saving measure implementation can be made.	Low
Water leaks are	High	AMR can highlight	Low

not highlighted early.		leaks at an early stage. Error messages will be sent out highlight where there are problems so that remedial works can commence swiftly.	
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9. Links to Strategic Objectives

The business case meets the following strategic priorities of the Council:

Residents First

- Improve the Environment, Economy and Transport

Value for Money

- Improve the use of technology
- Invest in the future

Equipping Ourselves for the Future

- Developing Our systems and Structures

10. Equalities, Human Rights and Community Cohesion

There are no direct equalities implications arising from this report.

11. Staffing/Workforce and Accommodation implications:

None

12. Property and Assets

The report deals with the monitoring of water usage at Council properties.

13. Any other implications:

None

14. Consultation

N/A

15. Timetable for Implementation

N/A

16. Appendices

None

17. Background

The Sustainability Panel at its meeting held on 28 July 2014 agreed that water automatic meter reading (AMR) should be trialled using Thames Water.

This was because water AMR has three key benefits:

- 1) It allows monitoring of water usage patterns to help identify water wastage
- 2) It allows identification of leaks
- 3) It ensures accurate billing

17.1. Current Programme - progress and achievements

The current water AMR programme commenced in October 2014. Of the initial group of 18 meters selected 12 meters were identified as being suitable for AMR following a desk based exercise. The other 6 meters needed a survey to determine whether they were suitable. All meters in the trial were then surveyed and it was found that only 6 of the meters were actually suitable for AMR. All the other meters in the trial would require replacing before AMR could be installed.

The 6 suitable meters had AMR installed and it was found that 3 of the 12 remaining meters could be replaced free of charge. The Council would need to fund the replacement of all the other meters.

Following the decision by the Sustainability Panel on the 3rd February to focus on pulsed water meters before reviewing the possibility of paying for meter upgrades, a review of all the Council's Thames Water meter estate has been carried out. It was found that a further 9 meters should have a pulse and AMR could be installed on these. The meters that can be replaced free of charge will also be replaced. With these additional meters the programme will be back up to eighteen meters with AMR once complete.

The Council has been waiting for the free of charge meter upgrades to happen before the next round of AMR devices were installed. The meter exchange process has been taking a very long time to happen, so this has now meant that Thames water have agreed to progress the remaining AMR installations where meter exchanges are not required. Two of the three free of charge meter exchanges have now been carried out and the final one should be carried out in the next month.

17.2. Programme merits

Where the water AMR has been installed it has highlighted some useful information through the online water AMR portal. This was highlighted in the papers for the 2nd July Sustainability Panel. The water AMR has enabled the Council to view in detail how water is being used at the 6 meters. For example, it has helped identify that water is being used at Riverstreet Car Park toilets overnight when it is not necessary. This equates to over £600 worth of water wastage per year. This knowledge has led to further investigations of the urinal control system in order to resolve the problem. Other issues such as leaky valves and taps have also been highlighted at York House and Maidenhead Road Allotments.

So far there has not been any suspected leaks identified, however, the online system would make this issue easy to identify. It has also highlighted that perhaps one of our meters is oversized and perhaps the Council is paying too much for this specific meter.

17.3. Programme issues

A lot has been learnt about water AMR installations during this water AMR trial as many issues have been identified, such as:

- Not all meters are suitable for AMR because they are not pulsed. This is because the meters are too old.
- Sometimes the meters that look suitable for AMR based on a desktop survey are not actually suitable in reality.
- Of the meters that require exchange some replacements are offered free of charge and others are chargeable. Whether the replacement is offered free of charge is dependant on the age of the meter and the size of the meter. Only old and small meters provide the opportunity for free of charge replacement.
- Thames Water's metering contractors do not prioritise free of charge meter exchanges and so it takes a long time to get the meter replaced.
- The internal unit that collects the flow data from the AMR unit is connected to a plug at the nearest power point. Unfortunately this means the plug can be removed and the data flow stops.

These issues have meant that the installation progress has been slow and there have been times where data is not being provided to the online portal where the data is stored.

Of the above issues, all of them would be relevant if any other water AMR provider was trying to carry out the works apart from the loss of data due to the unplugging of the data collection unit. This is because Thames Water operates and owns the local water network and so all works would need to go through them. Other AMR systems do not use a data collection unit that requires plugging in because the AMR units send the data directly to a central data collection server via a GSM network. The Thames Water system instead provides the potential to link up a number of AMR units to one central data collection unit which requires plugging in to operate. This helps to reduce ongoing data costs.

17.4. Next steps

Whilst the Thames Water AMR installation process has been slow, the AMR once installed provides invaluable information. It is therefore recommended that the Thames Water trial is continued. The next 12 installations should be complete by the end of the year and then there will be 18 AMR units installed.

18. Consultation (Mandatory)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Andrew Scott	Civic Team Manager	17/11/15	18/11/15	Throughout
Cllr Sharp	Sustainability Panel Chairman			

Report History

Decision type:	Urgency item?
Non-Key	No

Full name of report author	Job title	Full contact no:
Michael Potter	Energy Reduction Manager	01628 682949

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Report for: ACTION
Item Number:



Contains Confidential or Exempt Information	NO – PART I
Title	Energy Reduction Manager Update
Responsible Officer(s)	David Scott, Head of Governance, Performance and Policy.
Contact officer, job title and phone number	Michael Potter, Energy Reduction Manager, 01628 682949
For Consideration By	Sustainability Panel
Member reporting	Cllr Coppinger
Date to be Considered	30 th November 2015
Implementation Date if Not Called In	Immediately
Affected Wards	n/a
Keywords/Index	Energy Reduction Manager Update

Report Summary

1. This report provides an update from the Energy Reduction Manager and is intended to give the Sustainability Panel an overview of the progress being made to deliver the Panel's energy reduction strategy. The paper also proposes setting a recommended heating and cooling temperature in Council offices.
2. This paper recommends that members note progress and comment on the proposed work plan. It also recommends that the Council adopts heating to 21 degrees and cooling to 24 degrees in offices.
3. Recommendations are being made because it is important that members provide comment and direction on the work being carried out and that the sustainability strategy energy reduction target is met.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Date
(a) By reducing energy and waste costs, the Borough is providing better value for money to its residents.	March 2016

1 Details of Recommendations

- i. **RECOMMENDED:** Members are asked to note the progress made and comment on the proposed work plan.
- ii. **RECOMMENDED:** The target heating temperature in Council offices be set at 21 degrees and the target cooling temperature be set at 24 degrees.

2. Reason for Recommendation(s) and Options Considered

Option	Comments
(a) The Council does not work towards the sustainability strategy.	(a) Failing to work towards the sustainability strategy would mean the Council would not be able to meet its legislative commitments, would not be able to continually drive down energy costs and therefore would not be offering value for money for its residents.
(b) The Council works according to the current and any future sustainability strategy. Recommended	(b) The Council will be able to meet all its legal requirements whilst improving the local environment and providing value for money for its residents.
(c) The Council heats its offices to 21 degrees and cools its offices to 24 degrees. Recommended	(c) The Council will be able to ensure energy is not wasted whilst maintaining comfortable office temperatures.

3. Key Implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Overall reduction of gas and electricity.	<7%	7-8%	8.1-9%	>9%	31 st March 2016

4. Financial Details

a) Financial impact on the budget (mandatory)

None

5. Legal Implications

There are no direct legal implications arising from this report.

6. Value For Money

The work to reduce the Council's energy usage will provide residents with value for money if the Council continues to reduce energy usage.

7. Sustainability Impact Appraisal

All the work referred to in this update relate to improving the sustainability of the Council.

8. Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Targets for overall energy and water reduction are not met.	High	By providing updates at each panel meeting, Members are able to keep track of overall progress to ensure the Council meets its annual commitments.	Low
Increasing energy and water costs for the council puts additional pressures on budgets.	High	By providing updates at Panel meetings on progress to reduce energy and water usage and progress on securing the best available energy contracts, Members will be able to assess the work that is taking place to ensure that cost increases are minimised as far as possible.	Low

9. Links to Strategic Objectives

The Energy Manager's Update meets the following strategic priorities of the Council:

Residents First

- Improve the Environment, Economy and Transport
- Work for safer and stronger communities

Value for Money

- Deliver Economic Services
- Improve the use of technology
- Invest in the future

Delivering Together

- Enhanced Customer Services
- Deliver Effective Services
- Strengthen Partnerships

Equipping Ourselves for the Future

- Equipping Our Workforce
- Developing Our systems and Structures
- Changing Our Culture

10. Equalities, Human Rights and Community Cohesion

Staff should have comfortable office working temperatures in order to carry out their work as set out in the Workplace (Health, Safety and Welfare) Regulations 1992. Exceptions to the temperature recommendations may be necessary for members of staff that have particular conditions that mean that the recommended temperatures are not suitable. This may mean that personal heaters/ fans are necessary for their comfort.

11. Staffing/Workforce and Accommodation implications:

Office temperatures often divide opinion. Some may find a particular temperature too hot whilst others too cold. The temperature recommendations seek to find a temperature that most people will find reasonable when wearing suitable clothing for that time of year.

12. Property and Assets

This update contains content relating to the improvement of the Council's buildings and the information we collate about them.

13. Any other implications:

None

14. Consultation

N/A

15. Timetable for Implementation

Current annual plan is due for completion on 31/03/16.

16. Appendices

None

17. Update Report

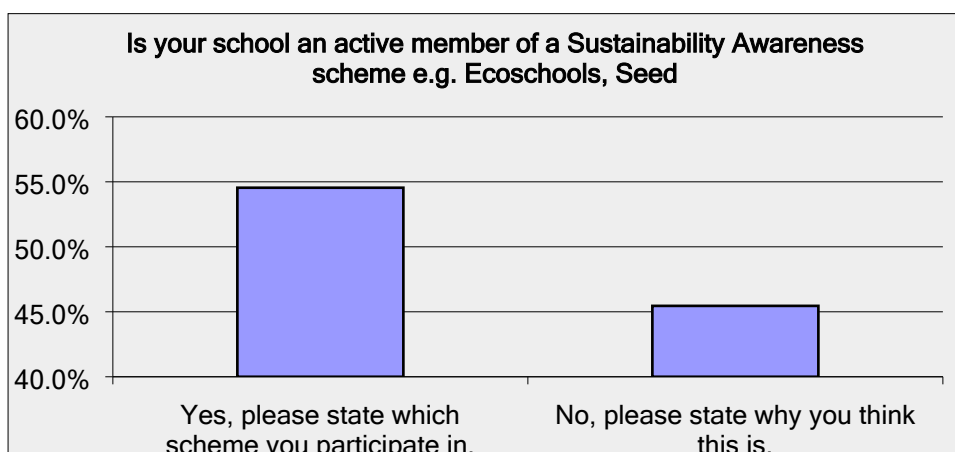
17.1 Schools Survey

A presentation was given at the last schools bursar meeting on the 6th October. The topics covered were sustainability awareness and energy reduction. Following the talk all schools were surveyed to gauge what sustainability schemes are currently implemented, what they are doing to reduce energy consumption and whether the Council can help with any of this. 22 out of the 64 schools surveyed responded and some of the key responses are set out below.

Is your school an active member of a Sustainability Awareness scheme e.g. Ecoschools, Seed?

When asked whether the school was actively involved with a sustainability scheme such as Ecoschools or Seed, 54.5% of the schools responded by saying they were actively involved and 45.5% saying that they were not. It was very interesting that such a high percentage of schools indicated that they were not involved with a scheme bearing in mind that all schools are signed up to Ecoschools. Indeed, back in the late 2000s the schools were actively involved with Ecoschools as they were working towards the various award levels. Seven schools even reached the highest level of award – the green flag.

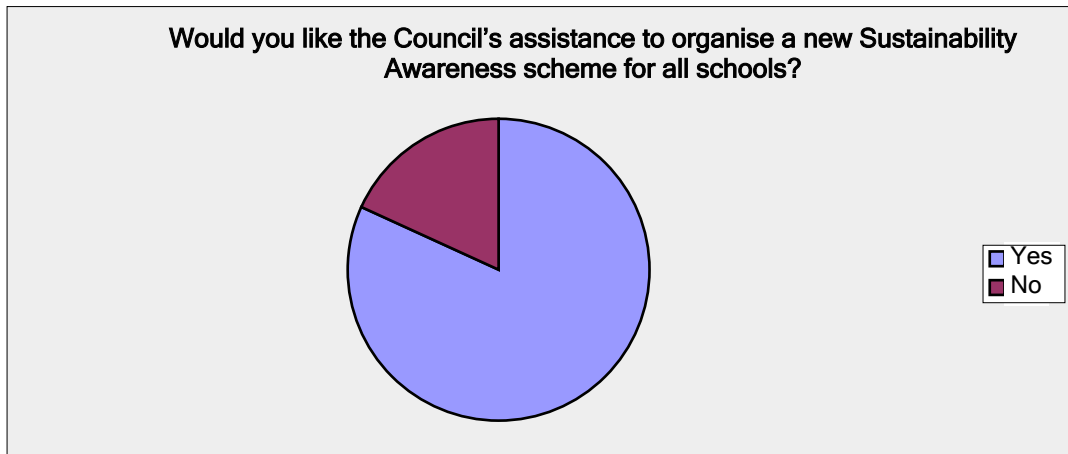
The schools that responded saying that they were still actively working towards a sustainability awareness scheme stated that Ecoschools was the main scheme they were involved with. A couple of schools also stated that they were members of Seed (Sustainability and Environmental Education) and one had their own ecowarrior scheme still running.



If schools answered no to the above question then they were asked why they thought this was. Responses provided were 'not sure', 'no staff member is responsible', 'we used to', 'lack of time/ time to investigate'.

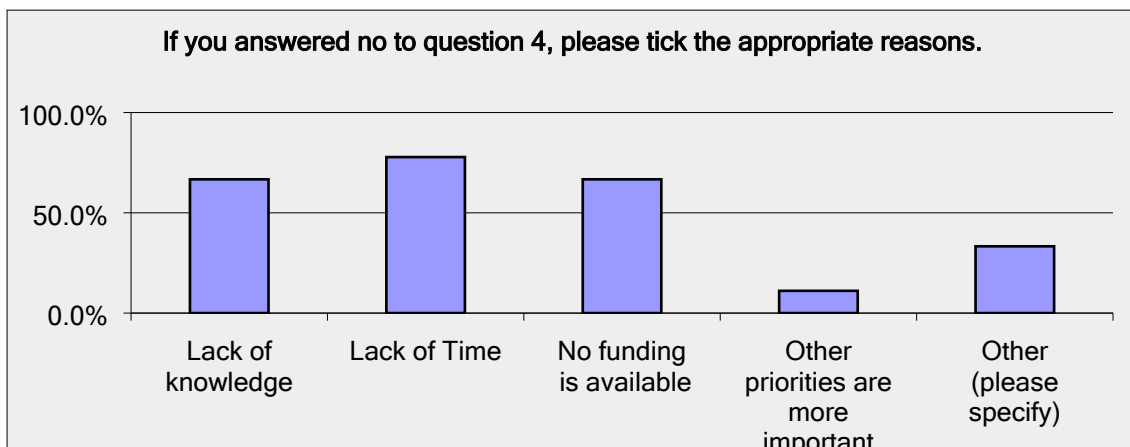
Would you like the Council's assistance to organise a new Sustainability Awareness scheme for all schools?

In response to this question the vast majority (81.8%) of respondents stated 'Yes'. This shows that there is a clear appetite for a sustainability scheme and they would welcome the assistance from the Council to achieve this. Whether all schools would take the opportunity up is unclear but the negative responses in the previous question suggest that maybe a number of schools do need some assistance to progress an initiative such as this. Further work with Head Teachers/Chairs of Governors would be required to promote the schemes and to get their support.



Is your school currently implementing schemes to create energy savings?

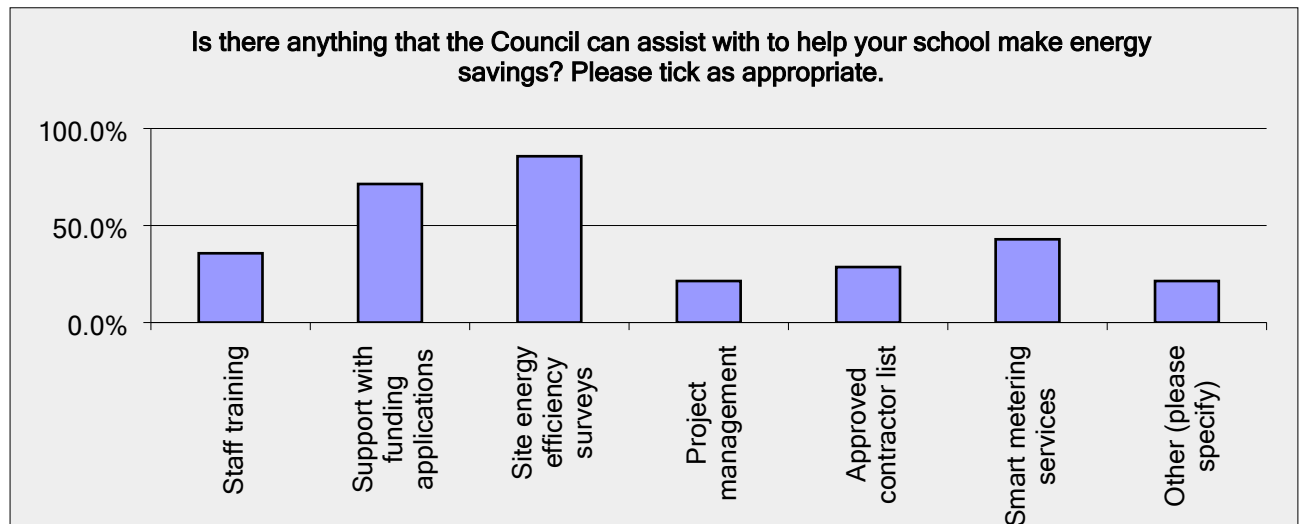
In response to this question, 59.1% of schools said no they were not implementing energy saving measures. Unfortunately this probably means that energy and therefore money is being wasted by schools. When asked why this was the case, the following response was provided:



The time pressures of the school environment are stated as the key reason for not implementing energy efficiency upgrades. This was followed closely by lack of knowledge and that no funding is available.

Is there anything that the Council can assist with to help your school make energy savings?

The schools were next given a list of ways that the Council could potentially help them to make energy reductions. The measure that schools found most appealing was site energy efficiency surveys. This would mean that the knowledge aspects of saving energy would be removed and at the end of the surveys schools would have a list of measures to implement. This was closely followed by support with funding applications and then smart metering.



Moving forward

The survey was a useful exercise to understand how schools feel about energy and sustainability, what they are currently doing and how the Council could potentially help. Unfortunately not all schools responded to the survey (only about a third of schools responded) and this in itself may be an indicator that vast majority of schools are not very engaged or perhaps do not have time to respond.

However, there were three key areas for potential further investigation that stood out, these are:

- organising a schools sustainability awareness scheme,
- providing energy efficiency surveys,
- supporting schools with funding applications.

17.2 Collective Energy Switching

Some initial investigations into collective energy switching schemes have been carried out. It was found that many Council's around the country are/ have been involved in collective energy switching. None of the Berkshire authorities are currently involved in a switching scheme, although in the past (2013/14) a potential Berkshire wide scheme was discussed. Reading Borough Council are, however, currently considering an option to set up their own energy company in collaboration with a number of other Council's (currently non-Berkshire authorities).

Looking into what other Councils are doing it is clear that the majority of Council's are running switching schemes in collaboration with choosr. There is also another provider offering collective energy switching services called energyhelpline. Some

initial discussions have been held with these two providers to find out what they offer.

Ichoosr

Ichoosr work in partnership with 150 local authorities as well as other organisations and offer a collective energy switching service. The service works by ichoosr collating all households that are signed up across the various regions into a single pot – usually 30,000 - 40,000 households. A reverse auction is then held for the business of these potential customers 3 times a year. Once the supplier is agreed, ichoosr send out offer letters/ emails to the residents informing them of what savings could be made by switching. The offered contract would be a 12 month fixed tariff. If the resident accepts the offer, which they by no means have to, then ichoosr carry out all the processing of the contract details.

The Council would need to advertise the scheme on behalf of ichoosr. The scheme can have its own branding for the authority which would be shown on all communications. A full communications plan will be required via the web and local media. The usual route for households to sign up is via the webportal. However, there is also the option for Council staff to be trained to carry out this function. They can then register the householder on their behalf in a face to face meeting/ via the call centre. This option would be particularly useful for more vulnerable residents or those without access to the internet. Ichoosr also offer a call centre for any queries that residents/ staff may have.

Sign up to be part of the auction is usually between 1-3% of the households in an area and normally depends on the level of advertising provided by the authority. Of these signed up households roughly 30-40% actually switch provider.

The Council would earn a referral fee for advertising the scheme. It was made clear that the referral fee might cover costs but this would depend on the take up. The costs to the Council include officer time setting the scheme up, communications of the scheme and in house offline registrations. Of course wider communications would help ensure a higher sign up.

energyhelpline

Energyhelpline have been in the collective energy switching market since the beginning and initiated the 2nd collective switch ever. They are also the UK's second largest energy comparison service by volume after USwitch. They provide services for online comparison services such as 'compare the market' and 'go compare'. Energyhelpline provide collective switching schemes for Wales together? and a number of Councils. They also offer collective switching through newspapers e.g. the radio times, NHS, supermarkets and other routes.

The Energyhelpline approach is that they will operate all aspects of the switching service. The Council would be required to provide communications of the scheme via the website and local media. The Council can use its preferred branding for this exercise. Residents can sign up for the collective switch via the internet or by the phone directly with the energyhelpline call centre. Once residents are registered a reverse auction will be carried out – usually about 80,000 customers. Residents will

then be notified of the exclusive deal that is on offer. If they are online the resident will then click to view the deal in comparison to the rest of the market offering. If they are happy with the exclusive deal then they can accept it, otherwise if they wish they can accept another tariff offered in the comparison. If the resident is offline or prefers to they can call the Kent based call centre to find out about the offered deal and how it compares with the market.

The Energyhelpline have noticed that sometimes suppliers drop prices after an auction and so this is why they allow the resident to decide which deal to go for. Another reason is the resident may have a particular issue with a certain supplier due to past experiences and so prefer to not use the exclusive deal supplier even if it is cheaper. Energyhelpline also allow further residents to apply for the exclusive auction deal for a few weeks after the auction has been carried out. This allows residents to tell their friends and family about it and sign themselves up.

The Council would need to offer communications across the borough about the scheme and in return receive a referral fee. Marketing advice and design would be offered by the Energyhelpline.

Comparison of the services

Although Ichoosr and the Energyhelpline are offering a very similar service it was found that they are also distinctively different. Some of the key differences are:

- Ichoosr offer one exclusive tariff following the auction whilst Energyhelpline offer an exclusive tariff as well as a view of all the other tariffs on the market.
- Ichoosr prefer not to have an inbound call centre registration process whilst Energyhelpline do offer this. Ichoosr ask that the Council trains its staff to carry out face to face registrations/ over the phone registrations.
- The Energyhelpline referral fees are more attractive than Ichoosr.
- Energyhelpline allow further registrations on the auctioned tariff after the auction has been carried out but Ichoosr do not allow this.
- Even though Ichoosr are partnered with more Council's the Energyhelpline have roughly twice the number of participants in their auctions.

Next steps

The Council's procurement section are currently reviewing the above offers. Once this analysis has been carried out further information will be provided to the Sustainability Panel on how the scheme can be taken forward.

17.3 MaidEnergy Solar Cooperative

The Council has been supporting MaidEnergy to create a solar cooperative through the Social Enterprise Fund. It has provided financial support to enable them to set up the cooperative. The cooperative now have 6 sites pre-accredited for solar installations. This means that the proposed changes to the feed in tariffs in January will not affect the tariff they receive until a year after the date that the accreditation was approved. This is unless the feed in tariff is completely shut down in January

which is unlikely. They were eligible for the pre-accreditation status since they are classed as a community energy project.

At the moment the cooperative is seeking investment for the first two installations at Riverside Primary School and Norden Farm Centre for the Arts. Funding is being sought from residents and local organisations and they are offering a projected annual interest rate of 4.3%. If enough funding is received then these solar installations will be installed during December. The Social Enterprise Working Group is currently considering investing in the cooperative. They have asked for assurances from the cooperative in the form of a letter that proves that the scheme is backed by a loan before the Council invests.

17.4 Adopt a building

Two sites have now been surveyed as part of the Adopt a Building scheme. This has highlighted 40 potential actions/ areas for further investigation to help reduce energy usage at the buildings. It will take time and funding for all the actions to be worked through, although some are already underway. For example, at Tinkers Lane Depot it was noted that the temperature was too hot so a number of adjustments have now been made to better regulate the temperature in the building. At 4 Marlow Road the lighting sensors have been adjusted where possible to help ensure that the lights only come on when there is occupancy and when the light levels fall to a certain limit. Some further works are required to upgrade some of the sensors to complete this piece of work. Also, the use of timers on the water heaters has also been investigated and quotes will be provided shortly.

There are three more buildings to survey under the Adopt a Building scheme and hopefully these too will highlight more options for energy savings.

17.5 Temperature set points

It is proposed that the Council sets a policy on temperature in occupied buildings so that everyone is clear what the agreed temperature should be. The temperature that the Council heats its buildings to directly relates to the amount of energy consumed. The Carbon Trust states that for every 1 degree extra that a building is heated, up to 8% extra energy will be consumed. It is therefore important that buildings are heated to the correct temperature to ensure that comfort is maintained whilst using the least amount of energy possible. It is also worth stating that higher temperatures allow germs to breed more easily, and can make staff lethargic. Further to this, studies on temperatures in the workplace have shown productivity increases up to a temperature of 21-22 degrees and then reduces beyond this. Unfortunately one temperature doesn't always fit all and so a temperature that isn't too hot or too cold for the majority of people is what should be agreed as the set point.

Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace. The approved code of practice states that the temperature in the workplace should normally be at least 16 degrees. However, no upper temperature limit is provided.

The Chartered Institute of Building Services Engineers (CIBSE) recommends an office temperature of 20 degrees. They go on to say these temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity.

The Carbon Trust also recommends setting thermostats to 20 degrees. Again they state that this is generally what is recommended suggesting that a figure near to this would also be acceptable. The carbon trust also state that buildings shouldn't be cooled below 24 degrees.

The Council have agreed with MITIE that the heating set point where they have carried out works on the heating controls as part of the energy performance contract will be 21 degrees.

It is therefore proposed that buildings across the Council estate should be heated to 21 degrees. It is very close to the 20 degrees that CIBSE and the Carbon Trust recommend and allows a small amount of buffer.

Also, in line with the Carbon Trust's recommendation that buildings shouldn't be cooled below 24 degrees it is proposed that cooling set points be set at 24 degrees in occupied areas.

17.6 Website update

The sustainability webpages have been fully updated now and they mirror the sustainability strategy as far as possible. Under sustainability there is now a sustainability main page, a page for energy, a page for renewables and a page for water. Links are also provided to the waste and transport areas of the website.

Each page has some useful links such as the Carbon Trust home energy check in the residents section and a link to the Smart/ AMR data in the Council estate section of the energy page. A link to the Town Hall solar panel data can be found on the renewables page and links to water saving advice can be found on the water page.

17.6 Work planned over the next period

This includes:

- Ensuring the LED lighting project continues to run smoothly.
- Arranging site visits for Adopt a building.
- Creating a water consumption baseline.

18. Consultation (Mandatory)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Andrew Scott	Civic Team Manager	16/11/15	18/11/15	Throughout document

Cllr Sharpe	Sustainability Panel Chairman			
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Report History

Decision type:	Urgency item?
Non-Key	No

Full name of report author	Job title	Full contact no:
Michael Potter	Energy Reduction Manager	01628 682949