

Public Document Pack

NOTICE OF MEETING



SUSTAINABILITY PANEL

will meet on

MONDAY, 16TH MAY, 2016

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL,

TO: MEMBERS OF THE SUSTAINABILITY PANEL

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

SUBSTITUTE MEMBERS

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

Karen Shepherd - Democratic Services Manager - Issued: Friday 6 May 2016

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

Fire Alarm - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Congregate in the Town Hall Car Park, Park Street, Maidenhead (immediately adjacent to the Town Hall) and do not re-enter the building until told to do so by a member of staff.

Recording of Meetings – The Council allows the filming, recording and photography of public Council meetings. This may be undertaken by the Council itself, or any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be available for public viewing on the RBWM website. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting.

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 14 March 2016.	7 - 10
4.	<u>OPEN FORUM</u> Opening remarks by the Chairman on the Panel's role.	-
5.	<u>LED STREETLIGHTING PROJECT UPDATE</u> A verbal update by Alistair Scott (Designs for Lighting Ltd) & the Contract and Commissioning Lead (David Thompson), RBWM.	-
6.	<u>FOOD WASTE SCHEME UPDATE</u> By the Waste Strategy Manager (Naomi Markham), RBWM.	11 - 14
7.	<u>UPDATE FROM THE ENERGY REDUCTION MANAGER</u> By the Energy Reduction Manager (Michael Potter), RBWM.	15 - 26
8.	<u>DATE OF FUTURE MEETINGS</u> The dates of future meetings are as follows (7.30pm start): <ul style="list-style-type: none">• Tuesday 12 July 2016• Monday 3 October 2016• Tuesday 29 November 2016• Thursday 19 January 2017• Monday 6 March 2017• Tuesday 9 May 2017	-

This page is intentionally left blank

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.

This page is intentionally left blank

Public Document Pack Agenda Item 3

SUSTAINABILITY PANEL

MONDAY, 14 MARCH 2016

PRESENT: Councillors David Coppinger (Acting-Chairman) and Edward Wilson (substitute for Councillor Sharp).

Also in attendance: Martin Fry (MRF&A / City University).

Officers: Wendy Binmore, Michael Potter and David Scott.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pryer, Sharp and Yong.

DECLARATIONS OF INTEREST

None received.

MINUTES

The Vice-Chairman of the Panel (as Chair of this Panel Meeting) made a statement regarding the minutes of the previous meeting. He stated that Cllr Sharp had raised concerns that the minutes were not a verbatim record of the meeting however, the Vice-Chairman had read the minutes and there was also an audio recording of the meeting available and he was satisfied that the minutes were as accurate as they could be. An update report had also later been made available by the Transport Team and was delivered to himself and Cllr Sharp.

The Part I minutes of the meeting held on the 21 January 2016 were agreed as a correct record.

OPEN FORUM

The Acting-Chairman stated Panel Members and Officers were aware of the role of the Panel. It looks to save energy and carbon tax for the Council and ratepayers.

MAIDENHEAD DISTRICT ENERGY NETWORK

Michael Potter, Energy Manager, explained that the Maidenhead District Energy Network was a decentralised energy scheme which could potentially benefit the Royal borough. Should Members agree to investigations being carried out, and the scheme was deemed viable, it might lead to a commercial enterprise and a reduction in energy costs for the Council.

The District Energy Scheme would make the Borough more efficient and would help provide network stability; the recommendation asked Members to comment on the scheme and indicate if it was something that was worth supporting. If so, the Energy Manager would investigate it further.

Due to the regeneration of Maidenhead Town Centre, there were many buildings next to each other being built, refurbished or converted which required energy. All of those buildings could be supported by energy supplied in forms of heating or lighting in a low carbon form of energy production. An estimated £6,000 budget was required in order to carry out a feasibility study.

Decentralised energy was where energy was converted to useful forms of energy locally instead of being supplied by the National Grid. Normally a combined heat and power (CHP)

unit would be used as a decentralised energy plant. Other generation technologies could also be incorporated into the scheme such as solar panels.

The Energy Manager had been in discussions with Mark Shepherd, Regeneration and Property Service Lead and his team were open to ideas and was happy for the Energy Manager to investigate options. There was a concern over how to fund the project should it go ahead but, at the current stage, it was important to discover if the scheme was viable first.

The Energy Manager stated there might be a possible need to acquire outside advice on general costs and at the current stage, the capacity that would be required was not known. Ideally, he would like to see the Town hall and Maidenhead Library connected to the scheme as well as other large buildings near to the Town Hall.

David Scott, Head of Governance, Partnerships, Performance & Policy (Monitoring Officer), commented that it was good timing to look into the scheme whilst large scale regeneration was ongoing in Maidenhead Town Centre; it was a good opportunity to incorporate the project at the same time. He added existing capital funding could be used to carry out the investigative work required. The Vice Chairman requested the Energy Manager talk to Wokingham Council and request a visit to see their energy scheme.

UNANIMOUSLY RESOLVED: That: the Members of the Panel provided positive support and comment on the District Energy Network proposal. The Panel agreed that the scheme should be investigated further, an initial high level assessment would be carried out by a specialist consultancy to determine the viability of a district energy network in Maidenhead at a cost of £6k to be funded from the existing capital budget (Code CY03).

UPDATE FROM THE ENERGY REDUCTION MANAGER

The Energy Manager stated a company called Stark collated all of the Council's corporate half hourly energy consumption data; that included energy consumption data from the Council's mandatory half hourly meters, non-half hourly meters and automatic meter reading gas meters. He added that the half hourly data collated from the smart meters and mandatory half hourly meters could be reported in various formats. The data could be shown over various reporting periods such as daily, weekly, monthly and yearly.

The Energy Manager continued to explain that Stark could produce many different reporting formats using the data over the various reporting periods; some of that allowed more detailed analysis and some provided overview management information.

The Energy Manager directed Members of the Panel to page 31 of the report which detailed the top ten high energy intensity sites. He explained that car parks were on a different intensity ratio to other sites. The key issues highlighted were that River Street public convenience, Oakley Green Cemetery and Eton Library are sites with high electrical intensity. Eton Library were looking for replacement heating systems as a result of their high consumption. The Energy Manager also reported that the Manor Youth Centre's gas consumption issues had been resolved and they had reduced their usage by 50%. When looking at gas and electricity consumption combined, some sites were still using more than expected. The Energy Manager stated he was going to investigate the public convenience at Riverside as the overnight consumption was still very high.

The Energy Manager explained how waterless urinals worked and how he was putting together a water baseline. To start looking at how the Borough could reduce its water usage he was looking into waterless urinals being installed in public buildings and public conveniences. The financial benefit of waterless urinals was estimated at between £100 to £200 per year; per urinal. The Energy Manager did not have the costs of the waterless urinals

but, he explained they had a fast pay back rate of under five years. He added there were a number of different systems available in the market.

The Vice-Chairman stated he was not ready for a presentation at that point but that it was something worth investigating further. The Head of Governance, Partnerships, Performance & Policy (Monitoring Officer) stated a scoping paper would be organised for a future meeting.

The Energy Manager explained the Sustainability Strategy Action Plan for 2016/17 and stated the proposed sustainability Strategy Action plan for the coming year could be found in Appendix two of the report. It was recommended that the action plan be adopted in order for the Council to meet its strategy targets and aims. He added there was further investigative work to do on the LED projects and he was unable to confirm the waste target so that would be provided at a future meeting.

Councillor E. Wilson asked if there was a section in Around the Royal Borough where the Borough could show how much energy it is saving and what it is projecting to save. He added that a regular article and the column in Around the Royal borough could include a running total which would be updated each issue.

The Energy Manager explained to Members that the third recommendation of the report was that the large display screen in the foyer is used to display a slideshow showing the savings and positive work of the Sustainability Panel. The vice-Chairman stated he did not want a slideshow, he wanted something that displayed real-time events. The Head of Governance, Partnerships, Performance & Policy (Monitoring Officer) confirmed that was possible but at a cost. Councillor E. Wilson stated that he knew a school that had an electronic scoreboard displayed in their foyer with a card explaining what all the figures displayed meant. It showed figures for things like the school saved enough energy last year to publish 5,000 books. The Head of Governance, Partnerships, Performance & Policy (Monitoring Officer) stated it would need to be changed on a regular basis so people had access to the latest information. Councillor Mills stated there had been a letter printed in the local press saying the Town Hall should have solar panels on the roof. She added the Town Hall did have solar panels but that people did not know about it. The Borough needed to advertise that more widely.

Councillor E. Wilson commented that Big Belly Bins were a good idea as the solar panels on the lid of the bin provided power to the bin, this makes it possible to electronically let the Local Authority's contractor responsible for emptying the bins know when the bins were full and to compact the rubbish so they filled up slower and needed emptying less frequently.

- ❖ **Action:** The Head of Governance, Partnerships, Performance & Policy (Monitoring Officer) to discuss with Councillor Bateson to acquire a regular slot in Around the Royal Borough to show progress on energy save in the Borough.
- ❖ **Action:** there should be a press release explaining it had been a year since solar panels installed on the Town Hall roof and show savings made.

UNANIMOUSLY RESOLVED: That:

- 1. The Panel noted the progress made and decided they were not ready for a waterless urinal supplier to attend a future meeting. They commented on the proposed work plan over the next period as detailed in paragraph 17.24.**
- 2. The Sustainability Strategy Annual Action Plan 2016/17 was approved subject to confirmation of the waste target. Further details could be found in paragraph 17.8 -17.10 and appendix 2.**
- 3. The existing large public display screen in the foyer is used to display a slideshow showing the savings and positive work of the Sustainability Panel with real time savings. Further details could be found in paragraphs 17.15 – 17.17**

DATE OF FUTURE MEETINGS

Details of future meetings for the next municipal year were noted. The next meeting was noted as scheduled for 16 May 2016.

The meeting, which began at 7.30 pm, finished at 8.20 pm

CHAIRMAN.....

DATE.....

Report for: INFORMATION



Contains Confidential or Exempt Information	NO - Part I
Title	Food Waste Collections Update
Responsible Officer(s)	Simon Fletcher, Strategic Director of Operations & Customer Services
Contact officer, job title and phone number	Naomi Markham, Waste Strategy Manager, Operations and Customer Services. Tel: 01628 682972
For Consideration By	Sustainability Panel
Date to be Considered	16 May 2016

REPORT SUMMARY

1. This report provides an update on food waste collections in the Royal Borough and Windsor and Maidenhead. It sets out the results of the food waste recycling campaign that ran from September to November 2015 and outlines future plans for further promotion of food waste recycling.
2. It recommends that the Sustainability Panel recognise the results of the food waste campaign and endorse the future plans for further promotion of food waste recycling.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION that the Sustainability Panel:

RECOMMENDED: The sustainability panel recognise the results of the food waste campaign and endorse the future plans for further promotion of food waste recycling.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 A campaign to increase food waste recycling in the Borough took place from September to November 2015. 30,000 street level properties were visited by door to door canvassers, who spoke to residents to encourage them to use the food waste recycling collection service. In addition all street level properties received a delivery of food waste liners with an information leaflet on how to use the food waste collections. All rubbish bins also had a "No food waste" sticker applied

under the lid to act as a nudge to remind residents to use the food waste collection service.

- 2.2 The food waste campaign resulted in 2145 additional requests for food waste bins from across the borough. These food waste bins were all delivered by mid December 2015.
- 2.3 Results from the campaign are very positive. In January 2016 the amount of food waste collected increased by 44% from the same month in 2015. This resulted in the highest amount of food waste collected in a month since the start of the food waste collection service. 246 tonnes of food waste was collected in January 2016 compared to the previous highest tonnage in a month of 189 tonnes.
- 2.4 During the first quarter following the end of the campaign, January to March 2016, the volumes of food waste collected remained high. Across this period 42% more food waste was collected than during the same period in 2015. In total 187 extra tonnes of food waste were collected, with a financial saving to the Royal Borough of £16,000 in waste disposal costs.
- 2.5 If a similar increase in food waste recycling is sustained for a full year, the waste disposal saving will be £60,000 per annum.
- 2.6 It is important to maintain this level of food waste recycling to realise this disposal saving. Additional advertising of the food waste collections took place in January 2016 to remind residents to recycle their food waste.
- 2.7 A key part of the food waste campaign was the provision of food waste bin liners to residents. This makes food waste recycling more easy and convenient for residents. Ongoing provision of food waste bin liners is continuing with liners available to pick up at residents' convenience from all Royal Borough libraries, as well as from the receptions in the Town Hall in Maidenhead and York House in Windsor. Food waste liners will continue to be available for residents during 2016/17.
- 2.8 In 2016/17 the importance of food waste recycling remains the key message to residents. Specific messaging and distribution of information about food waste recycling is planned in July 2015 and January 2017 to remind residents about the food waste recycling collections. All summer events attended by the Waste Unit are to encourage food waste recycling. Food waste liners are available at events and residents are able to order food waste bins to get started recycling their food waste if they have not already done so. In addition a person powered smoothie bike is in attendance, as a conversation starter and reminder of one way of using up fruit and vegetables to reduce food waste. This proved very popular last summer and a good way of encouraging residents to try food waste recycling.

Option	Comments
Members endorse the results of the food waste campaign and future plans to encourage food waste recycling	This option is recommended.
Members do not endorse the	This option is not recommended.

Option	Comments
results of the food waste campaign and future plans to encourage food waste recycling	

3. APPENDICES

3.1 No Appendices.

4. CONSULTATION

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Cox	Member for Environmental Services	03/05/16		
Simon Fletcher	Strategic Director of Operations & Customer Services	03/05/16		

REPORT HISTORY

Decision type:	Urgency item?
Non key decision	No

Full name of report author	Job title	Full contact no:
Naomi Markham	Waste Strategy Manager	01628 682972

This page is intentionally left blank

Report for: ACTION



Contains Confidential or Exempt Information	No
Title	Energy Reduction Manager Update
Responsible Officer(s)	Russell O'Keefe, Strategic Director Corporate and Community Services.
Contact officer, job title and phone number	David Scott, Head of Governance, Partnerships, Performance and Policy. Tel: 01628 79 6748
Member reporting	Cllr Coppinger, Lead Member for Sustainability
For Consideration By	Sustainability Panel
Date to be Considered	16 th May 2016
Implementation Date if Not Called In	Immediately
Affected Wards	n/a

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.
2. This update report recommends that Members note progress and comment on the proposed work plan until the next Sustainability Panel.
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	Dates by which residents can expect to notice a difference
1. By reducing utility and waste costs, the Borough is providing better value for money to its residents.	March 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: the panel are asked to note the progress made and comment on the proposed work plan over the next period as detailed in paragraph 17.21.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 The Council is currently working towards a four year Sustainability Strategy running from April 2014 to March 2018. The strategy focuses on 6 workstreams including: Sustainability, Energy, Water, Waste, Transport and Renewable Generation. The strategy has three key targets over the four year period which are:

1. Reduce energy in the Council building estate by 15% in 2017/18 compared to a 2013/2014 baseline.
2. Reduce water usage in the Council's corporate office buildings by 3% in 2017/18 compared to a 2013/2014 baseline.
3. Recycling rates increased to 55% in 2017/18.

Each year an action plan is drawn up to enable the Council to meet these targets as well as other goals presented in the strategy documents. This update provides a progress report for the energy workstream.

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.

3. KEY IMPLICATIONS

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Overall reduction of annual gas and electricity consumption in 2016/17 compared to the 2013/14 baseline.	<11%	11-12%	12.1-13%	>13%	31 st March 2017

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1 None arising directly from the report, however, significant savings have been targeted based upon the reduction in consumption that the strategy will deliver.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising directly from this report.

6. VALUE FOR MONEY

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

7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 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 projected reductions and savings 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	Low

Risks	Uncontrolled Risk	Controls	Controlled Risk
		increases are minimised as far as possible.	

9. LINKS TO STRATEGIC OBJECTIVES

9.1 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

10.1 There are no direct equalities, human rights or community cohesion implications arising from this report.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 There are no direct staffing/accommodation implications arising from this report.

12. PROPERTY AND ASSETS

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

13. ANY OTHER IMPLICATIONS

13.1 There are no other implications.

14. CONSULTATION

14.1 No formal consultation has been carried out.

15. TIMETABLE FOR IMPLEMENTATION

Date	Details
31/03/2017	Completion of current annual plan.

16. APPENDICES

16.1 Appendix 1 – Water baseline by site.
Appendix 2 – Energy switching campaign projections

17. BACKGROUND INFORMATION

Town Hall Solar Panels

17.1 The Town Hall solar panels have been generating for over a year and so it is now possible to report on their generation since their installation. Overall the panels generated very slightly over the generation target of 67,725 kWh at 67,821 kWh which is very positive.

17.2 The key implication of the project highlighted to Cabinet was that the solar panels would reduce the Town Hall's grid energy consumption by 4%. They have actually reduced the Town Hall energy consumption by over 6% in the last year.

17.3 The panels have generated energy savings and feed in tariff income of just over £13.5k in the year following their installation. Taking into account expenses, the overall cash flow for the year is very slightly above the predicted figure of £12.9k.

Water Baseline

17.4 The Council's corporate estate water baseline has now been formed for the 2013/14 year to sit alongside the energy baselines as shown in appendix 1. This baseline will be used as a comparison for the future water reduction target.

17.5 In total the water baseline shows that the Council uses almost 44,000m³ (44 million litres) of water a year. This is roughly equivalent to 22 Olympic-size swimming pools worth of water. The 3% reduction target for 2017/18 will be 1308 m³ based upon this baseline. This is equivalent to removing the water consumption of Maidenhead Road Allotments from the portfolio or just over half an Olympic swimming pool's worth of water.

17.6 The breakdown of water consumption by site is shown in appendix 1. The sites are ordered in volume order so that it is clear which are the higher consuming sites. Focusing on the five largest consuming sites, the Town Hall is the highest consuming site. This is closely followed by Riverstreet Toilets in Windsor and then there is a large drop of roughly 1000m³ to the next site which is Tinkers Lane Depot. Riverstreet Toilets stands out as being out of place and this could be due to some incorrect billing over this period although it is not an obvious error in the billing data. In the years following the baseline year Riverstreet toilets still remains in the top five consuming sites which shows that it is normally a high consuming site. Solutions are being sought to reduce the consumption at this highly used toilet block. The Guildhall and York House are the next sites to come in the order

of baseline consumption. This means apart from the Riverstreet Toilets that all the other top 5 consuming sites are the larger municipal buildings.

- 17.7 A comparison has also been made by type of site to show how similar sites compare. This will help to highlight particular issues at certain sites where consumption is potentially higher than expected.

Integrated Performance Management Report (IPMR) – energy target

- 17.8 The Council's energy reduction target is reported in the IPMR on a quarterly basis. The provisional figures for 2015/16 are currently showing a reduction of 6.4% to the end of February. The target for the year is set at a 7% reduction.
- 17.9 The 6.4% saving being shown in the IPMR is strongly contrasting with the savings being presented in the Cabinet outcome tracker of a 11% reduction to the end of February. The Cabinet outcome tracker refers to the Sustainability Strategy target for building energy reduction whereas the IPMR target includes both building energy consumption and street lighting consumption. The Sustainability Strategy target for the 2015/16 year is also set at a 7% reduction.
- 17.10 Since street lighting consumption makes up 45% of the baseline it can have a major effect on the percentage savings made compared to the 2013/14 baseline. As the consumption of the streetlighting estate has increased very slightly over the 2015/16 year rather than decrease like the building estate this has a major affect on the overall savings figure.
- 17.11 Once the streetlighting LED replacement project commences this will have the affect of producing large reductions in the IPMR target. It will have no affect on the Sustainability Strategy target of course which means that the focus of the target remains on reducing building energy consumption.

Energy Switching Campaign

- 17.12 Following the updates provided at the November and January Sustainability Panels, and a subsequent comparison of energy switching services in accordance with contract rules, the Energyhelpline was approved as the Council's energy switching partner subject to their contract being agreed. The Energy Reduction Manager, following legal advice, was negotiating the terms of the contract with the Energyhelpline. Unfortunately during the course of these negotiations the company's board stipulated that they will not enter into partnerships where their gross income is below a certain annual threshold. The Council is below this threshold according to the company's calculations and therefore they have dropped out of the negotiations with the Council.
- 17.13 This means that the Council will need to find a different partner for the energy switching scheme. Luckily there is another energy switching service provider called Ichoosr which the Council can partner with. They were assessed alongside the Energyhelpline during the procurement exercise. They have had a lot of experience working with Councils all over the country and they will be able to provide the service the Council are looking for. Ichoosr's contracts will now need to be checked over by our legal team and any necessary amendments will be made before the Council signs the contract.
- 17.14 The timeframes for the rollout of the campaign were brought forward slightly in the Manifesto tracker. The manifesto track~~20~~now states that the first energy switching

auction will be in October 2016. The Council will need to advertise for roughly 2 months prior to the auction to ensure that a reasonable sign up is achieved. It is thought that the revised date is still achievable.

- 17.15 Appendix 2 shows a breakdown of the expected sign up to the scheme, the associated referral fees and resulting costs for the Council. The breakdown uses real percentage uptakes from other authorities to derive what could be achievable. It is anticipated that almost 295 households would sign up in the first auction and that these households could save on average £320 each. This would be a saving of almost £95,000 to the residents that have signed up.

Building LED Lighting project

- 17.16 The building LED lighting project is now complete where it is possible to proceed across the 30 Council sites. The final snagging items are currently being worked through before the project is closed off.
- 17.17 The installations at most of the 30 sites have progressed reasonably smoothly, however, there are couple of areas where it is not possible to progress the work. These are the Guildhall Corn Exchange and the Tinkers Lane CCTV control room.
- 17.18 The Guildhall Corn Exchange can't have the lights replaced as planned due to existing restorative works going on in this area. As part of the restorative works it is now planned that a bespoke lighting solution will be carried out which is well beyond the scope of this LED lighting project. It is understood that the bespoke lighting solution will include the use of LEDs though and so the reductions in energy consumption are still expected.
- 17.19 The circuitry at the Tinkers Lane CCTV control room will require work before the lights can be installed and this is not going to happen before the LED project is closed down. The LED lighting upgrade work will need to be postponed and removed from the current contract. Once the circuits at the CCTV room have been upgraded the LED upgrade works will be revisited.
- 17.20 A group has been set up within the Council's energy management software to aid the monitoring of the electricity consumption at the project sites. Regular reports will be run to track progress through the 2016/17 year. If the savings are not being made at any particular site then further investigations will be carried out to determine the reason.

Work planned over the next period until the next Sustainability Panel

- 17.21 The work for the next period includes:
- Ensuring the LED lighting project snagging is fully completed.
 - Agreeing the contracts for the Energy Switching Campaign.

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
David Scott	Head of Governance, Partnerships, Performance and Policy	12/04/2016	15/04/2016	Throughout
External				

REPORT HISTORY

Decision type:	Urgency item?
Non-key decision	No

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

Appendix 1

Water baseline for the 2013/14 year broken down by Council site

Number	Name	m3/ annum
1	ETON LIBRARY	4
2	WALDECK HOUSE	5
3	COX GREEN RECREATION AREA-Ockwells Park	5
4	16 Ray Mill Road	9
5	RECREATION GROUND-VANSITTART ROAD	18
6	ETON WICK CEMETERY & CHAPEL	29
7	PUBLIC CONVENIENCE - IMPERIAL PARK	33
8	PUBLIC CONVENIENCE - ST LEONARDS ROAD	35
9	Family Placement Team (ex Millhouse Family Centre)	49
10	BROCKET CHILD GUIDANCE CLINIC	68
11	ALLOTMENTS, BROWNFIELD GARDENS	92
12	ALLOTMENTS-VANSITTART RD	103
13	Larchfield Community Centre	104
14	ALLOTMENTS - SPITAL	105
15	RAYMEAD GARDENS	137
16	RAWCLIFFE HOUSE	148
17	WINDSOR LIBRARY	163
18	PUBLIC CONVENIENCE-KING EDWARD VII AVE	179
19	ALLOTMENTS, COURTHOUSE ROAD	196
20	ALLOTMENTS BLACKAMoor LANE	211
21	MANOR YOUTH CENTRE	244
22	ST MARY'S HOUSE	256
23	ALLOTMENTS, BREADCROFT ROAD	271
24	NICHOLSONS CAR PARK	275
25	MINSTER COURT- Berkshire Pensions Office	281
26	ALLOTMENTS-ST LEONARDS RD	296
27	FAIRGROUND	319
28	BRAYWICK PARK SPORTS CENTRE	345
29	ALLOTMENTS -MILL LANE	348
30	OAKLEY GREEN CEMETERY	349
31	ALLOTMENTS - BOLTON ROAD	359
32	BRAYWICK NATURE CENTRE	409
33	Braywick Cemtery	482
34	OAKBRIDGE DAY CENTRE	509
35	ALEXANDRA GARDENS	563
36	MAIDENHEAD LIBRARY	581
37	COOKHAM LIBRARY	585
38	BOYNE GROVE COMMUNITY RESOURCE CENTRE	587
39	WINDSOR Y.& C. CENTRE	727
40	PUBLIC CONV. SUTTON ROAD	756
41	HOME PARK	822
42	VICTORIA STREET CAR PARK	895
43	4 MARLOW ROAD	907
44	ALLOTMENTS, COOKHAM ROAD	912
45	Public Convenience - Batchelors Acre	915
46	Dedworth Road Sports Pavillion	934
47	ALLOTMENTS, ST MARKS CRESCENT	960
48	ALLOTMENTS, GREEN LANE	970
49	OAKEN GROVE SPORTS PAVILLION	1,074
50	PUBLIC CONVENIENCE-ETON COURT	1,136
51	MAIDENHEAD PROJECT CENTRE	1,243
52	PUBLIC CONVENIENCES, RAY MILL ISLAND	1,252
53	ALLOTMENTS-MAIDENHEAD ROAD	1,308
54	WINDSOR COACH PARK	1,376
55	RIVERSIDE GARDENS	1,540
56	JUBILEE FOUNTAIN	1,964
57	YORK HOUSE	1,970
58	WINDSOR GUILDHALL	2,739
59	TINKERS LANE DEPOT	2,831
60	RIVER STREET CAR PARK & TOILETS	3,806
61	TOWN HALL	3,816

43,605

Water Consumption by Council site broken

Office/ Community Buildings

Name	m3/ annum
ETON LIBRARY	4
Family Placement Team (ex Millhouse Family Centre)	49
BROCKET CHILD GUIDANCE CLINIC	68
Larchfield Community Centre	104
WINDSOR LIBRARY	163
MANOR YOUTH CENTRE	244
ST MARY'S HOUSE	256
NICHOLSONS CAR PARK	275
MINSTER COURT- Berkshire Pensions Office	281
BRAYWICK PARK SPORTS CENTRE	345
BRAYWICK NATURE CENTRE	409
OAKBRIDGE DAY CENTRE	509
MAIDENHEAD LIBRARY	581
COOKHAM LIBRARY	585
BOYNE GROVE COMMUNITY RESOURCE CENTRE	587
WINDSOR Y. & C. CENTRE	727
VICTORIA STREET CAR PARK	895
4 MARLOW ROAD	907
MAIDENHEAD PROJECT CENTRE	1,243
YORK HOUSE	1,970
WINDSOR GUILDHALL	2,739
TINKERS LANE DEPOT	2,831
TOWN HALL	3,816

Public Conveniences

Name	m3/ annum
PUBLIC CONVENIENCE - IMPERIAL PARK	33
PUBLIC CONVENIENCE - ST LEONARDS ROAD	35
PUBLIC CONVENIENCE-KING EDWARD VII AVE	179
PUBLIC CONV. SUTTON ROAD	756
Public Convenience - Batchelors Acre	915
PUBLIC CONVENIENCE-ETON COURT	1,136
WINDSOR COACH PARK	1,376
RIVER STREET CAR PARK & TOILETS	3,806

Gardens

Name	m3/ annum
RAYMEAD GARDENS	137
ALEXANDRA GARDENS	563
RIVERSIDE GARDENS	1,540

down by type of site

Greenspaces

Name	m3/ annum
COX GREEN RECREATION AREA-Ockwells Park	5
RECREATION GROUND-VANSITTART ROAD	18
HOME PARK	822
Dedworth Road Sports Pavillion	934
OAKEN GROVE SPORTS PAVILLION	1,074

Allotments

Name	m3/ annum
ALLOTMENTS, BROWNFIELD GARDENS	92
ALLOTMENTS-VANSITTART RD	103
ALLOTMENTS, BROWNFIELD GARDENS	92
ALLOTMENTS-VANSITTART RD	103
ALLOTMENTS - SPITAL	105
ALLOTMENTS, COURTHOUSE ROAD	196
ALLOTMENTS BLACKAMoor LANE	211
ALLOTMENTS, BREADCROFT ROAD	271
ALLOTMENTS-ST LEONARDS RD	296
ALLOTMENTS -MILL LANE	348
ALLOTMENTS - BOLTON ROAD	359
ALLOTMENTS, COOKHAM ROAD	912
ALLOTMENTS, ST MARKS CRESCENT	960
ALLOTMENTS, GREEN LANE	970

Cemetery

Name	m3/ annum
ETON WICK CEMETERY & CHAPEL	29
OAKLEY GREEN CEMETERY	349
Braywick Cemtery	482

Other

Name	m3/ annum
HACKNEY CARRIAGE RANK -THAMES STREET	0
WALDECK HOUSE	5
16 Ray Mill Road	9
RAWCLIFFE HOUSE	148
FAIRGROUND	319
JUBILEE FOUNTAIN	1,964

Appendix 2

Number of households expected to switch energy supplier using switching service

	Number of households
Number of households in borough	59,000
Expected take up of households (2%)	1,180
Expected progressing to switch from initial take up (25%)	<u>295</u>

Expected income from 295 households progressing to switch following an auction

Income	Income/ deductions (£)	Totals (£)
Expected referral income (£5.50 per fuel, 1.8 ratio of single fuel to dual fuel switches)	£2,920.50	£2,920.50
Costs		
No live (5% of expected switches are unable, in reality, to switch to new supplier).	£146.03	
Paid for advertising - fliers to be delivered with ATRB to help improve take up.	£6,000.00	
Officer offline registrations (estimation of officer costs registering offline residents - £2.50 per registration, 20% of total switches are offline switches).	£590.00	
Ichoosr offline registration letter to resident (cost of letters sent to registrants who applied offline - 20% of total switches are offline switches, £1.5 per letter).	£88.50	
Council offline registration letter to resident (cost of sending out registration receipt for offline registration, 20% of total switches are offline switches, 30p per letter).	£70.80	
		£6,895.33
		<u>-£3,974.83</u>