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## NOTICE OF MEETING

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# SUSTAINABILITY PANEL

will meet on

**MONDAY, 3RD JULY, 2017**

**At 7.00 pm**

in the

**COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE SUSTAINABILITY PANEL

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

### SUBSTITUTE MEMBERS

COUNCILLORS MICHAEL AIREY, GERRY CLARK, PHILIP LOVE, JACK RANKIN,  
EDWARD WILSON, MALCOLM BEER, WISDOM DA COSTA AND LYNNE JONES

Karen Shepherd - Democratic Services Manager - Issued: Thursday 22 June 2017

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](http://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 the 9 May 2017.	7 - 10
4.	<u>OPEN FORUM</u>  Opening remarks by the Chairman on the Panel's role.	-
5.	<u>TAP WATER SAVING VOLUMISER</u>  By Phil Ledson (Soaked).	-
6.	<u>UPDATE FROM THE WASTE TEAM</u>  A verbal update by the Waste Strategy Manager (Naomi Markham).	-
7.	<u>ENERGY REDUCTION MANAGER UPDATE</u>  By the Energy Reduction Manager (Michael Potter).	11 - 20
8.	<u>DATE OF FUTURE MEETINGS</u>  The dates of future meetings are as follows (7pm start): <ul style="list-style-type: none"><li>• Monday 18 September 2017.</li><li>• Monday 27 November 2017.</li><li>• Tuesday 30 January 2018.</li><li>• Thursday 8 March 2018.</li><li>• Thursday 10 May 2018.</li></ul>	-



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## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they 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' means a discussion by the members of meeting. In order to avoid any accusations of taking part in the discussion or vote, Members should move to the public area or leave the room once they have made any representations. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) 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 licence 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.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 3

## SUSTAINABILITY PANEL

TUESDAY, 9 MAY 2017

PRESENT: Councillors Marion Mills (Chairman), David Coppinger (Vice-Chairman), Derek Sharp and Lynda Yong

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

Officers: Tanya Leftwich, Michael Potter and Naomi Markham

### APOLOGIES FOR ABSENCE

Apologies were received from Councillor Nicola Pryer (no sub was available).

### DECLARATIONS OF INTEREST

None received.

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

The Chairman informed everyone present of the fire evacuation procedures and asked that all mobile phones were switched to silent during the meeting.

### MINUTES

**RESOLVED Unanimously; That the Part I minutes of the meeting held on the 21 March 2017 were agreed as a correct record subject to the following point being added:**

- **“Councillor Sharp stated that with regard to the vehicle charging points he felt it was a waste of time on residential roads and would never be used in this Borough.”**

Martin Fry (MRF&A / City University) thanked the Energy Reduction Manager for forwarding him the presentation from the last meeting which he had passed on to an interested individual, Mr Burton. Mr Burton had thanked Martin Fry, and the Panel, for sharing the information.

### OPEN FORUM

The Chairman informed everyone present that this evenings meeting was to catch up with the updates and look at the 2017/18 Sustainability Strategy Action Plan.

### UPDATE FROM THE WASTE TEAM

The Chairman welcomed the Waste Strategy Manager, Naomi Markham, to the meeting and invited her to update the Panel.

In response to queries raised at the last meeting the Waste Strategy Manager informed the Panel that a list of what could and could not be included in recycling bins had been included in the latest guide to recycling (at Councillor Yong's request). It was noted that with regard to stickers being included on the outside of recycling bins they were felt would be unsightly when outside residential properties but could possibly be used inside the bin lid as a trialled

approach. The Waste Strategy Manager explained that the stickers themselves were quite costly at approximately £1 per sticker compared to 12pence a leaflet but could possibly be used as a trialled approach in a reactive way e.g. if someone was not regularly recycling properly. Councillor Yong requested that an additional trial took place in an area that had the do's and don't's stickers used on the bins to see if the stickers had helped improve recycling in the area. Councillor Yong re-iterated that she believed a sticker would help remind people about what they could and could not recycle rather than a leaflet and that she believed the long-term benefits of using stickers would be huge. The Waste Strategy Manager explained that contamination was something her team were concentrating on and that she would ask her Manager whether a trial was possible. Councillor Yong suggested that Bouldish Farm would be a good area to trial as it had a mix of properties. The Waste Strategy Manager thanked Councillor Yong for her suggestion and agreed to ask the Councils contractor to see if this was an area of recycling concern.

Councillor Sharp informed the Panel that when he had been in South Africa the person that had been house sitting his house had informed him that his bin had been taken away. It was later returned full of grass with a blue label attached without a reason for the refusal. The Panel was informed that Councillor Sharp had spent about an hour speaking to Naomi's Manager explaining that whilst he fully accepted people put the wrong things in the wrong bins Veolia needed to make it clear why the bin was not being collected. The Waste Strategy Manager agreed to follow this up with Veolia and stated that the refusal labels had been updated to include extra detail and would be used once the current supply had run out. It was noted that the Council did not collect cut grass / garden waste in the usual rubbish bins as they were able to charge for it. It was noted that residents of the Borough could either hire a green bin for £35 per annum, go to Stafferton Way or use a compost bin.

The Waste Strategy Manager informed Members that with regard to the new textile collections the Council was still looking to get the cages installed onto the recycling vehicles as per the original plan. It was noted that the Council was a couple of Health and Safety issues away from being able to use the cages which the new Fleet Manager had been asked to look at. The Waste Strategy Manager informed the Panel that the number of missed collections were felt to be quite low with around 60-75 bags of textiles being collected on an average day. The Panel was informed that the Council was not intending to distribute textile sacks within the Royal Borough as it would be a very costly exercise but would deliver a recycling bag when Veolia collected some recycling. Members were informed that the Council was looking to source some bright lilac recycling bags, instead of bright pink as suggested at the last meeting which had been harder to source. The Waste Strategy Manager explained that the Council did not want to insist these recycling bags were used as they did not want to create a barrier to textile recycling. It was noted that once the cages had been installed the contractor could keep the replacement sacks in the vehicles.

Councillor Yong informed the Waste Strategy Manager that her textile recycling had been missed on numerous occasions. It was suggested that the textile recycling bags be placed on top of the bin as there was only one operative in the recycling vehicle which meant that they did not communicate with other recycling vehicles en-route. Councillor Yong re-iterated that she felt bright recycling bags would help the contractors identify the bags being left out for collection and that she now preferred the sound of the lilac sacks.

The Waste Strategy Manager informed the Panel that this could be re-looked at when the contract expired and that battery recycling could also be looked at then. It was noted that sacks could not be used as the recycling was compressed and Veolia were unable to pull out the sacks at the recycling venue.

The Waste Strategy Manager went onto inform the Panel that limitations had been introduced in February at the recycling sites in the Royal Borough which seemed to be working well. It was noted that the recycling sites had been limited to use by residents of the Royal Borough only who had been advised to take with them their yellow advantage cards for proof. Members were advised that people living outside the Borough had been advised to use their



own recycling sites. Councillor Yong informed the Panel that in Bracknell residents were issued with one permit per household which would be why people were travelling further from home to recycle their rubbish.

The Chairman thanked the Waste Strategy Manager for her update and stated that she and the Panel looked forward to receiving an update at the next meeting either in a written or verbal format.

## ENERGY REDUCTION MANAGER UPDATE

The Energy Reduction Manager, Michael Potter, referred Members to pages 13-22 of the agenda and explained that the report provided an update and gave the Panel an overview of the progress being made to deliver the Panel's energy and water reduction strategy.

The key areas covered were noted as follows:

- Annual Plan 2016/17
- Town Hall water reduction project update
- Energy Switch to Save Scheme
- Building Management System, LED lighting phase 2 projects
- Schools RE:FIT programme
- Proposed work planned over the next period until the next Sustainability Panel.

In the ensuing discussion, the following points were noted:

- The Chairman congratulated the Energy Reduction Manager on the 67% reduction in water consumption at the Town Hall and explained that the Council needed to maintain this level.
- Martin Fry (MRF&A / City University) asked for the number of people who had taken part in the Energy Switch to Save Scheme from Hurley. Martin Fry went onto explain that if he could be provided with this figure by the Energy Reduction Manager he could help promote the next auction.
- The Chairman and Vice-Chair agreed that taking part in the October auction would be a good time as not only would it be going into winter then the Council would also know more about the proposed energy price caps at this point.
- The Chairman informed the Panel that in her role as Ward Councillor for Belmont she had received a complaint from a driver about the new LED street lights (excessive brightness) that had recently been installed. It was noted that the LED lights had since been dimmed slightly to help resolve the complaint.
- The Energy Reduction Manager explained that he would need to set a threshold regarding the level of interest of schools to see whether the Schools RE:FIT programme would be worthwhile proceeding with.
- Martin Fry thanked the Energy Reduction Manager for his support with RE:FIT.

That work planned over the next period included:

- LED lighting upgrade programming.
- Building Management System upgrade programming.
- Investigating the Schools RE:FIT project further including seeking initial interests from schools.

**RESOLVED UNANIMOUSLY; That the Sustainability Panel noted the report, the progress made and comments on the proposed work plan over the next period as detailed in paragraph 11.18.**

**RESOLVED UNANIMOUSLY; That the Sustainability Panel approved the 2017/18 Sustainability Strategy action plan.**

**RESOLVED UNANIMOUSLY; That the Sustainability Panel agreed to the next Energy Switch to Save auction being held in October 2017.**

## DATE OF FUTURE MEETINGS

Future meeting dates were noted to be as follows:

- Monday 3 July 2017.
- Monday 18 September 2017.
- Monday 27 November 2017.
- Tuesday 30 January 2018.
- Thursday 8 March 2018.
- Thursday 10 May 2018.

The Energy Reduction Manager informed everyone present that the advice to homeowners on energy savings was no longer a service offered by the Council. It was suggested that anyone asking for this service be signposted to the Energy Savings Trust.

The Chairman informed the Panel that the Council was looking at new screen savers for the screen downstairs which would include at least one highlighting the savings made by the solar panels. It was hoped that the new screen savers would be in place by the end of next week. The Chairman suggested that a rolling screen was needed downstairs to show visitors to the Town Hall not only the energy savings being made but what that equated to for the Council (e.g. the number of books that could be bought for the library, etc). Councillor Sharp stated that he felt given the amount of money that had been spent on the solar panels that not promoting their savings was a disgrace. The Chairman agreed that the Council should be shouting good news louder, including any energy savings.

The meeting, which began at 7.00 pm, finished at 7.45 pm

CHAIRMAN.....

DATE.....

Title: <b>Energy Reduction Manager Update</b>
Contains Confidential or Exempt Information?: <i>NO - Part I</i>
Member reporting: Councillor Coppinger, Lead Member for Sustainability
Meeting and Date: Sustainability Panel - 3 <sup>rd</sup> July 2017
Responsible Officer(s): Andy Jeffs, Interim Strategic Director of Communities Craig Miller, Head of Community Protection & Enforcement Services
Wards affected: All



## REPORT SUMMARY

1. This report provides an overview of the progress being made to deliver the Council's energy and water reduction strategy.
2. This update report recommends that Members note progress and comment on the proposed work plan for the next period. It provides an update on the Annual Energy Consumption Figures 2016/17, Town Hall Water Reduction Project, Schools RE:FIT programme and Building Management System & LED lighting phase 2 projects. A recommendation is made to approve the installation of tap volumisers in the Town Hall subject to a positive trial. If the trial is positive then delegated authority has been requested to install volumisers at the Town Hall. There is also a recommendation that the Council holds a workshop with schools to discuss the Schools RE:FIT programme further.
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 targets are met.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That the Sustainability Panel notes the report, the progress made and comments on the proposed work plan over the next period as detailed in paragraph 11.18.

**RECOMMENDATION:** That the Sustainability Panel approves the installation of volumiser tap flow regulators at the Town Hall subject to a positive trial of the technology.

**RECOMMENDATION:** That delegated authority is provided to the Lead member for Sustainability and the Head of Community Protection and Enforcement to decide whether the volumiser tap flow regulators are installed at the Town Hall if the trial is positive.

**RECOMMENDATION:** That the Sustainability Panel approves a workshop being held with schools to raise awareness of the Schools RE:FIT project, consolidate initial interest and help to convince hesitant schools to sign up.

## 2. REASON(S) 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 use 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.

2.2 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.

2.3 After the first three years of the strategy the 2013/2014 energy baseline has been reduced by 15%. This equates to the Council avoiding just over £300,000 of energy costs over these three years.

### 2.4 Table 1: Report options

Option	Comments
(a) The Council does not work towards the sustainability strategy. <b>This is not recommended</b>	(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. <b>This is the recommended option</b>	(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 installs tap volumisers in the Town Hall subject to a positive trial of the technology. <b>This is the recommended option</b>	(c) The Council will be working towards its target to reduce water consumption in corporate office buildings. This recommendation is subject to a positive trial of the technology.
(d) The Council holds a schools RE:FIT programme workshop for interested schools <b>This is the recommended</b>	(e) The Council will be progressing its proposal for a schools RE:FIT project with schools in order to gain their sign up. Initially there

Option	Comments
option	will need to be further discussions with the Procurement Team before a workshop can be held.

### 3. KEY IMPLICATIONS

#### 3.1 Table 2: Target outcome following report

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Overall reduction of annual gas and electricity consumption in Council buildings in 2017/18 compared to the 2013/14 baseline.	<15%	15-16%	16.1-17%	>17%	31 <sup>st</sup> March 2018
Reduction of water consumption in Council office buildings in 2017/18 compared to the 2013/14 baseline.	<3%	3.0-3.5%	3.6-4.0%	>4%	31 <sup>st</sup> March 2018

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 No new funds are being sought through this paper.

### 5. LEGAL IMPLICATIONS

5.1 None.

### 6. RISK MANAGEMENT

#### 6.1 Table 4: Risks for Sustainability Strategy actions.

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	Low

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
		of overall progress to ensure the Council meets its annual projected reductions and savings commitments.	
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

## 7. POTENTIAL IMPACTS

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

7.2 No equality impact assessment has been carried out.

## 8. CONSULTATION

8.1 None

## 9. TIMETABLE FOR IMPLEMENTATION

### 9.1 Table 5: Timetable

<b>Date</b>	<b>Details</b>
31/03/2018	Completion of current annual plan.

## 10. APPENDICES

10.1 Appendix 1 – 2016/17 annual consumption figures.

## 11. BACKGROUND DOCUMENTS

### **Annual Energy Consumption figures 2016/17**

- 11.1. The final 2016/17 annual energy consumption figures show that the Council reduced the energy consumption of its corporate sites by 15% compared to the 2013/14 baseline. The target for the year was 11% so this was well exceeded. In fact the 15% reduction was the target set for 2017/18 and so this has been met a year early. A breakdown of the monthly gas and electric figures can be found in appendix 1. It should be noted that any Council sites which have been removed from the Council portfolio since the baseline have also been removed from this calculation.
- 11.2. Over the three years of the current sustainability strategy £300,000 of savings have been created. The majority of these savings have been created through electricity savings and not gas savings. In fact gas consumption increased compared to the baseline in 2016/17 which meant that costs also increased. This is a step in the wrong direction since 2016/17 was a warmer year than the baseline year. A large part of this increased consumption was at York House due to a fault in the control system. Similarly the Town Hall saw a large rise in consumption due to its lack of control. 4 Marlow road and Tinkers Lane also saw increases. The York House refurbishment will look to resolve any issues with its control system and the Town Hall controls will hopefully be replaced shortly.
- 11.3. The largest increase in the electricity accounts was the Jubilee fountain in Windsor. The increase on this site was very large (109,297 kWh). The main reasons for this were that during the baseline year the fountain billing was very underestimated and also that a large rebill was settled during the 2016/17 year. Braywick Sports Centre had the second largest increase in consumption and this was due to the biomass boiler breaking down and electrical backup being used.
- 11.4. The challenge over the next year will be to maintain and improve upon the energy savings achieved in 2016/17. Although the target was met there is no room for error in the 2017/18 year. Furthermore since the consumption figures are not adjusted for temperature if there is a cold winter in 2017/18 this could adversely affect the figures. The energy consumption of all sites will need to be closely monitored to identify any issues.
- 11.5. 14 buildings are due to move away from the Council energy portfolio in the 2017/18 year. This includes Optalis and Action for Children sites. 4 Marlow Road is due to move to Parkwood Leisure. York House will be undergoing refurbishment. This means monitoring of these sites will stop at the point of their handover.

### **Town Hall water reduction**

- 11.6. The increased water consumption, following the initial reduction after the urinal project, has now almost been reduced back to where it should be. The increased usage was due to loos continuously flushing. Their flush mechanisms have now been replaced but there does seem to be another

intermittent flow that is causing a small amount of wastage. A further survey will be carried out to try and pick up what is causing this.

- 11.7. A new product has been presented to the Energy Reduction Manager called a volumiser. This product is similar to an aerator in that it fits into the end of the tap but it is different as it reduces the volume of water dramatically compared to an aerator. It does this through a 'targeted molecular cone'. This causes the tap to provide a fine spray that you can wash your hands in. The volumiser can bring the flow rate of the tap down to 0.12L/min from about 5 L/min (assuming a well controlled tap is in place otherwise the tap could provide water at 10-15 L/min).
- 11.8. Furthermore since the tap flow rate is so tiny it means the thermal mass of the water is very small compared to hands. The consequence of this is that the tap water doesn't need to be heated for the water to feel warm. This could mean that the hot water cylinders supplying hot water to the taps could be turned off/ bypassed creating an energy saving.
- 11.9. In principal this device is quite revolutionary, in practice it may not work as stated. Our water contractor have asked to put one in as a trial so that it can be tested. It has now been installed in the gents public toilet in the Town Hall café area.
- 11.10. The Town Hall has 64 taps, if all of them had a volumiser installed then the Council could save in the region of 1500m<sup>3</sup>/ £3150 a year of water. The project would payback in less than half a year without taking into account any energy savings. The total cost of the volumiser units would be roughly £1200. At the current time the trial in the gents toilet will need to determine the next steps. Should the trial be successful it is proposed that the volumisers are rolled out quickly in order to maximise savings in the current financial year.

#### **Building Management System & LED lighting phase 2 projects**

- 11.11. The Town Hall Building Management System tender has now been completed and a contractor has been appointed. The project programming and initial start up meetings will commence once the contracts are in place.
- 11.12. The LED project phase 2 contracts have now been signed and initial start up discussions have commenced. A small trial of the new LED lamps in Maidenhead Library is currently being discussed. This is to provide some reassurance to the library service that the LED lamps are appropriate for use at Maidenhead Library.

#### **Schools RE:FIT programme**

- 11.13. Following the agreement of the panel in March, a schools information document regarding the proposed Schools RE:FIT programme was drawn up. This document was then sent to schools to gauge their interest and to receive some general feedback.
- 11.14. 20 out of the 67 schools replied to the RE:FIT proposal email. Schools were asked to provide their level of interest in the scheme. Of the 20 schools, 8 schools stated that they were extremely interested and the remaining 12 schools stated that they were interested but were also slightly hesitant.



- 11.15. Schools made a number of comments about the scheme. Some schools were hesitant about taking on a loan given how tight their budgets currently are. Some schools were slightly sceptical regarding the guarantee and one school went on to say that it must be a 'cast iron' guarantee. Many schools wanted more information before committing to anything further i.e. the savings and the costs. It was also highlighted that governors may be a stumbling point since they may not understand the contracts. A couple of schools thought maybe they were a bit too advanced, in terms of what they had already done to save energy, to take part. There were also some queries regarding the academisation process.
- 11.16. Overall it was a good response from schools with 30% of schools responding. It was encouraging that a good number of schools had considered the scheme. To ensure a successful RE:FIT project the Council would need roughly 10-15 schools fully on board. Unfortunately at the moment the response suggests that there is not quite enough support for the scheme to take it forward. However, if the issues highlighted above are addressed then perhaps more schools may be interested enough to take the project forward. This in turn may mean that the Council has just enough schools for one phase depending entirely on the drop out rate. Essentially a 50% drop out rate would still mean that there is potentially a project to take forward.
- 11.17. The key things that would need to be addressed are the energy saving guarantee, explaining how the contracts work in a simple way and ensuring that the schools have a good saving potential in the first place. Schools may feel better about the guarantee if they can take a look at the terms of the guarantee so this should be made available so long as this is possible at this stage. Further work will be needed to go through the contracts point by point with schools. A document could be drawn up to go through this, otherwise face to face meetings could be arranged in due course. The final point to address is the need to ensure that there is a good amount of energy saving work available in the schools before they sign up. This could be gauged through an initial site survey questionnaire.
- 11.18. Some schools wanted to see what their savings/ costs would be before making a decision to go forward. This is not going to be possible at the initial sign up stage since this information will only become available following the tender site surveys. This maybe partially resolved by providing case studies to schools so that they can see what is possible. Although not ideal, it has been confirmed that schools can back out after the tender mini competition process. The programme does need committed schools that are happy with the contracting route up front though and so the only reason a school might need to drop out is because there is a particular issue with their survey e.g. the survey shows that the energy saving potential of a school is limited or has too long a payback. Schools dropping out may have an effect on the rest of the tender so it should be avoided if at all possible.
- 11.19. Local partnerships have provided an access agreement to the RE:FIT framework and a facilitation fees document. There are no costs to access the framework, however, there are fees to check over documentation at the

relevant stages and this is mandatory. The facilitation fees document sets out the costs to take the borough through the process from start to finish – the Council can decide to use their facilitation services or not. The costs of these services will need to be factored into the project if it is decided the Council needs them.

11.20. Local partnerships have suggested that the Council holds a workshop for the currently interested schools to build upon and consolidate the initial interest. Initial discussions with procurement suggest that a number of things need to be worked through before we hold a workshop though.

**Proposed work plan over the next period**

11.21. The work being carried out between now and the next Sustainability Panel will be:

- LED lighting upgrade programming/ project planning/ installations
- Building Management System upgrade programming/ project planning
- Investigating the Schools RE:FIT programme
- Staff awareness campaign planning
- Energy Switch to Save planning

**12. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Coppinger	Lead Member for Sustainability	20/06/17	
Cllr Mills	Chairman of the Sustainability Panel	20/06/17	21/06/17
Lisa Pigeon	Environmental Health Lead	08/06/17	17/06/17

**REPORT HISTORY**

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No
Report Author: Michael Potter, Energy Reduction Manager, 01628 682949	

**Appendix 1 - 2016/17 Monthly gas and electric comparison to the 2013/14 baseline**

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Electric 13 14	480,457	456,470	440,688	445,501	419,759	459,682	483,931	490,913	544,689	535,721	478,045	522,686	<b>5,758,541</b>
Gas 13 14	143,633	86,412	22,544	16,403	14,839	39,273	87,097	193,261	229,567	285,834	235,141	214,743	<b>1,568,747</b>
	624,090	542,882	463,232	461,904	434,598	498,955	571,028	684,174	774,256	821,555	713,186	737,429	<b>7,327,288</b>
Electric 16 17	357,540	380,302	317,279	324,891	340,072	322,067	386,295	427,524	392,771	416,429	384,103	389,435	4,438,709
Gas 16 17	149,685	58,494	30,746	21,528	21,114	30,028	115,262	279,718	279,621	328,268	247,623	229,533	1,791,620
	507,225	438,796	348,025	346,419	361,186	352,095	501,557	707,242	672,392	744,697	631,726	618,968	6,230,329
kWh Reduction	-116,865	-104,086	-115,207	-115,485	-73,412	-146,860	-69,471	23,068	-101,864	-76,858	-81,461	-118,461	-1,096,959
Cumulative % reduction compared to baseline	-1.6%	-3.0%	-4.6%	-6.2%	-7.2%	-9.2%	-10.1%	-9.8%	-11.2%	-12.2%	-13.4%	-15.0%	

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