



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)
Richard Mills (Vice-Chairman)
Beulah East (Labour Lead)
Lindsay Bliss
Wayne Bridges
Raymond Graham
Carol Melvin

Date: TUESDAY, 17 SEPTEMBER
2013

Time: 7.30 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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Contact: Khalid Ahmed
Tel: 01895 250833
Fax: 01895 277373
Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1688&Ver=4>

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information

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About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Administration and Finance Directorates and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider and comment on budget and service plan proposals for the Administration and Finance Directorates.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

Agenda

Chairman's Announcements

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 23 July 2013 **(Pages 1-4)**
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review 2013/14 - Reduction of the Council's Carbon Footprint **(Pages 5-26)**
- 6 Work Programme 2013/14 **(Pages 27-30)**
- 7 Forward Plan **(Pages 31-38)**

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 23 July 2013

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Brian Stead.</p> <p>Apologies: Councillor Carol Melvin (Councillor Brian Stead substituting).</p> <p>Officers: Gemma McNamara (Finance Manager for Administration and Finance) and Khalid Ahmed (Democratic Services Manager).</p>
8.	<p>MINUTES OF THE MEETING HELD ON 10 JUNE 2013</p> <p>Agreed as an accurate record.</p>
9.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
10.	<p>BUDGET PLANNING REPORT FOR ADMINISTRATION AND FINANCE 2014/15</p> <p>The Finance Manager for Administration and Finance attended the meeting and informed Members that the report set out the main financial issues which faced the Group's services and the work being undertaken to respond to them.</p> <p>Members were informed that the budget report to Council in February 2013 had identified the savings requirements for 2014/15 of £17m and the Committee was informed that work was underway to refresh this figure. The finance settlement for the Council would be announced towards the end of the year.</p> <p>The Committee was informed that the Group was given a savings target for 2013/14 of £1.051m and were well on track to deliver this amount.</p> <p>At the January meeting of the Committee, details would be provided on the breakdown of where savings would be made.</p> <p>RESOLVED:</p> <p>1. That the development of the financial planning process undertaken to date together with the</p>

	<p>responses to the issues being developed by the Group be noted.</p>	
11.	<p>MAJOR REVIEW - CRIME PREVENTION RESOURCES – CONSIDERATION OF DRAFT FINAL REPORT AND RECOMMENDATIONS</p> <p>Consideration was given to a draft final report of this Committee’s review into Crime Prevention Resources.</p> <p>Members discussed the detail contained in the report and the suggested recommendations. It was agreed that the final report should reflect a general review of the various crime prevention resources which the Committee had heard about and not just be focused on those resources which this Council provided for the Police.</p> <p>Members did express concern at the failure of the Police to provide information on the two CCTV vehicles which this Council had funded, despite several requests from officers of the Council. The Committee asked that a further request be made and if there was no response, the Committee’s concerns be reflected in the final report.</p> <p>RESOLVED –</p> <p>1. That the Democratic Services Manager, in consultation with the Chairman of the Committee agree the final recommendations of the review, subject to their practicability after discussions with relevant officers.</p>	Action:
12.	<p>MAJOR REVIEW TOPIC FOR 2013/14</p> <p>Members were asked to give further consideration to a topic which the Committee could undertake as a major review for this forthcoming year.</p> <p>Subsequent to the meeting, it was agreed that the Committee should undertake a review into looking at how this Council’s Carbon Footprint could be reduced.</p> <p>RESOLVED -</p> <p>1. That a presentation and a draft scoping report be submitted to the next meeting of this Committee on Reducing the Council’s Carbon Footprint.</p>	Khalid Ahmed
13.	<p>WORK PROGRAMME</p> <p>Noted.</p>	

14.	CABINET FORWARD PLAN Noted.	
	Meeting commenced at 7.30pm and closed at 8.10pm Next meeting: 17 September 2013 at 7.30pm	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

Corporate Services & Partnerships Policy Overview Committee Major Review Topic 2013/14 – Reduction of the Council’s Carbon Footprint

**Contact Officer: Khalid Ahmed
Telephone: 01895 250833**

REASON FOR ITEM

To provide Members with background information on this Committee’s next review which will be on how to reduce the Council’s Carbon Footprint. A presentation will be given by the Council’s Energy Manager, David Haygarth.

OPTIONS OPEN TO THE COMMITTEE

1. To note the background information and the presentation material given to the Committee on the Council’s Carbon Footprint and how can the Council reduce this.

INFORMATION

1. At the last meeting of the Committee discussion took place on a possible review topic for this Committee’s next review for this Municipal Year. After discussions it was agreed that the Committee undertake a review on the Council’s Carbon Footprint, and how this could this be reduced.
2. For this meeting, the Council’s Energy Manager, David Haygarth will give Members a presentation on the topic and then based on the discussion, Officers will produce a scoping report for the review.

Definition

3. A basic definition of a carbon footprint is the total sets of greenhouse gas emissions caused by an organization, event, product or person. However, because calculating total carbon footprints is impossible due to the large amount of data required and the fact that carbon dioxide can be produced by natural occurrences, a more practicable definition is:

“A measure of the total amount of carbon dioxide and methane emissions of a defined population, system or activity, considering all relevant sources, sinks and storage within the spatial and temporal boundary of the population, system or activity of interest. Calculated as carbon dioxide equivalent using the relevant 100 year global warming potential (GWP100).”

Further Information

4. For Members information attached to this report are documents which provide some further detail on the Council’s Carbon emissions that the Council is required to report on as part of the CRC Energy Efficiency Scheme legislation.

- A summary of site emissions in tonnes of CO2 that is split between GF (General Fund), Academies and Schools, and HRA (Housing Revenue Account)
- The same site summary as above but figures presented in kWhs.
- The Environment Agency Summary of London Borough of Hillingdon's emissions (Note that the total tonnes of CO2 in the EA report is slightly different to the figures in item 1) above as the CRC Registry applies an uplift of 10% to those supplies defined as "estimated" when the raw data is entered.
- Cabinet Report on CRC Allowances - The Council is required to purchase CRC allowances at £12 per tonne of CO2 for emissions regulated by the CRC. This acts as a financial driver to reduce emissions For 2012-13 the Council's CRC Allowance liability is £359,832. This report was written prior to figures for 2012-13 were finalised but gives some background on the process and CRC.
- A summary of recent changes to the CRC following the Governments simplification response. The CRC is quite complex so this is a short summary of the scheme and what has changed. Further information on CRC can be found here <http://www.environment-agency.gov.uk/business/topics/pollution/126698.aspx>

CRC 2013 Site Summary CO2

Sum of Tonnes CO2			Fuel ID		
Group	CRC Status	Site	E	G	Grand Total
Academy	Relevant	Barnhill Community High School	426	334	760
		Belmore Primary School	119	78	197
		Bishop Ramsey CE School	533	152	684
		Bishopshalt School	373	260	633
		Coteford Junior & Grangewood School	196	165	361
		Cowley St Laurence Primary CE School	62	75	137
		Cranford Park Academy	143	99	242
		Douay Martyrs RC School	221	238	459
		Grangewood Special School	6		6
		Guru Nanak Sikh Academy	498	44	542
		Guru Nanak Sikh Academy Primary	126		126
		Harefield Academy	622	159	781
		Haydon School	517	124	642
		Hewens College		233	233
		Moorcroft Special School	75	100	175
		Northwood School	232	217	449
		Queensmead School	516	280	797
		Rosedale College Academy	245	411	656
		St Matthew's CE Primary School	35	33	68
		Stockley Academy	633	122	755
		Swakeleys School	458	392	850
		The Willows School Academy Trust	32	26	58
Uxbridge High School	433	230	664		
Vyners Secondary School	268	172	439		
Wood End Park Academy	74	151	225		
	Relevant Total		6,844	4,097	10,941
Academy Total			6,844	4,097	10,941
GF	Relevant	Abacus Centre	13	24	37
		Acol Day Centre	9		9
		Asha Day Centre	20		20
		Audio Visual Aids Workshop	0		0
		Barnhill Community Centre		29	29
		Barra Hall Children's Centre	31	33	63
		Barra Hall Open Air Theatre	3		3
		Bath Rd Juntion Air Quality Monitor	4		4
		Bedwell Gardens (62) Residential Home	5	22	27
		Bessingby Park Pavilion	5		5
		Botwell Green Vehicle Charge Point	0		0
		Botwell Lane Public Convenience	3		3
		Brandville Road Vehicle Charge Point	0		0
		Breakspear Crematorium	191	338	528
		Brookfield Adult Learning Centre	58	26	84
		Cedars Car Park	247		247
		Charles Curran House	49	62	112
		Charville Lane Residential Home	32	63	96
		Charville Library	17		17
		Charville Young People's Centre	12		12
		Chestnut Avenue Bowls Club Toilet Block	1		1
		Civic Centre	3,712	828	4,540
		Civic Centre Car Park	33		33
		Coldharbour Lane Public Convenience	1		1
		Colham Road (1) Residential Home	16	14	30
		Colham Road (3) Residential Home	42	72	114
		Community Close Public Convenience	3		3
		Compass Theatre	40	30	70
		Connaught Recreation Ground Public Convenience	3		3
		Cowley Meeting Hall	9		9
		Cranford Countryside Park Information Centre	6		6
		Devonshire Lodge Car Park	6		6
		Devonshire Lodge Car Park Public Convenience	0		0
		Eastcote Library	13		13
		Eastcote Road Public Convenience	10		10
		Fairfield Road Public Convenience	2		2
		Fairfield Road Vehicle Charge Point	0		0
Fassnidge Depot	9		9		
Fassnidge Park Water Feature	5		5		
Fountains Mill	25	42	67		
Fulham Close Pump Station	0		0		

CRC 2013 Site Summary CO2

Sum of Tonnes CO2		Fuel ID			
Group	CRC Status	Site	E	G	Grand Total
GF	Relevant	Goshawk Gardens (74) Residential Home	6		6
		Grainges Car Park	282		282
		Grassy Meadow Day Centre	21	33	54
		Great South West Rd Public Convenience	1		1
		Green Lane Car Park	0		0
		Harefield Civic Amenity Site	22		22
		Harefield Library	9		9
		Harlington Road Depot	167	241	408
		Harlington Young People's Centre	20		20
		Haste Hill Golf Club	44		44
		Hatton Grove (4) Residential Home	54	56	110
		Hayes Library	0		0
		High Street Ruislip Public Convenience	1		1
		Hill End Road Football Hut	24		24
		Hillingdon & Uxbridge Cemeteries	6		6
		Hillingdon Tuition Centre	33		33
		Hornbeam Road (5) Residential Home		15	15
		Ickenham Library	13		13
		Joel Street Public Convenience	1		1
		Kings College Pavilion	12		12
		Kingston Lane Mortuary	22	14	36
		Learning & Development Centre	11		11
		Long Drive Pump Station	1		1
		Manor Farm Bowling Green	1		1
		Manor Farm House	11		11
		Manor Farm Library	42	28	70
		Manor Farm The Great Barn	7		7
		Manor Farm The Stables	20		20
		Maple Road Employment Services	6		6
		McMillan Children's Centre	24		24
		Mead House	35	59	94
		Merrifield House	29		29
		Merrimans House (3)	21	37	59
		Minet Country Park Visitor Centre	5		5
		Mulberry Parade (15) Residential Home	12		12
		Nestles Avenue Children's Centre	42		42
		Northwood Hills Library	16	17	33
		Northwood Library	18		18
		Northwood Young People's Centre	13		13
		Oak Farm Library	17	16	33
		Oaklands Gate Public Convenience	1		1
		Park Lane Public Convenience	5		5
		Park Lane Village Centre	2		2
		Parkview Centre	15	32	47
		Parkway Bowls Pavilion	1		1
		Pembroke Gardens Car Park	0		0
		Pinkwell Park Pavilion	5		5
		Poplar Farm Day Centre	8		8
		Pump Lane Vehicle Charge Point	0		0
		Rockingham Road Pump Station	0		0
		Ruislip Golf Club Irrigation Pumping Station	42		42
		Ruislip Golf Club Mini Depot	22		22
		Ruislip Lido	24		24
		Ruislip Manor Library	85		85
		Ruislip Young People's Centre	15		15
		Rural Activities Centre	9		9
		Rutters Close Pump Station	0		0
		Senior Citizens Workshop	0		0
		Sidmouth Drive Pump Supply	5		5
		Sipson Lane Pavilion	19	16	36
		South Ruislip Adult Learning Centre	12		12
		South Ruislip Childrens Centre	20		20
		South Ruislip Early Years Centre	0		0
		South Ruislip Library	11		11
		Southlands Arts Centre	13		13
		St Anselms Road Public Convenience	3		3
		St Martins Approach Car Park	1		1
		Standale Grove (1-3) Residential Home	6		6

CRC 2013 Site Summary CO2

Sum of Tonnes CO2			Fuel ID		Grand Total
Group	CRC Status	Site	E	G	
GF	Relevant	Station Road (51)	11		11
		Station Road Public Convenience	1		1
		Swakeleys Drive Tennis Club	1		1
		Swakeleys Lake Borehole Pump	5		5
		Swakeleys Road (236) Residential Home	6		6
		Tasman House	0	39	39
		The Lancaster Centre	28	28	55
		The Pembroke Centre	43	48	91
		The Phoenix Centre		18	18
		Uxbridge Children's Centre	5		5
		Uxbridge Early Years Centre	14	16	30
		Uxbridge Library	152	71	223
		Weir House	26		26
		West Drayton Library	10		10
		West Drayton Young People's Centre	38	23	61
		West Ruislip Elementary School	34		34
		Willow Tree Depot	2		2
		Winston Churchill Hall	44	57	101
		Woodside Centre	17	35	51
		Yeading Children's Centre	12		12
		Yeading Community Association		30	30
Yeading Library	15		15		
Yiewsley Library	15		15		
Yiewsley Recreation Ground	2		2		
Relevant Total			6,511	2,512	9,023
GF Total			6,511	2,512	9,023
HRA	Relevant	Dickens Avenue Pump Station	0		0
		Housing Area Office Ruislip	20	36	56
		Housing Area Office Yiewsley	63	29	92
		Milupa House	48	24	73
		Townfield Community Centre (Age UK)		16	16
Relevant Total			132	104	237
HRA Total			132	104	237
School	Relevant	Abbotsfield Secondary School	242	279	521
		Bishop Winnington Ingram CE School	55	17	72
		Botwell House RC Primary School	55	70	124
		Bourne Primary School	31	21	52
		Breakspear Infant & Junior School	61	57	118
		Brookside Primary School	73	62	134
		Chantry Special School	70	23	93
		Charville Primary School	92	78	170
		Cherry Lane Primary School	73	72	144
		Colham Manor Primary School	110	136	246
		Coteford Infant School	72	53	126
		Deanesfield Primary School	94	80	175
		Dr Triplets CE Primary School	52	29	81
		Field End Infant School	114	153	267
		Frithwood Primary School	57	66	123
		Glebe Primary School	50	44	94
		Grange Park Infant School		151	151
		Grange Park Junior School	126		126
		Harefield Infant School	33		33
		Harefield Junior School	52	60	111
		Harlington Community School	589	396	985
		Harlyn Primary School	63	51	114
		Harmondsworth Primary School	59	53	112
		Hayes Park Primary School	69	72	141
		Heathrow Primary School	47	34	81
		Hedgewood Special School	66	24	90
		Hermitage Primary School	31	28	58
		Highfield Primary School	35	29	64
		Hillingdon Primary School	72	57	128
		Hillside Infant School	64	51	115
		Holy Trinity CE School	32	29	61
		Lady Bankes Infant & Junior School	97	148	245
Laurel Lane Primary School	90	70	161		
Meadow High School	99	85	185		
Minet Infants & Junior School	131	106	237		

CRC 2013 Site Summary CO2

Sum of Tonnes CO2			Fuel ID		Grand Total
Group	CRC Status	Site	E	G	
School	Relevant	Newnham Infant & Junior School	85	88	173
		Oak Farm Infant & Junior School	100	17	118
		Oak Farm Infant School		69	69
		Pinkwell Primary School	142	126	269
		Rabbsfarm Primary School	50	38	88
		Ruislip Gardens Primary School	55	82	137
		Ruislip High School	342	147	489
		Ryefield Primary School	60	35	95
		Sacred Heart RC Primary School	137	51	188
		St Andrews CE Primary School	26	24	49
		St Bernadette's RC Primary School	72	66	138
		St Catherine's RC Primary School	61	14	75
		St Mary's RC Primary School	36	23	58
		St Swithun Wells RC Primary School	44	25	69
		Warrender Primary School	29	16	44
		West Drayton Primary School	61	57	117
		Whitehall Infant School	42	82	123
		Whitehall Junior School	39		39
		Whiteheath Infant School	14	22	36
		Whiteheath Junior School	43	51	94
		William Byrd Primary School	251	279	529
		Yeading Infant & Junior School		130	130
		Yeading Infant School	42		42
Yeading Junior School	41		41		
	Relevant Total		4,824	4,125	8,949
School Total			4,824	4,125	8,949
Grand Total			18,311	10,838	29,149

CRC 2013 Site Summary kWh

Sum of Total kWh			Fuel ID		
Group	CRC Status	Site	E	G	Grand Total
Academy	Relevant	Barnhill Community High School	786,752	1,820,536	2,607,288
		Belmore Primary School	219,912	426,137	646,049
		Bishop Ramsey CE School	984,720	825,420	1,810,140
		Bishopshalt School	689,734	1,416,587	2,106,321
		Coteford Junior & Grangewood School	362,592	896,367	1,258,959
		Cowley St Laurence Primary CE School	114,913	406,018	520,931
		Cranford Park Academy	264,430	541,038	805,468
		Douay Martyrs RC School	408,769	1,294,885	1,703,654
		Grangewood Special School	11,627		11,627
		Guru Nanak Sikh Academy	921,090	238,717	1,159,807
		Guru Nanak Sikh Academy Primary	233,759		233,759
		Harefield Academy	1,149,379	868,343	2,017,722
		Haydon School	956,445	677,307	1,633,752
		Hewens College		1,270,077	1,270,077
		Moorcroft Special School	138,234	545,600	683,834
		Northwood School	428,043	1,184,086	1,612,129
		Queensmead School	954,501	1,526,836	2,481,337
		Rosedale College Academy	453,569	2,238,521	2,692,090
		St Matthew's CE Primary School	64,378	181,779	246,157
		Stockley Academy	1,169,469	665,324	1,834,793
		Swakeleys School	846,277	2,135,970	2,982,247
The Willows School Academy Trust	59,320	141,530	200,850		
Uxbridge High School	801,240	1,254,071	2,055,311		
Vyners Secondary School	494,482	936,109	1,430,591		
Wood End Park Academy	136,530	823,585	960,115		
	Relevant Total		12,650,165	22,314,843	34,965,008
Academy Total			12,650,165	22,314,843	34,965,008
GF	Relevant	Abacus Centre	23,411	132,207	155,618
		Acol Day Centre	17,549		17,549
		Asha Day Centre	36,778		36,778
		Audio Visual Aids Workshop	112		112
		Barnhill Community Centre		158,517	158,517
		Barra Hall Children's Centre	56,647	178,340	234,987
		Barra Hall Open Air Theatre	5,781		5,781
		Bath Rd Junction Air Quality Monitor	7,266		7,266
		Bedwell Gardens (62) Residential Home	8,483	120,101	128,584
		Bessingby Park Pavilion	9,911		9,911
		Botwell Green Vehicle Charge Point	285		285
		Botwell Lane Public Convenience	4,862		4,862
		Brandville Road Vehicle Charge Point	416		416
		Breakspear Crematorium	352,564	1,838,546	2,191,110
		Brookfield Adult Learning Centre	107,495	141,544	249,039
		Cedars Car Park	457,193		457,193
		Charles Curran House	91,328	338,552	429,880
		Charville Lane Residential Home	60,016	345,548	405,564
		Charville Library	31,223		31,223
		Charville Young People's Centre	21,701		21,701
		Chestnut Avenue Bowls Club Toilet Block	2,756		2,756
		Civic Centre	6,861,216	4,511,303	11,372,519
		Civic Centre Car Park	61,136		61,136
		Coldharbour Lane Public Convenience	1,788		1,788
		Colham Road (1) Residential Home	29,215	77,189	106,404
		Colham Road (3) Residential Home	77,717	390,427	468,144
		Community Close Public Convenience	5,601		5,601
		Compass Theatre	74,755	162,019	236,774
		Connaught Recreation Ground Public Convenience	5,590		5,590
		Cowley Meeting Hall	17,296		17,296
		Cranford Countryside Park Information Centre	10,414		10,414
		Devonshire Lodge Car Park	10,611		10,611
		Devonshire Lodge Car Park Public Convenience	923		923
		Eastcote Library	23,814		23,814
		Eastcote Road Public Convenience	18,732		18,732
		Fairfield Road Public Convenience	3,053		3,053
		Fairfield Road Vehicle Charge Point	455		455
		Fassnidge Depot	17,279		17,279
		Fassnidge Park Water Feature	9,267		9,267
		Fountains Mill	46,602	228,294	274,896
Fulham Close Pump Station	708		708		

CRC 2013 Site Summary kWh

Sum of Total kWh		Fuel ID			
Group	CRC Status	Site	E	G	Grand Total
GF	Relevant	Goshawk Gardens (74) Residential Home	11,430		11,430
		Grainges Car Park	521,514		521,514
		Grassy Meadow Day Centre	38,317	181,964	220,281
		Great South West Rd Public Convenience	1,727		1,727
		Green Lane Car Park	200		200
		Harefield Civic Amenity Site	40,222		40,222
		Harefield Library	16,249		16,249
		Harlington Road Depot	309,068	1,312,965	1,622,033
		Harlington Young People's Centre	36,195		36,195
		Haste Hill Golf Club	81,460		81,460
		Hatton Grove (4) Residential Home	99,976	306,707	406,683
		Hayes Library	0		0
		High Street Ruislip Public Convenience	978		978
		Hill End Road Football Hut	43,978		43,978
		Hillingdon & Uxbridge Cemeteries	11,376		11,376
		Hillingdon Tuition Centre	60,471		60,471
		Hornbeam Road (5) Residential Home		79,862	79,862
		Ickenham Library	24,767		24,767
		Joel Street Public Convenience	1,068		1,068
		Kings College Pavilion	21,535		21,535
		Kingston Lane Mortuary	40,921	76,313	117,234
		Learning & Development Centre	19,617		19,617
		Long Drive Pump Station	2,695		2,695
		Manor Farm Bowling Green	2,407		2,407
		Manor Farm House	19,740		19,740
		Manor Farm Library	77,333	150,935	228,268
		Manor Farm The Great Barn	13,862		13,862
		Manor Farm The Stables	37,199		37,199
		Maple Road Employment Services	11,073		11,073
		McMillan Children's Centre	44,686		44,686
		Mead House	63,987	322,790	386,777
		Merrifield House	52,929		52,929
		Merrimans House (3)	39,668	204,095	243,763
		Minet Country Park Visitor Centre	9,940		9,940
		Mulberry Parade (15) Residential Home	21,665		21,665
		Nestles Avenue Children's Centre	77,391		77,391
		Northwood Hills Library	29,665	94,793	124,458
		Northwood Library	32,848		32,848
		Northwood Young People's Centre	23,483		23,483
		Oak Farm Library	30,671	86,789	117,460
		Oaklands Gate Public Convenience	1,015		1,015
		Park Lane Public Convenience	8,638		8,638
		Park Lane Village Centre	3,799		3,799
		Parkview Centre	28,252	172,774	201,026
		Parkway Bowls Pavilion	1,304		1,304
		Pembroke Gardens Car Park	548		548
		Pinkwell Park Pavilion	9,697		9,697
		Poplar Farm Day Centre	15,589		15,589
		Pump Lane Vehicle Charge Point	520		520
		Rockingham Road Pump Station	0		0
		Ruislip Golf Club Irrigation Pumping Station	77,507		77,507
		Ruislip Golf Club Mini Depot	41,039		41,039
		Ruislip Lido	45,202		45,202
		Ruislip Manor Library	157,745		157,745
		Ruislip Young People's Centre	27,069		27,069
		Rural Activities Centre	16,150		16,150
		Rutters Close Pump Station	231		231
		Senior Citizens Workshop	0		0
		Sidmouth Drive Pump Supply	9,814		9,814
		Sipson Lane Pavilion	35,829	87,889	123,718
		South Ruislip Adult Learning Centre	22,951		22,951
		South Ruislip Childrens Centre	36,218		36,218
		South Ruislip Early Years Centre	0		0
		South Ruislip Library	20,591		20,591
		Southlands Arts Centre	24,624		24,624
		St Anselms Road Public Convenience	5,839		5,839
		St Martins Approach Car Park	2,471		2,471
		Standale Grove (1-3) Residential Home	10,695		10,695

CRC 2013 Site Summary kWh

Sum of Total kWh			Fuel ID		Grand Total
Group	CRC Status	Site	E	G	
GF	Relevant	Station Road (51)	20,053		20,053
		Station Road Public Convenience	995		995
		Swakeleys Drive Tennis Club	976		976
		Swakeleys Lake Borehole Pump	9,684		9,684
		Swakeleys Road (236) Residential Home	10,919		10,919
		Tasman House	0	212,165	212,165
		The Lancaster Centre	51,107	150,750	201,857
		The Pembroke Centre	79,052	261,325	340,377
		The Phoenix Centre		97,361	97,361
		Uxbridge Children's Centre	9,887		9,887
		Uxbridge Early Years Centre	26,131	84,742	110,873
		Uxbridge Library	281,130	384,744	665,874
		Weir House	48,661		48,661
		West Drayton Library	19,189		19,189
		West Drayton Young People's Centre	70,832	125,122	195,954
		West Ruislip Elementary School	62,266		62,266
		Willow Tree Depot	3,244		3,244
		Winston Churchill Hall	81,598	310,034	391,632
		Woodside Centre	30,784	189,532	220,316
		Yeading Children's Centre	21,963		21,963
		Yeading Community Association		163,343	163,343
Yeading Library	28,051		28,051		
Yiewsley Library	28,283		28,283		
Yiewsley Recreation Ground	3,251		3,251		
Relevant Total			12,035,653	13,679,581	25,715,234
GF Total			12,035,653	13,679,581	25,715,234
HRA	Relevant	Dickens Avenue Pump Station	563		563
		Housing Area Office Ruislip	37,872	193,706	231,578
		Housing Area Office Yiewsley	116,824	155,856	272,680
		Milupa House	89,151	133,393	222,544
		Townfield Community Centre (Age UK)		85,303	85,303
Relevant Total			244,410	568,258	812,668
HRA Total			244,410	568,258	812,668
School	Relevant	Abbotsfield Secondary School	447,713	1,517,531	1,965,244
		Bishop Winnington Ingram CE School	101,534	91,596	193,130
		Botwell House RC Primary School	100,866	379,685	480,551
		Bourne Primary School	56,524	117,009	173,533
		Breakspear Infant & Junior School	112,209	310,664	422,873
		Brookside Primary School	134,562	335,276	469,838
		Chantry Special School	129,731	123,540	253,271
		Charville Primary School	170,261	422,765	593,026
		Cherry Lane Primary School	134,544	389,750	524,294
		Colham Manor Primary School	204,045	740,498	944,543
		Coteford Infant School	133,412	291,307	424,719
		Deanesfield Primary School	174,170	437,268	611,438
		Dr Triplets CE Primary School	95,636	159,584	255,220
		Field End Infant School	209,948	834,225	1,044,173
		Frithwood Primary School	104,677	360,892	465,569
		Glebe Primary School	92,514	237,134	329,648
		Grange Park Infant School		819,882	819,882
		Grange Park Junior School	232,372		232,372
		Harefield Infant School	60,950		60,950
		Harefield Junior School	95,632	325,384	421,016
		Harlington Community School	1,088,691	2,156,944	3,245,635
		Harlyn Primary School	116,614	278,466	395,080
		Harmondsworth Primary School	109,470	285,995	395,465
		Hayes Park Primary School	126,647	394,403	521,050
		Heathrow Primary School	87,351	183,108	270,459
		Hedgewood Special School	121,767	129,748	251,515
		Hermitage Primary School	56,598	150,486	207,084
		Highfield Primary School	64,114	157,335	221,449
		Hillingdon Primary School	132,404	309,270	441,674
		Hillside Infant School	118,151	279,993	398,144
		Holy Trinity CE School	59,402	157,105	216,507
		Lady Bankes Infant & Junior School	179,755	806,934	986,689
		Laurel Lane Primary School	166,766	383,433	550,199
		Meadow High School	183,522	465,249	648,771
Minet Infants & Junior School	241,572	576,340	817,912		

CRC 2013 Site Summary kWh

Sum of Total kWh			Fuel ID		
Group	CRC Status	Site	E	G	Grand Total
School	Relevant	Newnham Infant & Junior School	156,276	480,827	637,103
		Oak Farm Infant & Junior School	185,231	94,756	279,987
		Oak Farm Infant School		378,403	378,403
		Pinkwell Primary School	262,992	688,978	951,970
		Rabbsfarm Primary School	92,398	206,159	298,557
		Ruislip Gardens Primary School	101,749	448,039	549,788
		Ruislip High School	632,755	800,654	1,433,409
		Ryefield Primary School	110,286	191,877	302,163
		Sacred Heart RC Primary School	253,373	279,067	532,440
		St Andrews CE Primary School	47,711	128,946	176,657
		St Bernadette's RC Primary School	132,803	358,064	490,867
		St Catherine's RC Primary School	112,932	77,476	190,408
		St Mary's RC Primary School	66,320	122,726	189,046
		St Swithun Wells RC Primary School	81,014	137,282	218,296
		Warrender Primary School	52,925	85,044	137,969
		West Drayton Primary School	112,305	307,769	420,074
		Whitehall Infant School	77,630	443,908	521,538
		Whitehall Junior School	72,749		72,749
		Whiteheath Infant School	25,735	122,059	147,794
		Whiteheath Junior School	79,703	279,808	359,511
		William Byrd Primary School	463,405	1,517,229	1,980,634
Yeading Infant & Junior School		708,670	708,670		
Yeading Infant School	77,631		77,631		
Yeading Junior School	75,212		75,212		
	Relevant Total		8,917,259	22,466,540	31,383,799
School Total			8,917,259	22,466,540	31,383,799
Grand Total			33,847,487	59,029,222	92,876,709



Annual report summary	
Date Created	30 July 2013

Your details	
Phase: 1	
Reporting Year: 2012/2013	
CRC reference number: CRC7758787	
Addressee: Mr Steve Palmer London Borough of Hillingdon	

Total Participant Electricity and Gas Supplies* (this excludes supplies of gas to an EU ETS installation or CCA facility, and supplies of electricity to a CCA facility)				
Fuel source	Actual supply	Estimated supply	Measurement unit	Calculated emissions (tonnes of CO2)
Electricity	26,869,631	6,977,856	kWh	18,688
Gas	33,636,524	25,392,698	kWh	11,303

*if you are re-submitting your 2010/11 or 2011/12 report the figures in this box should be your 'Core Electricity and Core Gas Supplies (excluding supplies of gas to an EU ETS installation or CCA facility, and supplies of electricity to a CCA facility)' as defined by the CRC Energy Efficiency Scheme Order 2010.

Electricity Generating Credits		
	Kilowatt Hours	Tonnes of CO2
Electricity Generating Credits	10,692	5

Emissions for annual reporting year 2012/2013	
Total CRC Emissions (tonnes of CO2): 29,986	

SGU emissions	
SGU name	SGU emissions (tonnes of CO2)
London Borough of Hillingdon	29,986

Early action metrics	
Emissions covered by carbon trust standard or equivalent	

Emissions (tonnes of CO2)	Scheme
0	None
Emissions covered by voluntary AMR - percentage: 15	

Turnover/ expenditure for report year:

Renewable energy data		
Type	Kilowatt Hours	Tonnes of CO2
Total ROCs:	0	0
Total FITs:	51,612	27
Self supply covered by ROCs or FITs:	51,612	27
EGCs relating to renewables:	10,692	5

Corporate responsibility responses	
Type	Answer
Discloses long term reduction targets	Undisclosed
Discloses performance against long term reduction targets	Undisclosed
Names director responsible for energy use	Yes
Engages employees in reduction of energy use	Yes
Report comments:	

Re-submitted 2010/11 or 2011/12 reports

Residual measurement list fuels (This box will only be populated if you are re-submitting a report for 2010/11 or 2011/12 that includes residual fuels.)				
Fuel source	Actual supply	Estimated supply	Measurement unit	Calculated emissions (tonnes of CO2)



PURCHASE OF CARBON ALLOWANCES 2012/13

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Richard Coomber, Residents' Services
Papers with report	None

1. HEADLINE INFORMATION

Summary	To advise the Cabinet on the requirement to purchase allowances from the Department of Energy and Climate Change (DECC) to cover energy emissions (tonnes of carbon dioxide) regulated by the CRC (Carbon Reduction Commitment) Energy Efficiency Scheme Legislation.
Contribution to our plans and strategies	Fulfil the Council's statutory obligations under the CRC Energy Efficiency Scheme.
Financial Cost	This has been estimated to be in the range of £328,000 to £340,000, provision has been made in the accounts 2012/13.
Relevant Policy Overview Committee	Corporate Services & Partnerships
Ward(s) affected	All

2. RECOMMENDATION

That the Cabinet:

- 1) Approve the purchase of allowances (estimated to be in the range of £328,000 to £340,000) from the Department of Energy and Climate Change to cover energy emissions (tonnes of carbon dioxide tCO₂) produced during the 2012/13 Financial Year and regulated by the CRC Energy Efficiency Scheme Legislation;**
- 2) Agree that officers submit the Annual Report to the Environment Agency and;**
- 3) Note that the final cost of allowances for 2012/13 and the Council's qualification status for Phase 2 of the CRC EES will be reported to Cabinet in September 2013.**

Reasons for recommendation

The purchase of such allowances ensures that the Council complies with the following UK Legislation:

- The CRC Energy Efficiency Scheme Order 2010
- The CRC Energy Efficiency Scheme (Amendment) Order 2011
- The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012
- The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) (Amendment) Regulations 2013
- The CRC Energy Efficiency Scheme Order 2013

Alternative options considered / risk management

The Council could decide not to purchase and surrender allowances for its energy emissions (tonnes of carbon dioxide) regulated by CRC EES but would then be in breach of the CRC Order and could face fines from the Environment Agency of £40 per tonne of carbon dioxide a potential fine of £1.1m. (CRC Order 2013 Article 77 'Failure to surrender allowances.')

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

The Government's CRC Energy Efficiency Scheme (CRC EES) aims to regulate and reduce the carbon emissions (tonnes of carbon dioxide) of large consumers of energy in both the private and public sectors. The background Legislation ('the CRC Order') relating to the scheme is detailed above. The Department of Energy and Climate Change (DECC) lead on CRC policy and the scheme is administered by the Environment Agency.

Participants in CRC EES are required to monitor and report on their energy consumption and incentivised to reduce their emissions primarily through a financial driver (the purchase of allowances to cover carbon emissions).

The London Borough of Hillingdon met the technical metering and consumption qualification criteria based on the 2008 calendar year. Consequently, the London Borough of Hillingdon is a full participant in Phase 1 of the CRC EES.

Phase 1 of the CRC EES commenced on 1st April 2010 and will end on 31st March 2014.

Participants are required to produce an Annual Report on their emissions coverage and from the 2011/12 compliance year purchase allowances.

Consumption data for the Annual Report is collated from Annual Supplier Statements. Officers request these statements in March and Energy suppliers have until mid May under the regulations to provide them.

London Borough of Hillingdon's emissions in the 2012/13 Annual Report will be based on gas and electricity supplies from the Council's Corporate Property Portfolio, Maintained Schools and Academies and qualifying HRA Properties (Emissions from Street Lighting (classed as passive unmetered supply), domestic and transport supplies are excluded from CRC.)

The Annual Report for 2012/13 is currently in preparation and must be submitted to the

Environment Agency by 31st July 2013. For 2012/13 the level of London Borough of Hillingdon's reported emissions is expected to increase from that of 2011/12 due to changes announced in the CRC Simplification as set out below.

CRC Simplification

On 10th December 2012 the Government published its consultation response on simplification of the CRC Energy Efficiency Scheme. The majority of the changes will be implemented from commencement of Phase 2 in April 2014. The changes listed below will apply to the last two years of Phase 1 (2012/13 and 2013/14) and are those that will have the most impact on the level of London Borough of Hillingdon's emissions:

- Reduction of reportable fuels from 29 to 2 (Electricity and gas used for heating purposes);
- Ending of the 90% Rule (Previously up to 10% of emissions could be excluded from reporting if at least 90% of 'core' emissions were regulated by either the CRC EES, EU Emission Trading System and Climate Change Agreements);
- Exclusion of gas supplies below 73,200 kWh per annum;
- Exclusion of profile 01 and 02 electricity meters.

Modelling the impact of the CRC simplification changes based on data from the 2011-12 Annual Report suggests an increase in allowance costs for the 2012-13 compliance year of between 30K to 40K.

The CRC Simplification response revised the deadlines for the ordering, purchase and surrendering of Allowances. For 2013 the deadlines are as follows:

Allowances must be requested via the Environment Agency's secure website ('the CRC Registry') between 3rd June and 31st July 2013. Payment for allowances ordered can be made between 2nd September and 20th September 2013. The Environment Agency will allocate allowances to participants between 2nd September and 15th October 2013. Allowances must be 'surrendered' (reconciled to cover emissions in the Annual Report) by 31st October 2013.

Phase 2 of the CRC EES commences in April 2014 and ends on 31 March 2019. Officers will report to Cabinet in September 2013 on the Council's qualification status for Phase 2.

Financial Implications

For the entirety of Phase 1 CRC allowances will cost £12 per tonne of carbon dioxide (tCO₂). As reported to Cabinet on 27th September 2012 for the 2011-12 compliance year 24,905 allowances were purchased to the value of £298,860. Following modelling of the impact of the CRC simplification changes based on data from the 2011-12 Annual Report, it is expected that CRC allowances for 2012-13 will cost in the region of £328,000 to £340,000.

It should be noted that the provision in the accounts estimated as part of the closing process was £328,200. This was calculated at an earlier point in time and is at the lower end of the range recommended for approval.

The Annual Report for 2012/13 will be submitted to the Environment Agency by 31st July 2013 and the final cost of CRC allowances will be reported to Cabinet in September 2013.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The primary aim of the CRC EES is to promote energy efficiency and reduce CO2 emissions resulting in reduced fuel bills for the Council and reduced CRC allowances cost.

Consultation Carried Out or Required

None

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms the budgetary position set out above, noting that the final cost of purchasing allowances for 2012/13 is to be contained within the approved contingency budget of £350k. As noted within the financial implications above, the estimated cost of £328k - £340k is consistent with the level of provision to be included in the Council's 2012/13 Statement of Accounts.

Legal

As is indicated in the body of the report, Hillingdon is a full participant in the CRC Energy Efficiency Scheme. All participating organisations are required by law to purchase allowances for each tonne of CO2 they emit.

The Council is required to purchase allowances between 3rd June to 31st July 2013. It is also required to surrender allowances by 31st October 2013 equal to the quantity of CRC emissions for the energy supplies in its 2012/13 Annual Report.

If the Council fails to meet the above requirements, a very significant financial penalty can be imposed on it pursuant to Article 77 of the CRC Energy Efficiency Scheme Order 2013.

Corporate Property and Construction

There are no property implications resulting from the recommendations set out in this report.

6. BACKGROUND PAPERS

NIL

The simplification of the CRC energy scheme

An overview of the simplification of the CRC Energy Scheme

08/04/2013

Introduction

On 10 December 2012 the Government published its consultation response on simplification of the CRC Energy Efficiency Scheme (CRC). This note summarises the main changes and gives a timetable for when we will publish guidance and amend the Registry (the IT system used to administer the scheme). To see the changes in their entirety, you may wish to refer to the [Government Response to the Consultation on Simplifying the CRC Energy Efficiency Scheme](#), and the new [draft CRC Order](#). The Order was laid before Parliament on 4 March 2013 and, subject to parliamentary approval, is intended to come into force on 13 May 2013.

Background on CRC

CRC is a UK-wide emissions trading scheme to incentivise the take up of cost-effective energy efficiency opportunities. Organisations that meet the qualification criteria – typically large public and private sector organisations – have to take part. Government Departments must participate regardless of whether they meet the qualification criteria or not.

The scheme is split into phases. Each one is a specified time period within which qualifying organisations must participate. Phase 1 started on 1 April 2010 and runs until 31 March 2014. Phase 2 is from 1 April 2014 to 31 March 2019. Thereafter there will be four further phases, each of five years, and a final phase of four years commencing in April 2039.

Each year of a phase, CRC participants have to monitor and report their energy supplies. The Registry uses this information to calculate their emissions of carbon dioxide (CO₂). To offset these emissions each participant must purchase and surrender “allowances”. One allowance must be surrendered for each tonne of CO₂. The allowance price of £12 introduced in 2011-2012 remains unchanged through to 2013-2014. It will rise to £16 in 2014-2015, and from 2015-2016 onwards will increase in line with the retail price index.

Qualification for Phase 2 will depend on your energy use in 2012-13. If you meet the qualification criteria you will need to register for Phase 2 by 31 January 2014. The new rules on qualification are explained in guidance on [Assessing Qualification for Phase 2](#).

Main changes and timetable for their introduction

The main changes introduced by CRC simplification are set out in the attached table. The majority of the changes will be introduced at the start of Phase 2. The following changes will also apply to the last two years of Phase 1, 2012-2013 and 2013-2014:

- The reduction in reportable energy supplies from 29 to two – gas (used for heating purposes only) and electricity.
- The reporting of 100% of relevant electricity and gas supplies is required for the remaining reports under Phase 1. Previously participants had to ensure that at least 90% of their emissions were covered by the EU Emission Trading System, Climate Change Agreements and the CRC schemes.
- Exclusion of domestic gas supplies and any other gas supplies with an annual quantity of 73,200kWh or less.
- Exclusion of electricity supplies from domestic sources and those indicated by meter profile classes 01 (domestic unrestricted) and 02 (domestic Economy 7).
- Introduction of an organisation-wide 2% de minimis threshold for gas. If the gas you use for heating is less than 2% of your electricity consumption (compared in kilowatt-hours) in the first annual reporting year of a phase, you don't need to include it at all.
- Restriction of the circumstances where you can claim Electricity Generating Credits.

- Changes to the deadlines for obtaining and surrendering allowances.
- Abolition of Performance League Tables. Instead the Environment Agency will publish data on participants' energy use and emissions.

Changes to CRC allowance arrangements for 2013

During the simplification process, it was noted that the cluster of deadlines for obtaining and surrendering allowances, around the end of July, created difficulties for some participants. Changes are therefore being made to increase the time available for participants to comply.

Subject to Parliamentary approval of the new CRC Order and intended amendments to the Allocation Regulations 2012, the surrender date for allowances will be put back to the end of October from this year. In addition, the payment period will be moved to the first three weeks of September and there will be only one allocation period, running from the start of September to mid-October. These changes will come into effect for this year. The allowance-related deadlines for 2013 will therefore be as follows:

- Application (ordering) period for allowances - 3 June to 31 July.
- Payment period for allowances ordered - 2 September to 20 September.
- Allocation period for allowances - 2 September to 15 October.
- Surrender deadline for allowances - 31 October.

Further to difficulties encountered last year with the use of digital certificates, the ability to order and surrender allowances will be extended to primary and secondary contacts. For those wanting to trade allowances, the use of digital certificates will be retained for the 2013 sale, allocation and surrender period.

Further advice and guidance

The Registry and our guidance are being updated to reflect the changes to the CRC scheme as shown in the timetable below. We will keep participants up to date on what is coming up and when and any changes to this.

- | | |
|---|----------------------|
| • Assessing Qualification for Phase 2 | issued December 2012 |
| • Amended Phase 1 Compliance guidance | issued February 2013 |
| • Phase 2 Registration guidance | April 2013 |
| • Registry system changes | June 2013 |
| • Phase 2 Compliance guidance | October 2013 |

If you have queries on the policy issues contained in DECC's consultation response, please contact DECC. If you have further queries on how we will administer the Scheme that are not answered by this quick guide or our guidance, please contact the CRC Helpdesk by **email to CRChelp@environment-agency.gov.uk or on 03708 506 506**. The helpdesk service is for all participants in the CRC scheme, regardless of their location in the UK. If you are based in Scotland you may wish to contact the SEPA email helpdesk on crc@sepa.org.uk.

Summary of main changes to CRC

Current scheme	Simplified scheme	When
<p>Reporting of emissions The current scheme applies to 29 energy supplies. Reports are required annually.</p>	<p>You now only need to report on two energy supplies - electricity, and gas (supplied through the gas network and used for heating purposes only). As regards the provision that gas is covered only when used for heating purposes, we have sought clarification of the policy intent to determine how this should be interpreted. DECC have confirmed that space heating and any process that involves heating, other than for generating electricity, is included. Therefore a process (for example) such as cooking, drying or other activity where gas is combusted to generate heat, even if heating is not the final outcome of the process, is included.</p> <p>100% reporting of electricity and gas is now required following the reduction down to two fuels.</p> <p>Domestic electricity and gas supplies are excluded. Metered electricity using meters of profile classes 03 and 04 will need reporting. The annual threshold of gas supplies of less than 73,200 kWh may mean that a gas supply may come in or fall out each year.</p> <p>Participants may assume that all their gas consumed was for heating purposes. However, if your gas for heating purposes is less than 2% of your overall electricity consumption in the first year of a phase (as measured in kilowatt-hours) you do not need to report or purchase allowances for those emissions.</p>	<p>Immediately for the remainder of Phase 1</p>
<p>Footprint report and the 90% rule. Participants must prove that at least 90% of their emissions are regulated under EU ETS, CCA and CRC.</p>	<p>Both the footprint report and 90% rule have been removed. Participants need to report 100% of their relevant emissions in their annual reports (see notes regarding the exclusions and the de minimis for gas).</p>	<p>Phase 1 onwards.</p>
<p>Electricity Generating Credits (EGCs) Participants can claim EGCs on generating electricity providing the applicant is not issued with a Renewable Obligation Certificate (ROC) and is not in receipt of a feed-in tariff (FIT).</p>	<p>EGCs can be claimed in restricted circumstances for the rest of Phase 1. This is explained in our compliance guidance.</p>	<p>Remainder of Phase 1 reporting and surrender obligation</p>
	<p>No Electricity Generating Credits can be claimed in Phase 2.</p>	<p>Phase 2 reporting and surrender obligation</p>
<p>Performance league table (PLT) The PLT and associated achievement tables are</p>	<p>The PLT and associated achievement tables have been removed from next year. Instead we will publish information on participants' energy use and emissions.</p>	<p>After July 2013</p>

compiled using metrics that are defined in the CRC Order and must be published setting out prescribed information.		
Data retention Participants are currently required to retain their data for seven years from the end of the phase, with some records (first PLT position, footprint and annual report) kept for the duration of participation.	Data retention will be for six years from the end of the compliance year to which it relates.	From Phase 2 registration
Qualification threshold If the aggregated usage of electricity during the qualification year is at least 6,000MWh of qualifying supplies, measured through half hourly meters and dynamic supplies, then the organisation qualifies and needs to register as a participant.	You will qualify if your organisation was supplied with at least 6,000MWh of qualifying supplies of electricity through settled half hourly meters. Dynamic supplies do not count towards qualification at all, whether half hourly settled or not. Irrespective of the changes, Government Departments are still required to participate.	Phase 2 qualification based on 2012-2013 as the qualifying year - registration due by 31 January 2014
Supply rules CRC contains supply rules that assign CRC obligations for assessment of qualification and for annual reporting and surrender of allowances.	Many changes have been made to supply rules. These are in relation to third party supply, payment, meter types, thresholds, purpose of supply and unconsumed supply. For more information refer to the Government response and our updated qualification and compliance guidance.	Most changes apply from Phase 2. Some have immediate effect in Phase 1
Landlord-tenant rules If the landlord is responsible for the energy supply to its tenants then the landlord has CRC responsibility for reporting energy supplies and surrendering allowances on the behalf of its tenants. A landlord cannot claim unconsumed supply.	The landlord tenant rule will no longer apply where the tenant has a construction lease for a minimum of 30 years.	Phase 2
Climate Change Agreements (CCAs) and EU Emissions Trading System (EUETS) In Phase 1, electricity supplies to CCA and EUETS facilities count as part of CRC qualifying	CCA and EUETS facilities have been removed completely from the scope of CRC. As a result CCA exemptions are no longer needed and have been removed.	Phase 2

supplies. Participants with CCA facilities are able to claim full or part exemption from CRC providing certain criteria are met.		
Schools Qualification for local authorities previously included schools.	All state funded schools in England have been withdrawn from participation in CRC. The scheme continues to apply to schools in Scotland, Wales and Northern Ireland.	Phase 2 registration and onwards
Disaggregation Participants with undertakings could only disaggregate certain parts of their structure known as Significant Group Undertakings (SGUs – groups of undertakings which met the qualification threshold in their own right – which would then participate in CRC separately), and only during registration.	Participants will be able to disaggregate any undertaking in their group at any time, providing it does not include the highest UK undertaking.	From Phase 2 registration
Designated change To minimise losses of emissions from the scheme, groups of undertakings that would have qualified in their own right were defined as SGUs as above. If these SGUs left the parent group they were required to continue to participate in some form for the rest of the phase. This is called a designated change.	The concept of the SGU has been redefined and renamed as a Participant Equivalent (PE). A PE is a single undertaking that would have qualified in its own right but is a subsidiary of a group participant.	From Phase 2 registration
Emission factors Emission factors are fixed for a whole phase.	Emission factors for electricity and gas will remain fixed for the whole of Phase 1.	For the remainder of Phase 1
	Emission factors for Phase 2 will be set each year in line with national Greenhouse Gas Emission factors, and a separate emission factor will be set for self-supplied electricity.	Phase 2 reporting
Sale of allowances Allowances are sold once per year.	There will be two sales of allowances for each compliance year. The first sale at the start of a compliance year will be based on predicted emissions at a lower price. The second will be a “buy to comply” sale after the end of the compliance year at an expected higher price.	Phase 2

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Agenda Item 6

WORK PROGRAMME 2013/14

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
10 June 2013	CR 2
23 July 2013	CR 5
17 September 2013	CR 5
15 October 2013	CR 5
12 November 2013	CR 5
14 January 2014	CR 5
12 February 2014	CR 5
13 March 2014	CR 5
29 April 2014	CR 5

Corporate Services & Partnerships Policy Overview Committee

2013/14 DRAFT Work Programme

Meeting Date	Item
10 June 2013	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2013/14
	Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon– Witness Session
	Work programme for 2013/14
	Cabinet Forward Plan

23 July 2013	Budget Planning Report for Administration and Finance Directorates
	Consideration of recommendations for the Crime Prevention Resources Review
	Consideration of topic for Major Review
	Work Programme
	Cabinet Forward Plan

17 September 2013	Major Review - Reduction of the Council's Carbon Footprint - officer presentation
	Cabinet Forward Plan
	Work Programme

15 October 2013	Major Review - Reduction of the Council's Carbon Footprint – 1 st Witness Session
	Single Meeting Review – Annual Holiday for Council Employees
	Cabinet Forward Plan
	Work Programme

12 November 2013	Major Review - Reduction of the Council's Carbon Footprint – 2 nd Witness Session
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Corporate Services & Partnerships POC 17 September 2013
PART I – MEMBERS, PUBLIC & PRESS

	Cabinet Forward Plan
	Work Programme

14 January 2014	Budget Proposals Report for 2014/15
	Consideration of Mini Review Topics
	Cabinet Forward Plan
	Work Programme

12 February 2014	Cabinet Forward Plan
	Work Programme

13 March 2014	Cabinet Forward Plan
	Work Programme

29 April 2014	Cabinet Forward Plan
	Work Programme

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Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance

Cabinet meeting - 26 September 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
963	Contract Extensions: Upgrade Oracle Financial Modules and extend the Human Resources and Payroll system	<p>Cabinet will be asked to approve an upgrade to the Oracle Financial Modules and the interrogation of additional modules across Financials, Procurement and HR & Payroll.</p> <p>Additionally, Cabinet will be asked to agree a two year contract extension for the provision of the Human Resources and Payroll system. This system is used to maintain employee records, including holiday leave and to deliver the monthly payroll to all Council employees. This will terminate in-line with the upgrade project.</p>	N/A		Cllr Scott Seaman-Digby / Cllr Jonathan Bianco	AD - Mike Talbot - FD - Perry Scott		Updated	Private (3)
963	Eastcote House Gardens scheme	Cabinet will be requested to accept a grant from the Heritage Lottery Fund of £1.2m for Eastcote House Gardens and make any necessary decisions in respect of the scheme.	Eastcote & East Ruislip		Cllr Jonathan Bianco	RS - Charmian Baker			
962	Carbon Reduction Committee (CRC) Energy Efficiency Scheme - Purchase of Carbon Allowances	Cabinet will be asked to approve the purchase of allowances to cover carbon emissions regulated by the CRC Energy Efficiency Scheme. An earlier purchase was made at the June 2013 Cabinet. This is the final purchase for the current financial year.	N/A		Cllr Jonathan Bianco	RS - Richard Coomber			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
964	Award of Contract: Provision of agency workers for Professional, Technical and Administrative categories (Vendor Neutral)	Cabinet will be asked to award an extension to the current contract with Matrix Ltd. for the provision of temporary workers. Matrix provide an online ordering system which allows access to an extensive supply chain of agencies who in turn supply agency workers across the professional, technical and administrative categories. Interim planners, social workers and construction and project managers are sourced using this contract.	N/A		Cllr Scott Seaman-Digby	AD - Mike Talbot			Private (3)
953	Decision on award of ICT contracts regarding Windows XP	Cabinet will be asked to make the necessary procurement decisions arising from the decision of Microsoft to make its XP version of the Windows operating system end of life from April 2014. To protect the Council's interests and security it will be necessary to replace the system.	N/A		Cllr Jonathan Bianco	RS - Nick McCarthy			Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)

Ref Decision Further information Ward(s)

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Cabinet Member Decisions - September 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
971	Land and garages to rear of 15 Orchard Waye, Hillingdon	The Cabinet Member will be asked to declare the garages and land surplus to requirements and agree an offer on the site.	Brunel		Cllr Jonathan Bianco	RS - Richard Carden		NEW	Private (3)
972	Charville and Cowley St Laurence Children's Centres	The report to the Cabinet Member will set out the main terms of leases to be taken by the Council at Charville and Cowley St Laurence Children's Centres.	Charville, Brunel		Cllr Jonathan Bianco	RS - Mike Paterson		NEW	Private (3)
965b	Interim Cabinet-level decisions delegated to the Leader of the Council	During the intervening summer period where there is no Cabinet meeting, the Leader of the Council has been granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of top-level decision-making, if and when required. Any such Individual Cabinet Member decisions will be published in the usual way, but reported to the subsequent Cabinet meeting for final ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible.	Various		All	AD - Democratic Services	Various		Possibly Private (1,2,3)

Ref Decision Further information

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet meeting - 24 October 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
973	Tender for the provision of Pesticide Residue Testing	Following a tendering exercise, this report will make a recommendation to Cabinet that an accredited supplier is appointed to provide safe collection, transport, handling, processing and testing of imported food arriving at Heathrow Airport for the presence of pesticide residues. The proposed duration of the contract is 3 years and is required by Commission Regulation (EC) No 669/2009 (as amended).	N/A		Cllr Jonathan Bianco	RS - Nicholas Green		NEW	Private (3)
956	Cleaning and Waste contract	Cabinet will be asked to award a contract for cleaning & locking of public toilets, collection and disposal of household clinical waste & disposal of the contents of dog fouling bins.	All		Cllr Jonathan Bianco	RS - Nigel Dicker		Def	Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)

Ref Decision Further information Ward(s)

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Cabinet meeting - 21 November 2013

SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All	Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?

Ref Decision Further information

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Cabinet meeting - 19 December 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
968a	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2014/15 for consultation, along with indicative projections for the following three years.	All	20-Feb-14	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers	NEW	
968b	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2014/15 financial year.	All		Councillor Douglas Mills	AD - Nigel Cramb	Corporate Services & Partnerships POC	NEW	
967	Tender for Council Leaseholder Buildings Insurance	The Council has an obligation under lease to provide Buildings Insurance for Right to Buy Leasehold; Equity Share and a diminishing number of Council mortgaged properties. The costs are recharged to the Leaseholder / Mortgagee. Cabinet approval is requested to award the necessary tender.	All		Cllr Jonathan Bianco	FD - Simone Batchelor	Corporate Teams	New	Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)