



HILLINGDON  
LONDON



# Corporate Services and Partnerships Policy Overview Committee

## Councillors on the Committee

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

**Date:** THURSDAY, 13 MARCH  
2014

**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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further information.**

Published: 5 March 2014

Contact: Khalid Ahmed  
Tel: 01895 250833  
Fax: 01895 277373  
Email: [kahmed@hillington.gov.uk](mailto:kahmed@hillington.gov.uk)

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1696&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](http://www.hillingdon.gov.uk)



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# 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

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of the Meeting held on 4 February 2014 (**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 - Reducing Our Carbon Footprint (**Pages 5-32**)
- 6 Work Programme 2013/14 (**Pages 33-36**)
- 7 Forward Plan (**Pages 37-42**)

## Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 4 February 2014

Meeting held at Committee Room 4 - Civic Centre,  
High Street, Uxbridge UB8 1UW



HILLINGDON  
LONDON

	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Carol Melvin.</p> <p><b>Officers:</b> David Haygarth (Council's Energy Manager) and Khalid Ahmed (Democratic Services Manager).</p>
38	<p><b>MINUTES OF THE MEETING HELD ON 14 JANUARY 2014</b></p> <p>Agreed as an accurate record.</p>
39.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business would be considered in public.</p>
40.	<p><b>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT</b></p> <p>For the Committee's review into Reducing the Council's Carbon Footprint the following information was received to help Members with their review:-</p> <p><b>Decentralised Energy – Heat and Power</b> – This was an area which the Committee had expressed interest in and reference was made to the possible use of the Former EMI / Old Vinyl Factory site for a Heat and Power Network.</p> <p>Officers reported that the site was a privately owned development site and the onus would be on the applicant to consider the suitability of a network. The Council could not force the developer to provide a large scale decentralised network.</p> <p>Discussions would have to take place with the developers for the site. Reference was made to the GLA who were the lead authority in London on new networks and had access to 'start up funds' for such initiatives</p> <p>Reference was made to the availability of funding from the Department of Energy and Climate Change for investigating the feasibility for Decentralised Energy and the Energy Manager would take this forward.</p>
	<p><b>Action By:</b></p> <p><b>David Haygarth</b></p>

<p><b>Absorption Chilling-</b> This was a process which was used in the summer to convert hot water to cool water. Members were informed that Absorption Chilling was cost effective and more economical than electrical chillers and therefore would reduce energy costs. The Energy Manager would provide an outline of the feasibility for absorption chilling to be introduced at the Civic Centre.</p> <p><b>Anaerobic Digestion (AD)-</b> At the last meeting of the Committee, Members asked about the feasibility of having an AD plant on land at New Years Green Lane. Officers reported that the land at New Years Green Lane was designated contaminated land and under the control of the Environment Agency as a Special Site.</p> <p>The Council would need Environment Agency consent and approval and in addition the land was within the Metropolitan Green Belt and therefore, along with the normal planning application the Council would have to apply to the Secretary of State for permission to change the use of the land.</p> <p>Reference was made to food waste which was already transported into the Civic Amenity site at New Years Green Lane and if an AD plant was developed on the site there would be less traffic exiting the site which would benefit local residents.</p> <p>In relation to the volumes of organic waste, Members were informed that the weekly collection service for a mix of both garden and kitchen waste would receive approximately 13,000 tonnes of material annually. This was sent to an in-vessel composting plant. An additional 4,000 tonnes of garden waste was received at the two Household Waste &amp; Recycling Centres, which was sent to windrow and in-vessel composting systems.</p> <p>There would be cost benefits to the Council as the current food waste was not recycled at the site but was a cost to the Council, as food waste was currently taken away to be recycled. An AD plant would recycle food waste and reduce this cost. Potential contracts could be made with local schools, hospitals for their food waste which would provide material for the AD and a waste revenue stream for the Council.</p> <p>Discussion also took place on AD which could supply hot water and electricity to the area which would benefit local residents and the Energy Manager undertook to provide further information on this.</p> <p>The Committee was informed that many questions still needed to be answered around the sizing of a possible AD unit, and further investigation and analysis was required on the various</p>	<p><b>Action By:</b></p> <p><b>David Haygarth</b></p> <p><b>David Haygarth</b></p>
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	<p>of the Committee.</p> <p><b>3. That officers produce suggested recommendations of the review to enable Members to discuss.</b></p>	<b>Action By:</b>
<b>41.</b>	<p><b>BUDGET PROPOSALS 2014/15 – COMMENTS FROM POLICY OVERVIEW COMMITTEE</b></p> <p>The Committee considered the comments from this Committee and the Council's other Policy Overview Committees on Cabinet's budget proposals for 2014/15.</p> <p>The Committee updated the comments made by this Committee on the budget proposals within their remit.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the full set of Policy Overview Committee comments on the budget proposals be submitted to the Cabinet meeting on 13 February 2014.</b></p>	<b>Khalid Ahmed</b>
<b>42.</b>	<p><b>WORK PROGRAMME</b></p> <p>Noted.</p>	
<b>43.</b>	<p><b>CABINET FORWARD PLAN</b></p> <p>Noted.</p>	
	<p><b>Meeting commenced at 7.30pm and closed at 8.00pm</b></p> <p><b>Next meeting: 13 March 2014 at 7.30pm</b></p>	

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.



## Major Review – Reduction of our Carbon Footprint

Contact Officer: Khalid Ahmed

Telephone: 01895 250833

### REASON FOR ITEM

To be provided with further evidence for this Committee's review on how the Council can reduce its Carbon Footprint and to give consideration to draft recommendations for the review.

### OPTIONS OPEN TO THE COMMITTEE

1. **To question officers who are providing the Committee with evidence for the Committee's review.**
2. **To consider the information which has been received during the review and to give some thought to draft recommendations for officers to take forward for consideration.**

### INFORMATION

1. At the last meeting of the Committee Members received further evidence as part of the review into how the Council can reduce its Carbon Footprint. A number of actions were asked for officers and updates on these will be provided at the meeting.
2. **Decentralised Energy – Heat and Power-** During discussion on this item the Council's Energy Manager informed Members of the availability of funding from the Department of Energy and Climate Change (DECC) for investigating the feasibility for Decentralised Energy.
3. Attached for information is the Application and Guidance Pack from DECC. The Council's Energy Manager will update Members further at the meeting.
4. **Absorption Chilling** – This was raised at the last meeting and to remind Members this was a process which was used in the summer to convert hot water to cool water. This was a more cost effective system than electric chillers and the Energy Manager would update Members at the meeting on the feasibility of such a system to be introduced at a Council facility such as the Civic Centre.
5. **Anaerobic Digestion (AD)** – As a reminder to Members the potential benefits of AD to the Council, would be:-
  - Reducing the amount of food waste which would go to landfill which was one of the key waste management targets. AD would be a cost effective alternative solution to landfilling
  - It would provide income from electricity production by means of renewable energy sources. Energy companies were legally obliged to buy energy produced from renewable energy sources.

Corporate Services & Partnership Policy Overview Committee –13 March  
2014

Part I – Members, Public and Press

This would be a revenue stream for the Council and could provide payback on medium scale AD plants of around 6-8years

- There would be income to the Council of gate fees which would be a type of “toll” on allowing waste over a weighbridge
- The Borough had a large proportion of Green Belt in the region which could give the authority the ability to utilise or sell the digestate to the occupiers
- The heat generated from an AD plant could help supply heat to nearby housing developments. This would again be a source of revenue to the Council and provide lower energy bills for residents.

6. The Council’s Energy Manager would provide further information at the meeting on the feasibility of an AD plant on a site near New Years Green Lane, providing hot water and electricity to nearby residents.
7. As part of proposals for AD, reference was made to organic waste such as slurry from nearby farms in the Borough. This slurry could be used as part of the anaerobic process and could be brought into an AD Plant. Reference was made to the development of a pipeline from nearby farms which could pipe in slurry. The Council’s Energy Manager would update Members at the meeting on the feasibility of this.
8. **Corporate Sustainable Energy Policy for Corporate Buildings, Housing, Open spaces and Energy used in Fleet and Transport** - At the last meeting Members were informed that the review so far had indicated that the Council needed to approach its energy policies more corporately and it was suggested that the review gave the Council the opportunity to implement a Corporate Sustainable Energy Policy.
9. Such a policy would take account of existing policy and legislation in building design and energy use and the suitable waste streams arising from operations in the Borough. It would drive the reduction of costs and carbon falling within the Council’s remits by promoting cross-Council working amongst colleagues, motivating the organisation to achieve the best and most holistic result internally.
10. A policy would link to the Council’s Sustainable Community Strategy and also link to strategies for planning, waste and procurement. Members were informed that this would enable the Council to identify longer term strategic planning objectives which would create the environment for opportunities such as AD and decentralised energy.
11. An update on this would be provided at the meeting on a draft corporate policy and how it would link with key sections to the Council’s Sustainability Strategy.
12. **Draft Recommendations** –For the meeting, officers will work with Members on suggested draft recommendations for the review. To help Corporate Services & Partnership Policy Overview Committee –13 March

2014

Members with discussion, a summary of the evidence which the review has received is attached as **Appendix B** to this report.

## **PAPERS WITH REPORT**

**APPENDIX A** - Application and Guidance Pack from Department of Energy and Climate Change on Heat Network Funding Stream

**APPENDIX B** – Summary of Information received during the review

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# Heat Networks Funding Stream

Application and Guidance Pack for Local Authorities to gain financial assistance from the Heat Networks Delivery Unit

## Contents

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# Heat Networks Funding Stream

## Application and Guidance Pack

### Aim

To encourage and support the development and growth of heat networks in England and Wales through the provision of grant funding and specialist support to Local Authorities<sup>1</sup>.

### Introduction

DECC is pleased to announce the Heat Networks Funding Stream, a £7 million grant funding programme. This delivers on a major commitment made in the March 2013 document, *The Future of Heating: Meeting the Challenge*. The fund is designed to support local authorities (LAs)<sup>2</sup> to identify, evaluate and develop new heating and cooling networks and the expansion of existing heating and cooling networks in England and Wales. The fund will be managed by the Heat Networks Delivery Unit (HNDU), a new specialist DECC team.

LAs are invited to bring forward ambitious and innovative proposals to develop and deliver low carbon heat networks. Government is particularly keen to support plans for networks that draw their heat energy (immediately or in the future) from renewable, sustainable or recoverable sources as an alternative or complement to gas CHP. Bids which seek to develop low temperature delivery networks are also encouraged.

The fund will meet 67% of the estimated eligible external costs of heat mapping, associated master planning, developing technical proposals, financial evaluations, appropriate governance procedures and processes, project management and any other agreed appropriate works to allow the preparation of investment documents, business plans, financial models etc. which facilitate the installation of new heat networks and the improvement and/or expansion of existing heat networks. LAs will be required to provide the other 33% of funding.

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<sup>1</sup> 'Local authority' for the purposes of this document complies with the definition in S. 33(1) of the Local Government Act 2003.

<sup>2</sup> It is recognised that some projects may include heat loads or connections that relate to Local Enterprise Partnerships, ALMOs, housing co-operatives, hospitals and universities etc. In all cases it is assumed the LA will be leading and managing the entire project/development to which the bid relates. Section 31 funding is only available to LAs.

The primary purpose of the grant funding is to allow additional projects and developments<sup>3</sup> to be progressed to the point where the information delivered forms the basis of a business plan that is sufficiently robust to allow them to develop an investable proposition to attract a range of finance options including commercial investment.

Where applications are submitted that the HNDU considers to meet some of the criteria, but fall short of the threshold for funding, we will endeavour to advise LAs on how to improve their applications.

Bids will be invited in up to six rounds of applications between September 2013 and March 2015. We will try to notify successful applicants within four weeks of the closure date for each round.

All Bids should be submitted electronically using the application form which is available, upon request, from [hndu@decc.gsi.gov.uk](mailto:hndu@decc.gsi.gov.uk)

## Background

*The Carbon Plan and The Future of Heating: a Strategic Framework for Low Carbon Heat in the UK* highlighted that heat networks are likely to be an important part of the move to lower carbon heating, especially in urban areas with high heat densities, and where household-level renewable heating solutions such as heat pumps and biomass boilers will be harder to deploy at scale. In March 2013, DECC published *The Future of Heating: Meeting the Challenge* which announced that DECC would establish a ten-person Heat Networks Delivery Unit to support LAs in overcoming barriers to early stage development.

Research, responses to the *Strategic Framework*, and evidence from the Low Carbon Pioneer Cities heat network projects has identified the following main barriers to heat network delivery, including:<sup>4</sup>

- Local authority capacity and capability;
- A lack of standardised commercial models; and
- Difficulty in attracting finance.

These barriers create a level of project risk before commercial, technical or financial viability is established, that is unattractive for the private sector. Consequently, LAs are key actors in establishing this commercial/financial viability.

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<sup>3</sup> A note on terminology: we refer to two kinds of heat networks in this document; area-wide, strategically planned 'developments' and their constituent localised schemes, which we term 'projects'.

<sup>4</sup> For more details see chapter 2 of *The Future of Heating: Meeting the Challenge and chapter 4 of its Evidence Annex*



## Heat Networks Delivery Unit

The Heat Networks Delivery Unit will support LAs in two key ways:

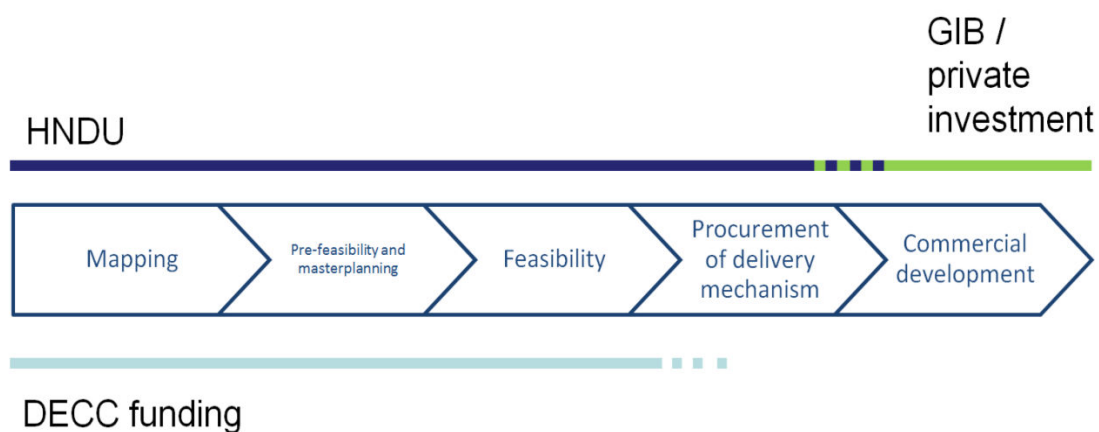
- LAs will be able to bid for a share of a £7m grant budget, which can be used to develop investable heat network projects/developments and to receive the most appropriate engineering, project finance and commercial advice from suitably experienced external consultants.
- Guidance and support will be available from the expert advisers within the Unit.

This process will vary across different stages of the heat network development, it might include helping LAs understand possible delivery options; advising on the tendering and appointment of advisers; and providing challenge to ensure they deliver a quality product.

Technical and funding support will be available from the earliest heat mapping stages of the potential projects and developments, through to the point where the project's or development's business plan and financial models are available for presentation to funding organisations. At this point, the Green Investment Bank or any other commercial funding institutions may become engaged with the project/development.

## Funding Application Guidance

*Fig 1: Representation of Heat Network Delivery Unit funding and feasibility process*



The Heat Networks Funding Stream has been developed to help local authorities (and their partners etc.) to procure the expert external services that they will require to develop heat network projects into investable propositions.

It is intended that the combination of the Heat Network Delivery Unit's support and guidance, together with the external consultants' expert advice, will help local authorities to build their own sustainable knowledge base, capability and capacity for future heat networks projects. The demands of each project will dictate the nature, extent and costs of the works that will be eligible for grant funding. The following is intended as a guide to the kinds of work

towards which the HNDU will, and will not, provide technical support and funding. Neither list is exhaustive.

**Activities and services that the funding stream will support include:**

- Helping LAs to understand the strategic heat picture, both locally and the national context;
- Heat mapping, energy master planning and feasibility work;
- Supporting the preparation of a business case; commercial delivery options and project economics in advance of presentation to commercial and institutional funding bodies;
- Project management of the heat network project and/or development;
- The procurement of specialist advisers to overcome a specific issue or challenge facing a project/development;
- Financial and technical evaluation, by external advisers, of heat generation sources and/or combined heat and power (CHP) systems that may be used to deliver heat into the heat networks as well as the design of mechanical interfaces to allow heat to be transported into the target buildings;
- Development of governance structures for on-going operation of heat networks.

In all cases, these activities and services will be funded through the Heat Networks Funding Stream if they are undertaken by external consultants.

**Activities and services that the funding stream will not support include:**

- Internal LA or seconded staff costs;
- Accommodation for their own, or their advisers' teams;
- Capital costs of funding the projects/developments;
- Events and workshops held by the LA to manage stakeholders.

## Criteria for Funding and Support

DECC recognises that the range and extent of work needed to adequately evaluate a commercial/financial proposition for the development and delivery of heat network projects/developments will vary with each scheme. In respect of each bidding round, bids will be assessed against transparent and robust criteria. Those bids which meet the threshold will be awarded grant funding, subject to its availability.

Applications will need to demonstrate:

- That projects/developments are, or are likely to become, **credible prospects for commercial/financial development**, recognising that this will vary according to project circumstances.
- That the project or development's impact contributes to DECC's **low carbon and energy reduction** objectives.
- That the project or development **fits strategically** within wider low carbon and economic growth agendas.
- That projects and developments have **senior-level commitment** from both officers and elected members of the LA. This can be demonstrated by the formation of a project team, and senior level sponsorship. It will also be necessary to demonstrate effective project management, project governance and documentation to ensure effective delivery of the proposed work and a clear auditable account of the expenditure.
- That the funded works relate to pipelines or other assets which are, and will remain, the substantial asset of the applicant LA.

The application form contains a number of different boxes. Not all of the information that is needed to complete the application form will be available at this point in time. Where information is unavailable due to the project's stage of development, please explain this in the application form and move on to fill in the information that you do have.

A map, in JPEG format and at an appropriate and legible scale **must** also be included with the application. The map should show the proposed boundaries of the proposed project or development, as well as any key anchor heat/cooling loads, energy generation or extraction sites and any other key components.

Where the proposed project or development is a collaboration or partnership between the LA and any other organisation, the details and respective ownership of the heat/cooling loads, energy generation or recovery facilities should also be clearly marked and defined on the map.

Applications must be accompanied by a letter of support from an LA's Cabinet or the relevant Programme Committee **and** a second letter of support from the appropriate Director or Chief Officer.

Any relevant previous work should also be annexed to your application (e.g. a previous relevant feasibility report). However, this only applies to directly relevant information – we do not need to receive general policy, strategy or guidance documents.

Bids will also have to comply with all laws, including State Aid and procurement rules.

## Bidding Process

The bidding process to apply for grant funding for the development of heat networks commenced in September 2013 and will continue, through up to six bidding rounds, until March 2015. An indicative timetable for the bidding rounds is below:

Fig 2: Timetables for funding stream applications to be opened and closed

<b>2013/14</b>	<b>First round</b>	<b>Second round</b>
<b>Invite applications</b>	20 Sept	27th Nov
<b>Application deadline</b>	15 Nov	31st Jan

<b>2014/15</b> (precise dates to be confirmed)	<b>First round</b>	<b>Second round</b>	<b>Third round</b>	<b>Fourth round</b>
<b>Invite applications</b>	April	June	Sept	Mid Nov
<b>Application deadline</b>	End May	End July	End Oct	End Jan

To ensure transparency in the process, DECC will publish:

- a list of successful bids and amounts of funding awarded; and
- dates for the 2014 application rounds

on its web pages at: <https://www.gov.uk/government/policies/increasing-the-use-of-low-carbon-technologies/supporting-pages/heat-networks>

## Assessing the bids

Proposals for funding will be judged by the DECC standing panel against the criteria outlined above and rated as follows:

- A – Satisfactorily meets the criteria.
- B – Could meet the criteria with some clarification/amendment.
- C – Does not meet the criteria.

To be successful bids will need to achieve the A rating.

HNDU will recommend approval internally to the bids that score the highest against the criteria and that are rated 'A', subject to available funding. HNDU reserves the right to introduce milestone payments and remove or reduce certain requested sums before awarding an A rating.

Where a bid is rated 'B' or 'C', HNDU will provide written feedback on how to improve the bid at the end of the application round.

There will be no limit to how many projects an LA may submit nor how many rounds an LA may apply for.

DECC reserve the right to fund some, but not all component parts, of the bid and/or to divide bids into separate work packages which may be funded through one or more rounds of the application process.

Recipients of previous DECC grant support or funding relating to any associated heat or energy programmes are eligible to apply and bid for this funding.

## Information that should be included in bids

It is recognised that some projects may be further advanced than others and that some of the following information may not be available at this stage.

Generally bids should include as many of the following elements as possible:

- A brief description, in not more than 500 words, of the proposals to which the bid relates.
- Number and type of dwellings that will be supplied with heat under this heat network bid.
- Details of any local authority owned or operated buildings that are, or will be, supplied with heat under this heat networks bid. This should include, if available, current boiler capacity and annual fuel consumption information.
- Details of any privately owned or institutional buildings (i.e. hospital, clinics, university etc) or operated buildings that are, or will be, supplied with heat under this heat networks bid. This should include, if available, current boiler capacity and annual fuel consumption information.
- Anticipated approximate pipeline length.
- Anticipated energy savings.
- Anticipated emissions reductions
- Initial and/or eventual heat source(s) that will, or may, be used to provide heat into the networks
- Opportunities for the use of renewable, sustainable or recovered energy by the heat network
- The nature and extent of any works which may be required within individual dwellings or buildings to allow the off-take of heat.
- The area / district to be covered by any proposed master planning exercise and details of any associated or preparatory work already undertaken relating to heat networks in that area.
- A brief statement, not more than 200 words, outlining the opportunities to expand this heat network and/or the linking of this heat network to other heat networks.

- A brief statement, not more than 200 words, outlining any partnership or collaboration upon which the project or development forms part of any agreement between the parties.

## Memorandum of Understanding

Once bids have been approved, a Memorandum of Understanding (MoU) between DECC and the LA will be signed at a senior level. Full approved payment of the grant funding for the stage of the project/development, pursuant to Section 31 of the Local Government Act 2003 will be made upon receipt by DECC of the signed MoU and an undertaking to complete a Section 151 Officer Declaration.

## Enquiries

Any enquiries should be addressed in the first instance to: [hndu@decc.gsi.gov.uk](mailto:hndu@decc.gsi.gov.uk) Further seminars and dissemination events will be announced periodically on [www.gov.uk](http://www.gov.uk) and by email as the grant support programme progresses.

## Further information

### State Aid

Bidders will need to satisfy themselves that their bid and use of funds granted to them comply with State Aid and procurement rules. Bidders will need to include a statement in the bid explaining how they will ensure this.

Further guidance on State Aid can be found at <http://www.bis.gov.uk/policies/europe/state-aid>

### VAT

Eligible expenditure consists of payments by the grant recipient for the purposes of the project/development. Eligible expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT. This means that all grants are outside the scope of VAT.

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3 Whitehall Place  
London SW1A 2AW  
[www.gov.uk/decc](http://www.gov.uk/decc)

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## **APPENDIX B**

### **A summary of evidence which has been received during the review**

#### **Tonnes of carbon (gas and electric) emitted from Council buildings and street lighting**

- Academies – 10,941
- General Fund – 9,023 (Civic Centre accounts for 50% of General Fund emissions)
- Housing Revenue Account – 237
- Street Lighting – 5,387
- LA Schools – 8,949

The total from the above came to 34,536 tonnes of carbon.

#### **Levels of energy costs for this Council.**

Energy contracts were approximately £21m over 4 years with the Council's Carbon Reduction Commitment (CRC) allowances cost being £357,000 per annum.

The Council's Climate Change Levy was estimated at £280,000 per annum. The Levy was an environmental tax on energy supplies and was levied to encourage greater energy efficiency and lower energy use.

Reference was made to the total annual budget resource for the Council which was £2,047,324 for gas, £3,218,196 for electricity (total £5,265,520).

#### **Improved environmental performance**

The Council had saved money with an improved environmental performance with energy related works, electrical energy reduction comparisons between March 2008 and March 2013, had indicated that the daily energy costs for the Civic Centre would still be approximately £2,546 per day, as opposed to the current day comparison of £1,819. However, this energy saving work had resulted in a reduction in carbon usage from approximately 14.34 tonnes to 10.43 tonnes.

Energy efficiency measures which had taken place in the Civic Centre included:- improving the building fabric and insulation, an extensive lighting programme which included the installation of LED tubes. Reference was made to the energy efficiency improvements made through a Chiller replacement which had taken place with the air conditioning system in the Civic Centre.

Corporate Services & Partnership Policy Overview Committee –13 March  
2014

Part I – Members, Public and Press

## APPENDIX B

Upgrading the boilers and pipe work for direct hot water services meant the main boilers at the civic were not needed all year round. This also led to a saving on the annual gas costs at the Civic Centre.

ICT upgrades had taken place which reduced energy costs and usage. PCs in the Civic Centre automatically shut down in the evenings

Reference was made to the greener approach which the Council had taken to energy in the form of renewable power. These included:-

- Solar Photovoltaic which had been installed at Sibley Court and the Civic Centre.
- Solar Thermal power which had been installed at Botwell Leisure Centre.
- Combined Heat and Power systems which had been installed at Hillingdon Sports Centre and Triscott House and which had been considered for the Civic Centre.
- Anaerobic digestion which could be considered as an energy source at New Years Green Lane.

**Carbon Offsetting work.** Subject to evaluation these works could include-

- Displacing energy from power stations.
- Would there be a scope for sharing the district's heat and power through a district system, i.e. with other public authorities?
- On-site and off-site generation – Looking at investing facilities elsewhere?
- The use of rural Hillingdon to offset carbon emissions? Increased planting of trees and anaerobic digestion as a renewable energy source.
- Receiving credits for fuel poverty initiatives – This could include the improvements which have (and would) be made to the Council's housing stock.

### **Reducing domestic carbon emissions**

The Committee was made aware of a Fuel Poverty Project which the Council worked in partnership with energy providers on. The Council had bid for £106,500 funding from the Department of Energy and Climate Change.

Reference was made to the Energy Company Obligation (ECO), which was a new Government led energy savings scheme which was funded by energy suppliers. There was an Energy Company Obligation of £327,000 with a minimum target of achieving 120 heating measures, 10 solid wall insulations, 60 loft and cavity wall insulation and 5 hard to treat cavity wall insulations.

The main purpose of ECO was to reduce the amount of carbon emissions and to help reduce fuel poverty.

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With ECO, Energy Companies were obligated in three ways:

- Home Heating Cost Reduction Obligation (HHRCO) – This would fund boiler replacements for those on certain benefits but was only for private sector housing. The Council would be looking at finding additional funding for this.
- Carbon Emission Reduction Obligation (CERO) – This focused on solid wall or hard-to-treat cavity wall insulation and applied to all tenures. This amounted to around £8-10k per property.
- Carbon Savings Community Obligation (CSCO) – This focused on loft and cavity wall insulation within 15% of the most deprived Lower Super Output areas in the Borough, and applied to all tenures.

Other initiatives which included:

- Training and local job creation – the Council was working with Job Centre Plus, Uxbridge College and Dyson Energy Services. Work was taking place at introducing apprenticeships for young people of the Borough to be employed by those organisations involved in these energy conservation works.
- Green Deal Communities Fund - Members were informed that a new £20 million Green Deal Communities scheme had been introduced by Department of Energy and Climate Change (DECC) to help local authorities drive street-by-street delivery of this scheme. There was a potential for Hillingdon to bid for £1m. The Council would identify target streets and areas in the Borough that could most benefit from the Green Deal, and then offer incentives to households in these areas to encourage them to install energy efficiency home improvements under the Green Deal. The Council would propose incentives as part of their bids for funding, which would be assessed by DECC.
- Warmth 4 Winter – The Council was working with local partners to reduce excess winter deaths amongst the most vulnerable residents.
- Council Housing – The Council was accessing ECO funding for solid wall insulation.
- A Steering Group would be set up to develop a Strategic Action Plan for energy efficiency and affordable warmth.

Reference was made to the typical lifetime carbon saving per measure:-

- Solid wall insulation = 44.4 tonnes of carbon
- Cavity wall insulation = 27.6 tonnes of carbon
- Loft Insulation = 4.8 tonnes of carbon
- Gas boiler replacement = 6 tonnes of carbon

The Committee was provided with a graph which provided details of the carbon saved by measure and the funding spent to achieve this (3,086 tonnes of carbon saved). This proved that with a relatively small pot of funding the Council, on behalf of its residents, could potentially unlock a lot of funding.

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### **Publicity for ECO**

A national advertising campaign had taken place. The Council had also publicised the scheme through its public website, through Hillingdon People and at numerous community events.

Areas the Committee expressed an interest in were:-

- How could the ECO initiative be better communicated to residents from the Council?
- What could the Council do to broker the best energy deals for residents?

### **Helping residents and local businesses switch energy supplier–**

As a result of Members discussions, officers reported that a press release was to be released which would inform residents that practical advice on switching energy providers and getting the best energy deals would be available from a Council backed helpline. The Council had teamed up with the Energy Helpline to provide this free and impartial service.

Residents who were worried about the impact of rising energy prices which had recently been announced by gas and electricity suppliers would be encouraged to find out if they could save money by swapping to a different company. The Council's website contained information for residents on energy efficiency and savings which could be made.

Members were informed that this press release would be passed to local newspapers and consideration could also be given to producing flyers for local libraries and for street champions to distribute.

This initiative was asked to be extended to also helping local businesses switch energy supplier. Officers agreed and this initiative would also be promoted on the Council's website for local businesses. Practical advice on switching energy providers and beating price hikes would be made available to businesses in the Borough in an attempt to save businesses energy costs.

### **Street Lighting and Illuminated signs**

One of the future developments of Carbon Reduction was the removal of Academies and Schools from the reporting requirements of the Carbon Reduction Commitment (CRC) from 2014/15, with Street Lighting coming in. This would impact on the level of CRC allowances.

The Borough's street lighting, illuminated signs and CCTV was projected to consume 10,388,332 Kwh of electricity in 2013/14 financial year which would produce an estimated 5,620 tonnes of carbon. This would be from 23,300

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street lights, 4,800 illuminated signs, bollards and zebra crossing and from lighting in 12 subways and under passes in the Borough.

### **Current activities relating to energy saving and the reduction of on going maintenance costs**

These included work on Zebra Crossing Beacons and associated spot lights, LED lanterns for lighting on residential roads, the use of electronic ballasts for discharge lamps and illuminated bollards.

“Keep left” signs on bollards – These were now unnecessary and providing there was no confusion these could now be replaced with plain reflectorised bollards. This provided an obvious energy saving.

The replacement of Thermal Photoelectric photo cells with electronic units of street lights. Electronic photo cells reduced the length of time that street lights were on (50 hours per annum) compared with thermal cells. Electronic photo cells were used on all new installations and would replace any thermal cells that failed for the last fifteen years.

### **Future Energy Savings**

An energy saving option could be the replacement of old street lanterns on residential roads with new LED lanterns, utilising the existing columns. Much of the existing lighting on residential roads was currently low sodium, which produced an orange monochromatic light that did not allow colours to be seen. This was a very efficient light source but the light was poorly controlled and contributed to sky glow. Many of the lanterns were showing wear and tear which reduced their efficiency. It would be possible to replace these old lanterns with modern LED lanterns and that this had been carried out at a few locations to provide lighting improvements where new traffic calming schemes were built; however, the savings were relatively small compared to the investment. This would typically result in a payback period in excess of 20 years.

With 13,000 of these types of lights within the Borough, the lantern replacement would cost around £350-400 per column, which would be a total cost of £4.5m (65,000 kwh per annum or £6,045 and 35 tonnes carbon saving). This would be prohibitive.

### **Procurement - Energy Contracts 2013/14**

The Council's Energy Manager provided Members with the background to the Council's current energy contracts and the proposals for the Council to procure energy on a greener tariff. This would have obvious consequences of reducing CO2 and reducing this Council's Climate Change Levy. The Committee was encouraged by this strategy and the move to greener energy.

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### **Profiled lighting on traffic routes**

This was whereby the lighting levels and uniformity of the lighting for street lighting on traffic routes was determined by the average daily traffic flow.

A detailed analysis of the hourly traffic flow data for various sections of road could be carried out and it could be possible to reduce the level of lighting at the times when there was less traffic. This would reduce the energy consumption and produce a carbon reduction. For this to happen, the control gear in each lantern would have to be replaced with dimmable units and a method of controlling the dimmer function either through a central control system or at each unit.

Members expressed an interest in having additional information on profiled or part night lighting in residential areas. It was noted that where new lighting had been installed in residential areas, the lanterns did have the facility to be dimmed at various times of the night. This would involve the installation of an additional control unit to enable the dimming to take place.

### **Using Development Planning to Reduce the Carbon Footprint**

The Council's Principal Sustainability Officer provided a paper which informed Members that the Council had been implementing the London Plan requirements for carbon reductions in new development. Until 1 October 2013 these required new major development to reduce emissions by 25% from building regulations (minimum standard). However, from 1 October 2013 all new major development must demonstrate a 40% reduction in CO<sub>2</sub>, which would be difficult to achieve.

The Committee was informed that where a developer could not achieve the savings onsite, the Council would ask for offsite contributions via Section 106 (i.e. developer funds). This would then enable the Council to make carbon reductions elsewhere.

Members were provided with examples of what work had been carried out to ensure developments met the 40% target with off site contributions. Particular reference was made to the Council's School Building Programme which had saved £100k and ensured improvements to inefficient buildings

### **Urban greening and Off-setting work**

Reference was made to the carbon off-setting work (carbon sinks) which was taking place through the planning system. It was recognised that the plantation of more trees in the north of Borough would be a useful method of providing more carbon sinks. However, of more benefit would be the planting of more trees in the south of the Borough as this area suffered some harmful air quality and was acknowledged that vegetation not only removed carbon

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dioxide from the atmosphere, but also other harmful emissions such as those from transportation.

In the last planting season (November - March) the Council planted 704 street and roadside trees.

The amount of Carbon a tree would offset depended on a number of factors, such as the type of tree, where it was planted and the amount of room it had to grow. On average, one broad leaf tree would absorb in the region of 1 tonne of carbon dioxide during its full life-time (approximately 100 years).

Therefore with an estimated 16,000 trees planted alongside the Borough's roads and highways this would absorb around 16,000 tons of carbon.

### **Decentralised Energy – Heat and Power**

Reference was made to the Energy Centre and heat network at Bunhill, in the London Borough of Islington. The Centre provided a heat network in the Bunhill ward and provided cheaper, greener and locally produced energy. The heat network was fed by a local energy centre which produced electricity and heat.

This Energy Centre produced more efficient electricity than the central power stations because the normally wasted heat which occurred in central power stations was captured and piped around the heat network in the Energy Centre. The Energy Centre was generally much more efficient, cheaper and greener and provided residents with affordable warmth and helped reduce carbon emissions.

The Pimlico District Heating Undertaking which had been around since the 1950s and was the first major initiative to combat London's air pollution, ahead of the Clean Air Act 1956. The scheme provided heating and water services to 3,256 homes, 50 commercial premises and three schools within the area at a reduced energy cost.

In addition, Pimlico reduced carbon emissions by 11,000 tonnes per year.

### **Potential heat and power networks within the Borough**

These included an area close to Uxbridge High Street, Hillingdon Hospital and Brunel University. For such a network to work, the Council would have to work closely with both partners and customers.

Reference was made to the different technologies used:

- Gas Fired Central Boilers
- Combined Heat and Power
- Energy from Waste

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- Anaerobic Digestion
- Solar Power
- Air and Ground Source Heating

It was noted that for such a facility to be implemented within the Borough, it would require high level technical feasibility and financial modelling. It was acknowledged that as part of a long term strategy, initiatives such as at Pimlico and Bunhill would provide long term energy savings and benefits for the Council, its partners and its residents.

Reference was made to the site of the former EMI / Old Vinyl Factory site in Hayes and officers provided information on the potential use of this site as a network.

It was reported that the site was a privately owned development site and the onus would be on the applicant to consider the suitability of a network. The Council could not force the developer to provide a large scale decentralised network.

Discussions would have to take place with the developers for the site. Reference was made to the GLA who were the lead authority in London on new networks and had access to 'start up funds' for such initiatives

Reference was made to the availability of funding from the Department of Energy and Climate Change for investigating the feasibility for Decentralised Energy and the Energy Manager would take this forward.

**Absorption Chilling-** This was a process which was used in the summer to convert hot water to cool water. Members were informed that Absorption Chilling was cost effective and more economical than electrical chillers and therefore would reduce energy costs. The Energy Manager would provide an outline of the feasibility for absorption chilling to be introduced at the Civic Centre.

### **Anaerobic Digestion (AD)**

This was where organic waste, food, grass, slurry etc, was mixed and broken down to form gas. The gas was then used to power an engine which generated heat and electricity, which was then sold to the grid and local users through a district heat and power network. Reference was made to a new AD plant which had opened in County Durham. This new plant produced 1.56MWh which was enough energy to power 2,000 homes from processing up to 50,000 tonnes of commercial food waste.

The plant in County Durham cost £8m to construct.

The Council's Energy Manager referred to the number of farms within the Borough which could be used for this anaerobic process. Discussion took  
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place on the use of residents' kitchen caddies and the possible use of food waste for this anaerobic digestion.

The benefits of AD to the Council would be:

- Reducing the amount of food waste which would go to landfill which was one of the key waste management targets. AD would be a cost effective alternative solution to landfilling
- Income from electricity production by means of renewable energy sources. Energy companies were legally obliged to buy energy produced from renewable energy sources. This would be a revenue stream for the Council and could provide payback on medium scale AD plants of around 6-8years
- There would be income to the Council of gate fees which would be a type of "toll" on allowing waste over a weighbridge
- The Borough had a large proportion of Green Belt in the region which could give the authority the ability to utilise or sell the digestate to the occupiers
- Generating heat from an AD plant could help supply heat to nearby housing developments. This would again be a source of revenue to the Council and provide lower energy bills for residents.

Reference was made to the possible utilisation of a site near New Years Green Lane. Officers reported that the land at New Years Green Lane was designated contaminated land and under the control of the Environment Agency as a Special Site.

The Council would need Environment Agency consent and approval and in addition the land was within the Metropolitan Green Belt and therefore, along with the normal planning application the Council would have to apply to the Secretary of State for permission to change the use of the land.

Reference was made to food waste which was already transported into the Civic Amenity site at New Years Green Lane and if an AD plant was developed on the site there would be less traffic exiting the site which would benefit local residents.

In relation to the volumes of organic waste, Members were informed that the weekly collection service for a mix of both garden and kitchen waste would receive approximately 13,000 tonnes of material annually. This was sent to an in-vessel composting plant. An additional 4,000 tonnes of garden waste was received at the two Household Waste & Recycling Centres, which was sent to windrow and in-vessel composting systems.

There would be cost benefits to the Council as the current food waste was not recycled at the site but was a cost to the Council, as food waste was currently taken away to be recycled. An AD plant would recycle food waste and reduce this cost. Potential contracts could be made with local schools, hospitals for

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their food waste which would provide material for the AD and a waste revenue stream for the Council.

Discussion also took place on AD which could supply hot water and electricity to the area which would benefit local residents and the Energy Manager undertook to provide further information on this.

Slurry and dirty water volumes for Park Lodge farm were provided for Members and the Committee was informed that slurry was already transported into New Years Green Lane and stored on site. An AD plant could utilise the slurry as part of the anaerobic process. It was noted that this would also reduce the traffic coming out of New Years Green Lane and again benefit local residents.

Reference was made to the possibility of developing a pipeline from the nearby farm which could bring the slurry into the AD plant. The feasibility of this would also be further investigated by officers.

Reference was also made to the proposed HS2 route and what impact this would have on New Years Green Lane.

### **Council's Vehicle Fleet**

The Council's vehicle fleet comprised of around 170 vehicle and included 40 Large Commercial vehicles, 75 Light Commercial vehicles, 18 Passenger Vehicles, 26 items of Plant, 5 Diesel Cars, 3 Petrol Cars, one Electric Car Peugeot Ion, two Electric Vans Ford Transit Connects and one Hybrid Car Toyota Prius.

All the Council's large commercial vehicles were compliant with Transport for London (TfL) low emissions zone, with some vehicles having been fitted with particulate filters to comply.

Reference was made to vehicle procurement over the last 2 years which had led to a number of new vehicles on the Fleet with Euro 5 engines and reductions in emissions. These included new vehicles for the Waste Collection Service, Street Cleaning and Highway Maintenance.

The total fuel usage for the Council's vehicle fleet was around 65,000 litres per month, with the vehicles calculated at undertaking 1.5 million miles per year.

The Committee was informed that the fuel was supplied under a procurement contract from Hall Fuels and was an ultra low sulphur diesel and was stored at Harlington Depot. Reference was made to the new refuse vehicles which had shown improved miles per gallon figures compared to the older vehicles (up to 10%).

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### **Corporate Sustainable Energy Policy for Corporate Buildings, Housing, Open spaces and Energy used in Fleet and Transport**

Members were informed that the review so far had indicated that the Council needed to approach its energy policies more corporately and it was suggested that the review gave the Council the opportunity to implement a Corporate Sustainable Energy Policy.

This would take account of existing policy and legislation in building design and energy use and the suitable waste streams arising from operations in the Borough. It would drive the reduction of costs and carbon falling within the Council's remits by promoting cross-Council working amongst colleagues, motivating the organisation to achieve the best and most holistic result internally.

This policy would link to the Sustainable Community Strategy and also, planning, waste and procurement strategies. This would enable the Council to identify longer term strategic planning objectives which would create the environment for opportunities such as AD and decentralised energy.

### **Electric Car Charging Points**

There were 15 electric vehicle charging point sites in Hillingdon available for the public to use and details of their location were provided. These units were provided and managed by two companies; Chargemaster and Elektromotive.

Over the past three years £14,893 had been spent towards facilitating the use of electric vehicles with the funding coming out of the Transport for London, Local Implementation Plan budget. With regard to the electric charging points, the original cost of installing these had been funded by the Government's Technology Strategy Board and by Scottish Southern Electric. This had been part of the Ford Battery and Electric Vehicle Project of which this Council was a partner.

Electric cars were limited in their use mainly because of the perception of the range limitations of a full charged vehicle. However, there was a place for electric cars, particularly in urban Cities such as London, because average car trips were less than 10 miles, which were suitable for electric cars.

Possible incentives which could be offered to residents to use electric cars included:- free parking in car parks for electric cars where electric charging points were located and free parking permits within controlled parking zones.

Also consideration could be given to encouraging businesses such as estate agents to use electric vehicles which would reduce carbon emissions for the many short journeys across the Borough which were made.

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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*

<b>Meetings</b>	<b>Room</b>
<b>10 June 2013</b>	<b>CR 2</b>
<b>23 July 2013</b>	<b>CR 5</b>
<b>17 September 2013</b>	<b>CR 5</b>
<b>15 October 2013</b>	<b>CR 5</b>
<b>12 November 2013</b>	<b>CR 5</b>
<b>14 January 2014</b>	<b>CR 5</b>
<b>4 February 2014</b>	<b>CR 5</b>
<b>13 March 2014</b>	<b>CR 5</b>

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**2013/14 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>10 June 2013</b>	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

<b>23 July 2013</b>	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

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

<b>15 October 2013</b>	Major Review - Reduction of the Council's Carbon Footprint – 1 <sup>st</sup> Witness Session
	Cabinet Forward Plan
	Work Programme

<b>12 November 2013</b>	Major Review - Reduction of the Council's Carbon Footprint – 2 <sup>nd</sup> Witness Session
	Single Meeting Review – Annual Holiday for Council Employees

	Cabinet Forward Plan
	Work Programme

<b>14 January 2014</b>	Budget Proposals Report for 2014/15
	Major Review - Reduction of the Council's Carbon Footprint – Witness Session
	Hillingdon Safer Neighbourhood Board
	Cabinet Forward Plan
	Work Programme

<b>4 February 2014</b>	Cabinet Forward Plan
	Major Review – Reduction of the Council's Carbon Footprint – Further evidence and consideration of draft recommendations
	Work Programme

<b>13 March 2014</b>	Major Review – Reduction of the Council's Carbon Footprint – Further evidence and consideration of draft recommendations
	Cabinet Forward Plan
	Work Programme

<b>4 April 2014 (tbc)</b>	Visit to Bunhill Heat and Energy Centre
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# Agenda Item 7

## **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 15<sup>th</sup> 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 - 20 March 2014

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?
023	Security contract	The current security contract at the Civic Centre is due to expire shortly and there is a provision for an extension of it, which Cabinet will be asked to consider.	N/A		Cllr Jonathan Bianco	FD - Chris Tuohy	Corporate consultees	<b>NEW</b>	Private (3)
025	CRC Energy Efficiency Scheme Phase II - Purchase of Carbon Allowances	Phase II of the Carbon Reduction Committee's Energy Efficiency Scheme commences in April 2014. Cabinet approval will be sought on the strategy for the purchase of carbon allowances.	All		Cllr Jonathan Bianco	RS - Richard Coomber	Corporate consultees	<b>NEW</b>	
982	Vehicle Maintenance Programme	Cabinet will be asked to approve a recommendation to award a contract for vehicle repair and maintenance of Council vehicles following a procurement exercise.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees		Private (3)
982	Civic Centre Air Handling Units Replacement	The office accommodation of the Civic Centre is currently air-conditioned by four air handling units (AHUs). The existing original units are now in a poor condition, suffering high levels of corrosion, seized valves and controls having to be regularly overridden. These units are also outmoded and un-economical in operation and therefore a comprehensive replacement and overhaul is required to provide the Civic Centre a modern, effective and efficient air conditioning system.	Uxbridge South		Cllr Jonathan Bianco	RS - Nish Parmar / Anthony Payne	Corporate consultees		Private (3)

## 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 - 24 April 2014

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?
031	HR and Payroll Oracle System	Cabinet will receive a business case for the implementation of an Oracle based HR and Payroll system by August 2015. This is an associated project to the current Oracle Financials system upgrade and will deliver transactional efficiencies and improved HR processes across the entire workforce.	N/A		Cllr Jonathan Bianco and Cllr Scott Seaman-Digby	AD - Mike Talbot	Corporate consultees	<b>NEW</b>	Private (3)
034	Government Procurement Cards - Approval of Contract	Approval from Cabinet will be sought to award the contract for the provision of our Government Procurement Card (GPC) in use by Council employees conducting Council business.	N/A		Cllr Scott Seaman-Digby	FD - Tracy Tully	Corporate consultees	<b>NEW</b>	Private (3)
014	Contract award for ICT Network and Telephony	Cabinet approval is requested for the award of contract(s) for the support of the Council's ICT Network and Telephony systems, essential for effective internal operations and external communication with residents.	All		Cllr Jonathan Bianco	RS - Steve Palmer / Nick McCarthy	Corporate consultees		Private (3)

> May 2014

No Cabinet is scheduled in May 2014

**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 - 19 June 2014**

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?
035	Tender for Provision of Agency Worker Resources	Cabinet will be asked to approve the award of contract for the provision of agency workers based upon a market tender.	N/A		Cllr Scott Seaman-Digby	AD - Mike Talbot / Sue McNeill	Corporate consultees	<b>NEW</b>	Private (3)

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