



Business, Economy and Enterprise Scrutiny Board (3)

Time and Date

2.00 pm on Wednesday, 8th October, 2014

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes** (Pages 3 - 6)

(a) To agree the Minutes of the meeting held on 16th July 2014

(b) Matters arising

4. **Progress on Coventry and Warwickshire Local Enterprise Partnership Projects** (Pages 7 - 14)

Progress on three key projects of the City Deal contributing to the Coventry and Warwickshire Strategic Economic Plan

Briefing note of the Executive Director, Place

5. **MIPIIM - Attendance and Outcomes of Event** (Pages 15 - 18)

Report back on attendance and outcomes of event and progress made on the follow ups from the MIPIIM 2013 Conference

Briefing Note of the Executive Director, Place

6. **Carbon Management Plan** (Pages 19 - 48)

Revision of plan, reporting on progress against targets from last 5 years

Briefing Note of the Executive Director, Place

7. **Report on the Work of Outside Bodies - West Midlands Integrated Transport** (Pages 49 - 52)

Report of Councillor McNicholas

8. **Outstanding Issues**

Outstanding Issues are included in the Work Programme below.

9. **Work Programme 2014/2015** (Pages 53 - 58)

Report of the Scrutiny Co-ordinator

10. **Any other items of business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 30 September 2014

Note: The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services, Tel: 024 7683 3065, Email: michelle.salmon@coventry.gov.uk

Membership: Councillors R Bailey, L Bigham, J Birdi, G Duggins (Chair), K Mulhall, T Skipper, H Sweet, S Walsh and D Welsh

By Invitation: Councillors A Khan (Cabinet Member (Culture, Leisure, Sports and Parks)), K Maton (Cabinet Member (Business, Enterprise and Employment)), J McNicholas (Deputy Cabinet Member (Business, Enterprise and Employment))

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

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Coventry City Council
Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)
held at 2.00 pm on Wednesday, 16 July 2014

Present:

Members: Councillor G Duggins (Chair)
Councillor L Bigham
Councillor J Birdi
Councillor T Skipper
Councillor H Sweet
Councillor S Walsh
Councillor D Welsh

Other Members

(By invitation): Councillor K. Maton (Cabinet Member (Business, Enterprise and Employment))

Employees (by Directorate):

Place K Mawby, R Young

Resources K Larsen, M Salmon

Apologies: Councillor R Bailey and K Mulhall
Councillor J McNicholas (Deputy Cabinet Member (Business, Enterprise and Employment)) (By Invitation)

Public Business

1. Declarations of Interest

There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 16th April 2014 were agreed and signed as a true record. There were no matters arising.

3. Tour of the Job Shop

The Employment Manager gave the Board a tour of facilities and provided Members with details of the provisions and facilities available to assist the unemployed into employment through the City Council's Job Shop, at 1 Bull Yard, Coventry.

The facility, supported by a range of partners including Coventry, Solihull and Warwickshire Partnership, Job Centre Plus, Public Health and Adult Education, enabled the unemployed to obtain guidance and advice about: jobs, apprenticeships and work placements; and courses and training; and gave practical assistance such as the completion of CVs and application forms.

The Shop, had seen 50,000 footfall, 10,000 registered users, and approximately 150 people visiting daily, since it had opened in January 2013. Users of the provision were from a range of situations which included job seekers without qualifications, graduates and undergraduates, those on benefits and not working, retired people, and those looking for further employment in addition to the work they already had. It provided a valuable link with a number of organisations such as: large employers (Boots, Severn Trent, Blue Arrow, Harvester, Central Site and Jaguar Land Rover); the Food Bank; the Job Centre; private recruitment agencies; and universities and colleges, who could provide advice and assistance, recruit, or participate in events at the Shop. In addition, a newly established area, the Youth Zone, had recently resulted in 700 young people, mostly not in education or training, had been engaged in two apprenticeship events at the Shop.

The Board acknowledged the extremely valuable facility that the Job Shop had become and how the provision assisted with Jobs and growth in the City.

RESOLVED that the Business, Enterprise and Economy Scrutiny Board (3) confirms it's support for the City Council's Job Shop, and requests that the Board's thanks be conveyed to the staff involved for their work and commitment to the facility.

4. Delivering the Jobs Strategy - Annual Progress 2013-2014

The Board received a briefing that provided details of the City Council's Jobs Strategy performance for 1st April 1st 2013 to 31st March 2014, ahead of consideration of a report to Cabinet on 5th August 2014.

The Coventry Jobs Strategy 2011-2014 had seen changing economic circumstances resulting in improvements: unemployment fell; business confidence grew; and new infrastructure projects came forward in the City. The Jobs Strategy for Coventry outlined the action that Coventry City Council was taking to lead in the creation of new jobs in the City and the promotion of economic growth. Key Objectives of the Strategy were to: secure job opportunities through investment; help people get jobs; and help people improve their skills. All performance measures had been met and had exceeded the targets set for the year.

Working with local businesses 1,292 job opportunities across the sub region had been created through new businesses moving into the City as well as existing businesses expanding and creating new jobs. Council services had supported 309 businesses during 2013/14, including offering advice on a range of issues such as financial, marketing, business planning, people management and well-being. The number of people that had engaged with the Employment Team far exceeded the target of 2,500 set for the year, with nearly 7,000 people accessing employment support. The Construction Shared Apprenticeship Scheme won a number of awards and met its performance target of 30 young people starting an apprenticeship and, to date, 92% of those completing the Scheme had progressed onto employment, self-employment or further training.

In addition to the City Council's Job Shop (minute 3 above refers), in February 2014 a new service called the Employer Hub was launched, designed to meet businesses recruitment and skills needs whilst widening access to vacancies for local people. Skills data, provided by the Skills and Growth Team had also been

used to strategically influence training delivery in the City to ensure that curriculum delivery matched skills demands.

Community benefit clauses were now written into development contracts that the City Council procured, as well as including wording in grant awards to businesses and in sales particulars when Council land or property was sold. This would create additional employment and training opportunities for unemployed people in the City.

The Jobs Strategy provided an inclusive improvement in the economic wellbeing of the City and its residents by seizing investment opportunities and reducing inequalities across Coventry through ensuring that support was provided to those who needed it most, and in May 2014, Cabinet approved the Council's second three-year strategy for Jobs and Growth for 2014-2017.

The Board discussed a number of matters arising from the briefing including:

- Acknowledgement of achievement in respect of the exceeded targets in the Jobs Strategy 2011-2014 and the need for rigorous monitoring and regular reviewing of progress and targets in the Jobs and Growth Strategy 2014-2017, to maximise progress.
- Private Sector, Public Sector and Further Education Organisations buy-in to the Strategy – essential for success of proposals.
- Proposals for outreach work.
- Colleges and Universities – development of curriculum delivery to match skills demands.
- Statistics required to determine skills needs, and job creation and employment opportunities.
- Essential support for basic skills training
- Development contracts – the inclusion/identification of funding in the planning, commissioning and procurement process to support training and development of skills for local people.
- The support available on self-employment for shared apprentices.

Members requested that a briefing note on the support available on self-employment for shared apprentices, be circulated to the Board.

RESOLVED that the Business, Enterprise and Economy Scrutiny Board (3):

- 1) Acknowledges the achievements of the Jobs Strategy for 2011-2014 and confirms it's support for the new Jobs and Growth Strategy for 2014-2017, with emphasis on the growth and job creation elements of the Strategy, and requests that this comment be forwarded to Cabinet when they consider the 'Delivering the Jobs Strategy-Annual Progress 2013/2014' report on 5th August 2014.**
- 2) Progress on the 2014-2017 Coventry Jobs and Growth Strategy be reported to the Scrutiny Board at half yearly and annual stages.**

5. **Outstanding Issues**

Outstanding issues were included in the Work Programme.

6. **Work Programme 2014/15**

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3) notes the Work Programme for the Municipal Year 2014/2015 with the following amendments:

- a) The addition of an item relating to 'Universities and Colleges – Support for Skills needs in the City'
- b) The removal of 'Tourism and Heritage' from the Work Programme as this matter will now be considered by Scrutiny Co-ordination Committee.

7. **Meeting Evaluation**

The Board commented that the briefing and tour of the Job Shop had been very informative. Consideration would be given to scheduling future meetings at external venues relevant to business within the Board's remit and on their Work Programme.

Comments given by Members would be used to ensure the efficiency and effectiveness of future meetings.

8. **Any other items of business which the Chair decides to take as matters of urgency because of the special circumstances involved**

There were no other items of public business.

(Meeting closed at 3.45 pm)

To: Business, Economy and Enterprise Scrutiny Board (3)

8th October 2014

Subject: Coventry & Warwickshire Economic Plan Project Update

1 Purpose of the Note

- 1.1 To provide an up-date on Coventry and Warwickshire Local Enterprise Partnership projects, within the City Deal and the Growth Plan, and their associated impacts and benefits.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board (3) are recommended to:
- 1) To note the progress made on delivery of the Coventry and Warwickshire Economic Plan
 - 2) Identify any recommendations for the appropriate Cabinet Members as the Council's representatives on Coventry and Warwickshire Local Enterprise Partnership

3 Information/Background

- Coventry and Warwickshire successfully negotiated a City Deal with central government which aims to create 15,000 new jobs by developing the local economy, with a particular focus on the Advanced Manufacturing and Engineering sector. Members endorsed the City Deal Proposals at the Council meeting on 14th January 2014.
- 3.2 Coventry and Warwickshire (C&W) were also successful in securing a Growth Deal with central government of £74.6m to support economic growth within the local area. By 2021 at least 1,000 jobs will be created and 1,000 homes built.
- 3.3 One of the most important elements of the Coventry and Warwickshire City Deal is the establishment of a "Clearing House" or Growth Hub, where key business support activities will be located in one building.
- 3.4 To fund the first year of City Deal activities the Council secured a further £2.7m of Regional Growth Fund on behalf of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) with a particular focus on the activities of the Growth Hub.
- 3.5 In addition to this each Local Authority in Coventry and Warwickshire has made a contribution to the City Deal and activities of the Growth Hub, totalling £1.123m.
- 3.6 In its first year of operation the Growth Hub aims to create 217 jobs, 60 skills interventions, invest £1.4 million of funding to businesses and lever £5.25m of private sector funding into the region.

- 3.7 Work on the City Deal is now progressing, and update reports are now presented on three of the key projects for Coventry: Skills4Growth, North South Station Scheme, Coventry City Centre Road Access (please see attached presentation).

Paula Deas, CWLEP Operations Director
paula.deas@cwlep.com

Business, Economy and Enterprise Scrutiny Board (3) Briefing

Update on Coventry and
Warwickshire Local Enterprise
Partnership projects

Skills 4 Growth

Overview

- Specialist skills strand of the Coventry & Warwickshire Growth Hub
- Contracted to support 48 learners and 12 graduate placements within Coventry & Warwickshire based Advanced Manufacturing & Engineering (AME) small and medium sized enterprises (SMEs) during the 2014/15 financial year to help improve skills amongst the sectors workforce

Skills 4 Growth

Achievements so far

- 17 graduates into year long employment
 - 47% were new graduates, 35% were unemployed/underemployed
 - The size of companies offering employment opportunities 62% small, 23% medium and 15% micro
- 19 employed people have received training to help improve their Skills

North South Station Scheme

- £3.49m funding to Nuckle2
 - Delivered by Dec 2016
 - Providing a new station at Kenilworth and a new rail service from Leamington to Coventry
- £19.48m funding to Coventry Station
 - Delivered by end 2018
 - Providing capacity for growth through:
 - New station entrance
 - Footbridge between platforms and canopy extensions
 - Improved public transport interchange
 - New parking facilities
- £8.025m funding to Nuckle package 1 phase 2
 - Delivered by end of 2016/17
 - Providing a new bay platform at Coventry Station with associated track and signal works

Coventry City Centre Road Access

- £5m Growth Deal funding
- Being used to match ERDF funding to support phase 3 of the city centre public realm works
- Will support works to Belgrade Plaza, Lidice Place and Bishop Street

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To: Business, Economy and Enterprise Scrutiny Board (3)

8th October 2014

Subject: Marche International Des Professionals De L'Immobilier 2014 (MIPIM)

1 Purpose of the Note

- 1.1 On the 10th December 2013 the Cabinet Member (Business, Enterprise and Employment) approved a presence at Marche International Des Professionals De L'Immobilier 2014 (MIPIM)
- 1.2 On 10th July the Business, Economy and Enterprise Scrutiny Board (3) received a report back on the attendance at MIPIM 2014.
- 1.3 This briefing note provides the background on the Coventry & Warwickshire presence at MIPIM 2014, the associated costs and the outcomes of attendance at MIPIM.

2 Recommendations

The Business, Economy and Enterprise Scrutiny Board (3) are recommended:

- 1) To review the outcomes of previous MIPIM attendances.
- 2) To support the proposal that a Coventry & Warwickshire presence is delivered at MIPIM 2015, with the aim and aspiration to secure sufficient private sector funding to cover all costs.

3 Information/Background

- 3.1 MIPIM is Europe's largest and most successful property conference/exhibition. With representation from over 79 countries, MIPIM continues to be widely acknowledged as the place to meet leading international partners and prospects in the property world. The primary objective of our attendance at the exhibition is to attract and encourage investment into Coventry & Warwickshire as part of an overall strategy to create and sustain jobs into the region.
- 3.2 Participating and exhibiting at MIPIM allows the unique opportunity to profile Coventry & Warwickshire projects, achievements and development opportunities to major decision makers and intermediaries in the UK and international property markets, whilst giving the strong indication that Coventry & Warwickshire is in the marketplace for doing business and is actively seeking new property investment.

The overall presence also provides the opportunity to enhance the perception and image of Coventry & Warwickshire.

4 Return on Investment – ‘Coventry & Warwickshire @ MIPIM Partnership’

- 4.1 MIPIM 2007 saw the inauguration of the Coventry & Warwickshire @ MIPIM Partnership, a private sector partnership instigated and led by Coventry City Council to ensure an increased profile of the area at this hugely important exhibition. The Coventry & Warwickshire @ MIPIM partnership has evolved and improved over time and is now recognised as the vehicle to ensure that the Coventry & Warwickshire presence at MIPIM is effective and cost efficient for all involved.
- 4.2 Working in partnership with our private sector partners has resulted in a cost neutral position, for the public sector, since 2011:

MIPIM	Total Private Sector Contributions £'s
2011	93,750
2012	103,842
2013	118,234
2014	124,991

- 4.3 As a direct result of our attendance at MIPIM – relationships are established and strengthened with senior property decision makers, intermediaries and influencers in the UK and international property markets. In simple terms, building these relationships ensures that the regions profile is continually raised and market intelligence is shared. MIPIM allows the opportunity to have meetings with people you would never usually meet, without a lot of effort and trouble – some of whom you might never meet.
- 4.4 Prior to our attendance at MIPIM 2014, an extensive formal meetings programme was co-ordinated with a total of 72 meetings taking place over the three days. In terms of immediate high level feedback following MIPIM 2014, we have met with a number of developers and as a result, conversations are now underway with two different developers to secure the development of two highly strategic sites within the city centre. We were also able to secure discussions in relation to the early infrastructure proposals to develop the City centre.

Friargate Coventry LLP – a meeting with the Chief Executive of Royal Institution of Chartered Surveyors (RICS) allowed the opportunity to discuss all outstanding issues, which allowed us to agree heads of terms with them directly when we returned from MIPIM. We also met with the National Asset Management Authority (NAMA) at which, it was confirmed that they are happy to continue to fund the Friargate Development going forward.

Coventry University – chose MIPIM 2014 to announce their 12 month exclusivity agreement to bring forward plans to redevelop four major City centre buildings, currently occupied by Coventry City Council, which will be vacated by the local authority's move to the Friargate scheme.

Key Cities Conference February 2015 – Cofely/GDF a sponsor of the C & W MIPIM presence since 2012, will be sponsoring the Key Cities Conference in February 2015. This is as a direct result of them attending the Key Cities Manifesto Launch, hosted in the Coventry apartment at MIPIM earlier this year. This demonstrates the multiplier effect of MIPIM.

- 4.5 Many other Coventry & Warwickshire developments have been started or secured as a direct outcome of discussions held at MIPIM including:

Ansty Park – a presentation of the proposed master plan was presented at MIPIM, 2006 outlining the results of Deloitte's feasibility study. Thereafter, the Ansty development has continued to be profiled, at MIPIM, as a key Coventry & Warwickshire strategic investment site, with its potential to create over 5,000 jobs within its 40 hectares R & D and office development.

Hammerson – a leading real estate company operating principally in the retail sector met the team at MIPIM 2010 as they were keen to understand Coventry's retail development plans. This meeting provided the opportunity to confirm Coventry's development plans, including the reworking and makeover of the central Broadgate area. This helped influence Hammerson's plans to finalise their purchase of Cathedral Lanes shopping centre as part of a portfolio of properties with an estimated value of £4m.

Coventry & Warwickshire Gateway – This development opportunity was first profiled at MIPIM 2007, working alongside Howard Holdings. Over the last two years, the Coventry & Warwickshire Gateway project has been an integral part of the Coventry & Warwickshire Regeneration show reel, played in the Coventry & Warwickshire Apartment and the Exhibition Stand. Presented as one of our key development sites, the aspiration is to build upon this profile going forward.

Bishop Gate Development (Barberry Group) – as a direct result of a meeting at MIPIM 2010; and because they were impressed with our pro-active partnership approach; they looked at the possibility of working in the City. Barberry has gone onto to purchase the former Royal Mail sorting office, currently developing a new £70m scheme, which will be the first build-to-rent scheme in the West Midlands and include 400 luxury apartments.

MIRA Technology Park – MIRA have been supporting MIPIM partners since 2013. MIRA's Chief Executive officer has attended MIPIM to promote the engineering, research and technology development to key influencers, funders and partners, during the four day show.

Queensbury Real Estate – Over the next 12 months QRE will be working closely with the Coventry City Council in refining its proposal and funding strategy for a retail and leisure led development, 'City Centre South' which focuses on an area to the South of Coventry Precinct.

Image & Perception – A number of leading UK Cities, politicians, property intermediaries and agents have attended events at the Coventry & Warwickshire Apartment, to learn more about the innovative concepts being undertaken in the City; which subsequently ensures that we are highlighted as a forward thinking, professional and business efficient area. Examples include:

- **Study Inn**, the unique student village concept (providing hotel standard serviced student accommodation by regenerating empty and unused commercial buildings).
- The innovative approach to working alongside our two universities to drive the regional economy (the development of buildings and infrastructure and the work they do hand-in-hand with local industry).
- The promotion of our C&W PLACE concept through innovative events.

Press and Publicity – The C&W approach has been cited as exemplar, in particularly the partnership and cost neutral approach, with many UK cities now following similar models.

- 4.6 Over the last 20 years, other developments that we now see in Coventry & Warwickshire, were first discussed at MIPIM including: Coventry Business Park, Coventry Technology

Park, Ryton Prologis, Middlemarch Business Park, Prologis Park, Whitley Business Park, Severn Trent, Jaguar Browns Lane (Lyons Park) and New Century Park.

4.7 MIPIM 2014 Partners feedback

Below are extracts from some of the positive feedback we got from our partners supporting MIPIM 2014

Dr Richard Hutchins, Director – Jaguar Land Rover Programmes, WMG, University of Warwick

“The true sense of this being a team representing all the interests of Coventry and Warwickshire – that really shone through, and as a consequence we were able to sell our region to the world. The LEP must be delighted at this”

George Gillespie, Chief Executive, MIRA

“The pre event publicity in the UK was good and certainly got the message out that C&W was playing its part in trying to win investment”

“The apartment and meeting arrangements work so well and provide an useful base from which to organise the week”

“The Thursday evening event (JLR Cocktail Reception) was another good networking event as usual and probably the best event”

Les Ratcliffe, Head of Community Affairs – Jaguar Land Rover

“MIPIM worked really well this year, very busy and a good turnout at the JLR Cocktail Reception.... best yet I think?”

Geoffrey Barrett, Architect, Davis Weatherill

“As a first time private sector participant with the Coventry and Warwickshire Partnership team it was extremely positive to see and hear at first hand the political leadership acting in concert with senior officers in setting out the ambitions of the Council as a whole in the promotion of economic, social and environmental development in Coventry. This gives us confidence in promoting opportunities within the City to our clients, and gives us comfort that in progressing schemes there is an open and clearly expressed agenda to which our clients and their project teams can respond in certainty”.

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Public report Cabinet Member Report

Business, Enterprise and Employment Scrutiny Board (3)
Cabinet Member (Business, Enterprise and Employment)

8th October 2014
20th October 2014

Name of Cabinet Member:

Business, Enterprise and Employment – Councillor K Maton

Director Approving Submission of the report:

Executive Director, Place

Ward(s) affected:

None

Title:

Revision of the Council's Carbon Management Plan

Is this a key decision?

No

Executive Summary:

In September 2009 a Carbon Management Plan (CMP) for the City Council was approved by the then Cabinet Member for (Climate Change, Housing and Sustainability). The plan set an aspirational target of reducing the City Council's carbon dioxide emissions (CO₂) by 30% over five years.

This document provides an update on achievement against this target and presents a revised CMP which reflects changing priorities and sets new performance targets to be achieved by 2020. It also requests the approval of a revised Energy, Water and Carbon Management Policy.

The City Council has had significant success in reducing CO₂ emissions over the last five years and has achieved a 21% reduction. This has been achieved despite significant challenges such as the uncertainty around the long term use of City Council office accommodation prior to the planned move to Friargate and the Government's cancellation of the Building Schools for the Future programme.

The reasons for reducing the carbon footprint of the City Council are even more pressing than when the CMP was first produced. To address this increasing priority a revised CMP and Energy, Water and Carbon Management Policy has been prepared. The CMP has been revised to take into account changing circumstances and sets out the agenda and CO₂ emission targets for the next six years reflecting the national reduction targets.

The 2020 targets in the revised CMP are:

- CO₂ reduction target of 35%. Equivalent to 9,000 tonnes of CO₂ reduction against the baseline.
- Renewable energy target of 15%. Equivalent to 2,500 tonnes of CO₂ of carbon dioxide emissions being offset through the supply of renewable energy.

To continue the City Council's progress in reducing carbon the Cabinet Member is asked to approve the revised CMP and the supporting Energy, Water and Carbon Management Policy.

Recommendations:

Business, Economy and Enterprise Scrutiny Board 3 is asked to:

1. Consider this report and forward any recommendations to Cabinet Member (Business, Enterprise and Employment).

Cabinet Member is asked to:

1. Consider any comments/recommendations made by Business, Economy and Enterprise Scrutiny Board 3;
2. Approve the revised Carbon Management Plan; and
3. Approve the Energy, Water, and Carbon Management Policy.

List of Appendices included:

Appendix 1 - Coventry City Council's Carbon Management Plan

Appendix 2 - Energy, Water and Carbon Management Policy

Other useful background papers:

Coventry City Council, 2009. *Carbon Management Plan*.

[Available at

[http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20\(Climates%20Change,%20Housing%20and%20Sustainability\)/200909010930/Agenda/04%20-%20Carbon%20Management%20Plan.pdf](http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20(Climates%20Change,%20Housing%20and%20Sustainability)/200909010930/Agenda/04%20-%20Carbon%20Management%20Plan.pdf)

Coventry City Council, 2010. *Energy and Water Management Policy 2010*.

Published as appendix to Carbon Reduction Commitment Energy Efficiency Scheme Cabinet Member Report available at

<http://democraticservices.coventry.gov.uk/Data/Cabinet/201010051400/Agenda/06%20-%20Carbon%20Reduction%20Commitment%20CRC%20Energy%20Efficiency%20Scheme.pdf>

Has it been or will it be considered by Scrutiny?

Yes, to be considered at the Business, Economy and Enterprise Scrutiny Board 3 on 8th October 2014

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

Carbon Management Board – September 19th 2014

Will this report go to Council?

No

Report title: Revision of Carbon Management Plan

1. Context (or background)

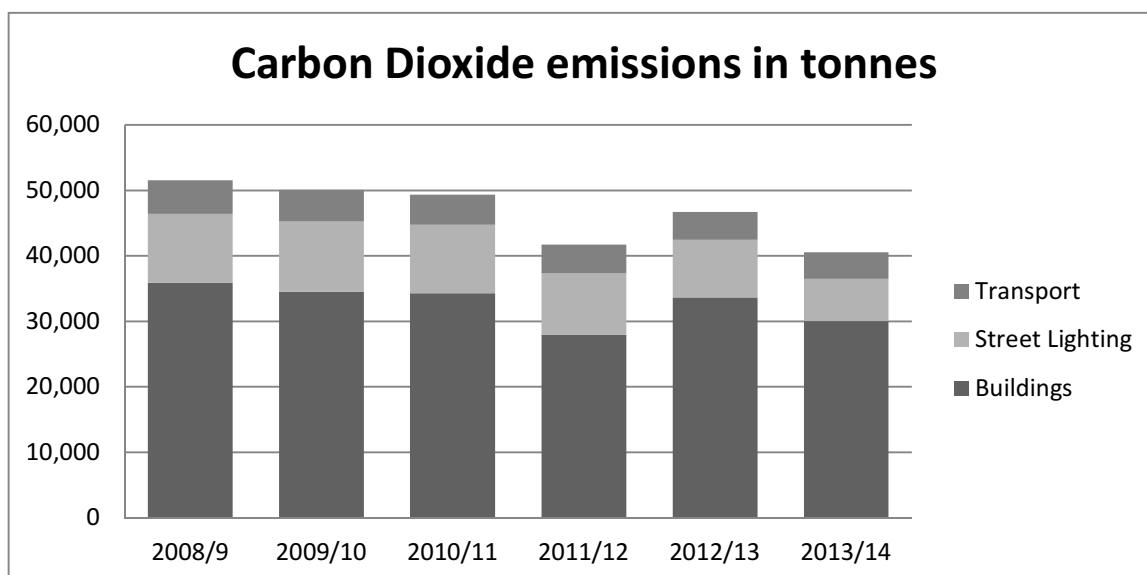
- 1.1 In September 2009 a Carbon Management Plan (CMP) for the City Council was approved, by the then Cabinet Member for (Climate Change, Housing and Sustainability), and set an aspirational target of reducing the City Council's carbon dioxide emissions by 30% over five years. The CMP expired in March 2014 during which time the carbon dioxide emissions from Council operations (including schools) reduced by 21%.
- 1.2 The Energy Policy was written in 2010 to support energy and carbon management best practice within the City Council.
- 1.3 One of the priorities of the Council Plan is to make savings by reducing operating costs through low carbon initiatives.

2. Options considered and recommended proposal

- 2.1 The scope of the CMP covered carbon dioxide emissions from City Council operational property, fleet and school buildings. The CMP included a programme of carbon reduction projects which would have delivered the ambitious 30% target.
- 2.2 However, the economic downturn followed by a change in Government in 2010 and the subsequent change in policies have resulted in the ending of some carbon reduction programmes and the reprioritising of others.

This has had an impact on the ability of the City Council to deliver the planned savings from the activities listed in the Carbon Management Plan. For example, the Building Schools for the Future programme would have made an annual saving of around 2,800 tonnes of carbon dioxide, but the Government's decision to end this rebuilding programme for schools has meant that these savings cannot now be achieved. Also, due to the uncertainty around the long term use of City Council office accommodation it has been prudent to mainly focus on properties the City Council is certain to occupy after the move to Friargate. This has limited the energy efficiency measures that could be implemented to those having little or no cost and those demonstrating business cases with rapid pay back. Other activities in the plan have been considered and proved to not now be feasible. However, a range of projects have been put in place and completed which have delivered planned savings.

- 2.3 Projects related to the replacement of the City's street lighting, property rationalisation, district heating (Heatline), lighting upgrades in council offices, low carbon vehicles and network of green champions have all contributed to a significant reduction of 21% reduction over five years.
- 2.4 The graph on the following page gives the carbon dioxide emissions measured from council and school buildings, street lighting and fleet operations since the 2008/9 financial year baseline.
- 2.5 Carbon dioxide emissions from buildings are weather dependent. The large increase in emissions for the period 2012/13 was primarily due to the extreme period of cold weather experienced over 2012/13 which saw a 24% increase in demand for heating compared to the 20 year average.



Year	2008/9 (t CO2e)	2009/10 (t CO2e)	2010/11 (t CO2e)	2011/12 (t CO2e)	2012/13 (t CO2e)	2013/14 (t CO2e)	% change
Council & School Buildings	35,900	34,500	34,300	28,000	33,600	30,000	-16%
Street lighting	10,500	10,700	10,400	9,400	8,800	6,500	-38%
Transport	5,100	4,900	4,700	4,400	4,300	4,000	-21%
Total	51,500	50,100	49,400	41,700	46,700	40,500	-21%

2.5 The reasons for reducing energy consumption and carbon dioxide emissions of the City Council are even more pressing than when the CMP was first produced. Increasing energy costs, enhanced national carbon reduction targets and the need to comply with additional energy related legislation (such as the Carbon Reduction Commitment Scheme) all make a compelling case to continue managing energy and carbon emissions proactively.

2.6 To address this increasing priority a revised CMP (Appendix 1) and Energy, Water and Carbon Management Policy (Appendix 2) have been prepared. Both have been revised to take into account changing circumstances while the CMP sets out the agenda and carbon dioxide emission targets for the next six years reflecting the national carbon reduction targets.

The 2020 targets in the revised CMP are:

- CO₂ reduction target of 35%. Equivalent to 9000 tonnes of CO₂ reduction against the baseline.
- Renewable target of 15%. Equivalent to 2500 tonnes of CO₂ being offset through the supply of renewable energy.

2.7 The CMP specifies the City Council's carbon management priorities, indicates the key projects that will achieve the required carbon reductions and outlines the available options for financing energy efficiency improvements.

2.8 Revising the CMP allowed an opportunity to revise its scope. The 2009 CMP included carbon dioxide emissions from Coventry schools. The revised CMP no

longer includes schools because the ability of the City Council to influence energy consumption within schools has diminished significantly. This is due to the increasing number of Academy schools and the Government's removal of the requirement to report school emissions under phase II of the Carbon Reduction Commitment scheme.

- 2.9 When schools are taken out of the scope of the CMP the carbon dioxide emissions reduction from Council Buildings, Streetlighting and Fleet operations is 27% compared to the baseline year.
- 2.10 To continue the Council's progress and leadership in cutting carbon the Cabinet Member is therefore asked to approve the revised CMP and the supporting Energy, Water and Carbon Management Policy.

3. Results of consultation undertaken

No consultation has been undertaken

4. Timetable for implementing this decision

- 4.1 Implementation of the revised CMP and Energy, Water and Carbon Management Policy will commence immediately after Cabinet Member approval.

5. Comments from Director of Finance and Legal Services

- 5.1 Finance: Reducing energy consumption and carbon dioxide emissions will have a financial benefit for the City Council in terms of helping offset likely energy price rises.

Larger energy efficiency projects requiring investment will be subject to the usual City Council approval process. A business case will be developed for each project that indicates a maximum payback period and method of financing. A report to cabinet is due to be submitted for approval imminently in this regard using a combination of external (Salix) and City Council resources.

- 5.2 Legal: There are no specific legal implications associated with this report.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Reducing spend on energy and fuel contributes to delivering the Council Plan priority of reducing operating costs (low carbon). Delivering the objectives of the CMP will contribute to improving the environment and tackling climate change.

6.2 How is risk being managed?

The risk of failing to deliver the CMP will be minimised by the governance and reporting arrangements that will be put in place.

6.3 What is the impact on the organisation?

Reducing spend on energy and fuel contributes to delivering the Council Plan priority of reducing operating costs (low carbon).

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

Delivering the CMP will demonstrate that the City Council is leading by example in reducing its carbon dioxide emissions by a greater amount than national reduction targets.

It will also contribute to maintaining the excellent performance in reducing carbon dioxide emissions of the City.

6.6 Implications for partner organisations?

None

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Coventry City Council's

DRAFT

Carbon Management Plan

2014 Revision

Contents

- 1.0 Introduction
- 2.0 Context
- 3.0 Scope, baseline and measured reductions
- 4.0 Achievements and challenges
- 5.0 Revised objectives & targets
- 6.0 Carbon Management priorities and projects
- 7.0 Financing & resources
- 8.0 Governance, ownership, reporting
- Appendix –Low Carbon Project Register

1.0 Introduction

Coventry City Council is determined to lead the city to a sustainable and low-carbon future that will ensure that residents, visitors and businesses choose Coventry as a preferred location in which to live, work and invest. However a sustainable and low carbon future won't happen by chance, it will require a concerted effort by those organisations that influence energy consumption and resource use in Coventry.

The City Council has a duty to lead by example. It is a major employer and consumer of resources within the city. It operates from a varied portfolio of over 200 assets comprising of council offices, libraries, care homes, car parks, operates a fleet of around 320 vehicles, and is also responsible for street lighting.

During the 2013/14 financial year the energy required to operate these buildings, vehicles and provide street lighting amounted to around:

- 27.3 million kWh of electricity costing £2.8 million
- 17.1 million kWh of gas costing £510,000
- 0.12 million kWh of heating oil costing £7,500
- 1.3 million litres of fuel costing £1.5 million

In September 2009 a Carbon Management Plan (CMP) for the City Council was approved, by the then Cabinet Member for (Climate Change, Housing and Sustainability), which set an aspirational target of reducing the Council's carbon dioxide emissions by 30% over five years.

The City Council has had moderate success in reducing carbon dioxide emissions from its operations but will not achieve the 30% aspirational target.

The five year delivery period for the CMP ended in March 2014 and the City Council reduced its carbon dioxide emissions by 27%.

This document forms the revised CMP for Coventry City Council. It details progress made so far and sets the agenda and carbon targets for the next six years.

The plan will require significant investment by the City Council; on-going rationalisation of the estate; efficient use of space and other resources, together with effective management of stakeholder behaviours relating to energy consumption.

The CMP will constantly evolve, and by means of an annual, formal evaluation of its success, will improve its effectiveness and ensure relevance as the Council adapts to internal and external pressures and leads the way in achieving a sustainable and low carbon future.

2.0 Context

All organisations have a responsibility to respond to the threat of climate change especially those having a significant influence on energy consumption.

Leadership is needed at both the national and local level to meet UK energy and climate change objectives: saving residents and businesses money on energy bills, generating income from local energy schemes (including renewable) and driving growth through investment and jobs in green industries.

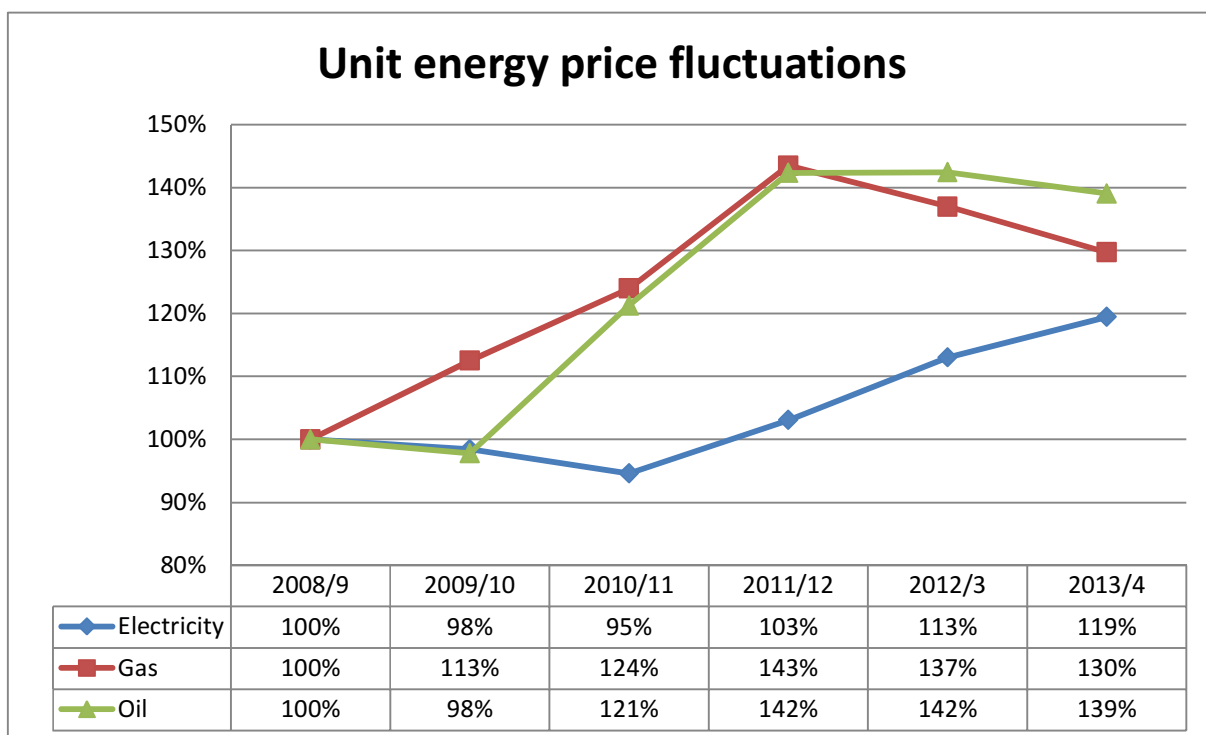
Coventry City Council therefore has a pivotal role in tackling climate change and is party to a **memorandum of understanding** (MOU) between the Local Government Association and the Department of Energy and Climate Change (DECC) to do its bit in achieving the national greenhouse gas emissions reduction target.

The MOU requires all councils to take firm action to:

- Reduce the carbon emissions from their own estate and operations;
- Reduce carbon emissions from homes, businesses and transport infrastructure, creating more, appropriate renewable energy generation, using council influence and powers; and
- Participate in national carbon reduction initiatives at the local level, particularly the roll out of the Green Deal, smart metering and renewable energy deployment.

Energy and fuel prices have fluctuated widely over recent years with the overall trajectory being upwards – this has caused significant pressures on budgets. For example, a 10% rise in electricity prices increases the City Council's bill by £330,000 and for every penny that petrol or diesel goes up the annual fleet fuel cost increases by £13,000. Reducing spend on energy and fuel contributes to delivering the **Council Plan** priority of reducing operating costs (low carbon).

The graph overleaf shows the unit cost energy paid by the City Council. The unit price of electricity, gas and oil has increased since 2008/9 by 19%, 30% and 39% respectively and the trend for further price rises is anticipated to continue.



The Carbon Reduction Commitment Energy Efficiency scheme (CRC-EES) is a statutory scheme which requires councils and other large users of energy to buy allowances for their emissions of carbon. The cost of allowances for phase I of CRC-EES was £12 for every tonne of carbon emitted. During the 2013/14 financial year the cost of allowances to the council was nearly £130,000 in carbon tax.

The CRC-EES is supported by a legal framework with legal penalties and fines for:

- Non participation
- Failure to report on time
- Heavy fines and imprisonment for deliberate misreporting and / or falsification of data.

Phase II of the CRC-EES runs from 2014/15 to 2018/19. The cost of carbon allowances for this phase has increased to £16 per tonne.

For phase II, the Department of Energy and Climate Change decided to remove schools from the scope of local authorities CRC-EES buildings portfolio. This takes the City Council's energy consumption to below the threshold for inclusion into phase II of the scheme.

Phase III starts 2019/20. There is a risk, as a result to moving to Friargate, that the City Council's energy consumption will exceed the CRC-EES threshold and therefore the City Council will be once again be required to comply. Delivery of this CMP minimises the risk of the Council being included in future phases of the CRC-EES.

Energy Act 2011. Makes provision for legislation to be implemented before April 2018 making it unlawful for Landlords to let properties which fall below a prescribed level of energy efficiency.

At this moment in time, the Department of Energy and Climate Change (DECC) and the Green Deal Impact Assessment websites are suggesting that an Energy Performance Certificate E rating will become the minimum acceptable level.

Just short of 20% of council owned commercially rented properties requiring an Energy Performance Certificate are rated below level E.

Display Energy Certificates: There is a legal requirement for all public sector buildings with a total useful floor area of over 500m², to show a Display Energy Certificate (DEC) in a prominent place, clearly visible to the public. The number of City Council buildings requiring DEC's is 35.

3.0 Scope, baseline emissions and reductions achieved to date.

To demonstrate that reductions in carbon emissions are being achieved it is essential that the level of emissions from the City Council's activities is measured. The baseline emissions are used as a marker to monitor the City Council's improvement over the duration of the carbon management plan.

3.1 Scope

As carbon management has evolved nationally and locally the City Council has been required to adopt and report on a number of carbon footprints with differing scopes, meaning that differences have arisen as to what is to be included. The box below summarises the various carbon footprint scopes for Coventry City Council.

Carbon footprinting scopes

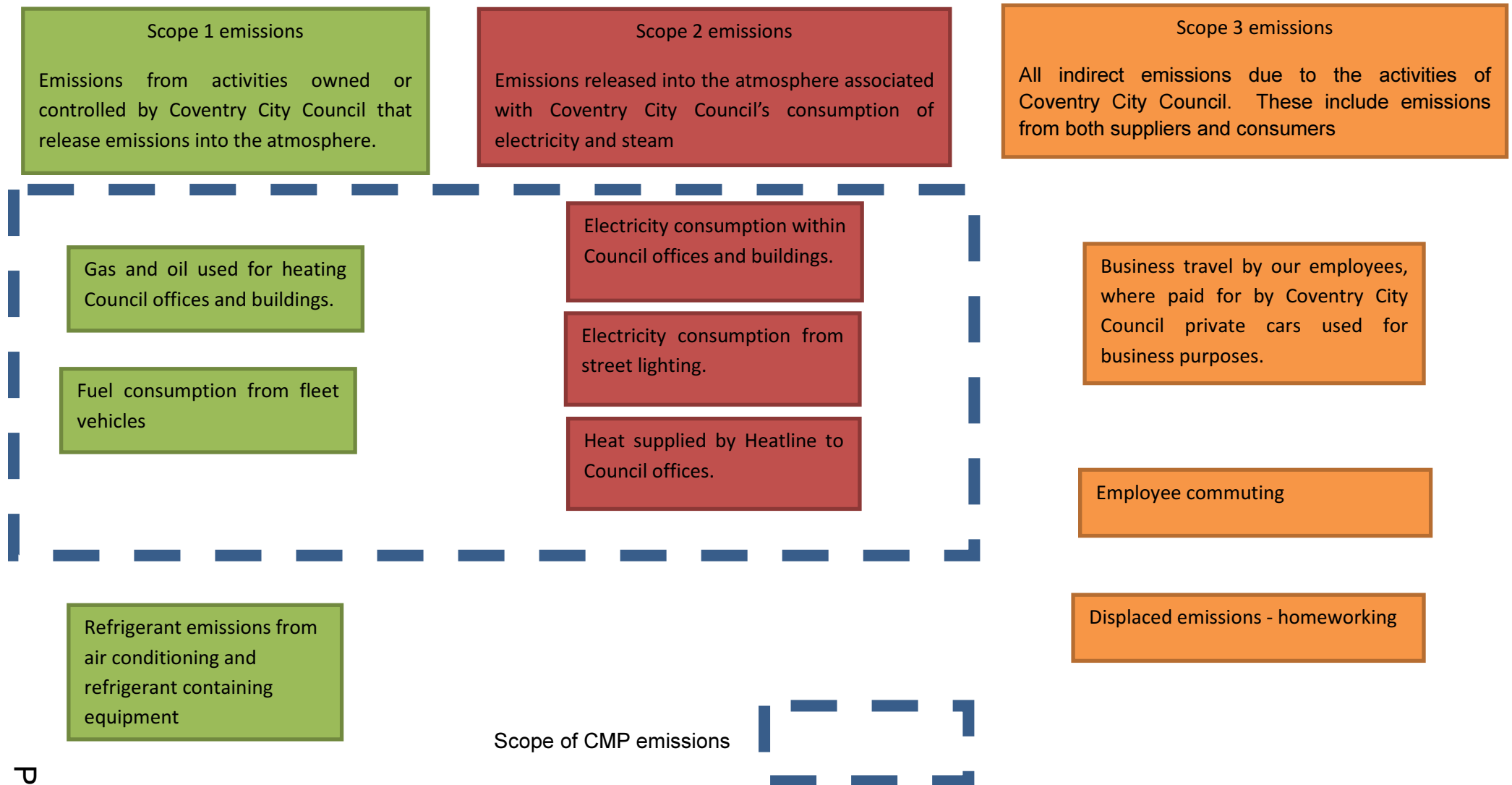
Current reporting scopes related to carbon management for Coventry City Council are:-

- **Carbon Reduction Commitment.**
 - Electricity and gas only.
 - Operational property includes un-let commercial property.
 - Schools excluded from April 2014
- **Greenhouse Gas Emissions Reporting**
 - Gas, electricity, heating oil and fuel.
 - Council operational property, fleet, business travel, street lighting and selected outsourced services.
 - Excludes un-let commercial property.
 - Schools excluded from April 2014.
- **Carbon Management Plan 2009**
 - Gas, electricity, heating oil and fuel.
 - Council operational property, schools, fleet, business travel and street lighting.
 - Excludes un-let commercial property.
- **Council's Corporate report.**
 - Same scope as Greenhouse Gas Emissions Report.

To simplify the carbon footprinting process and bring consistency to reporting the City Council's carbon footprint the scope of the Carbon Management Plan has been revised to cover scope 1 and scope 2 emissions (excluding schools) of the Greenhouse Gas Emissions report.

The figure overleaf specifies carbon footprint scope of the revised Carbon Management Plan.

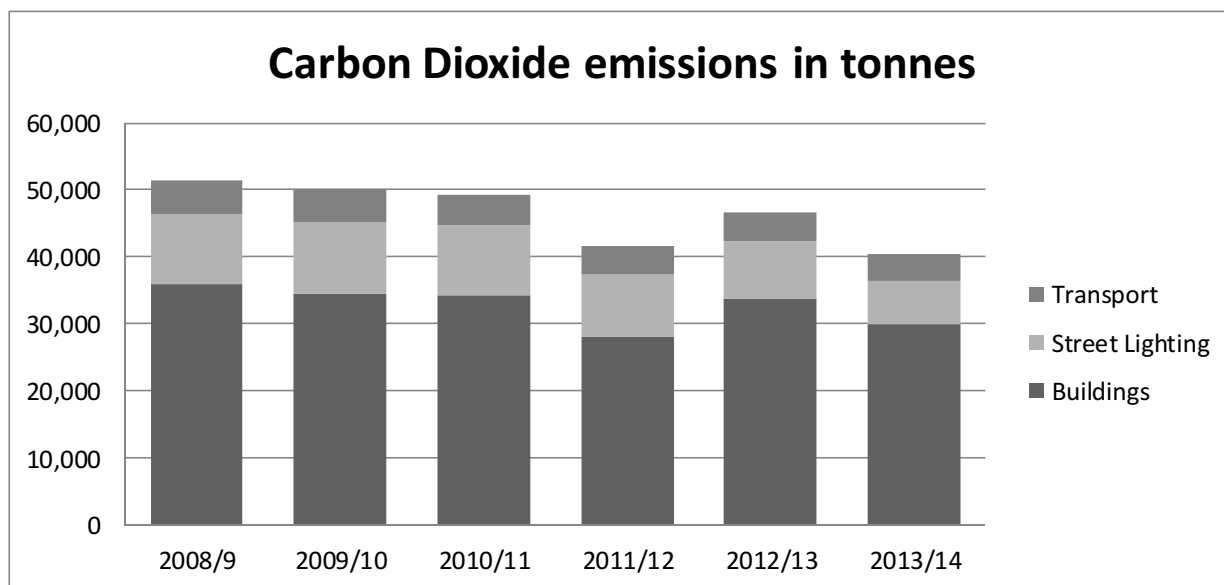
Scope of Emissions within Carbon Management Plan



3.2 Baseline and measured emission reductions

The City Council began reporting to the Department of Energy and Climate Change its Carbon footprint in 2008/9. This has therefore been chosen as the baseline year for this CMP.

The graph below gives the carbon dioxide emissions measured from Council buildings, street lighting and fleet operations since the 2008/9 financial year.



Year	2008/9 (t CO2e)	2009/10 (t CO2e)	2010/11 (t CO2e)	2011/12 (t CO2e)	2012/13 (t CO2e)	2013/14 (t CO2e)	% change
Council Buildings	11,230	11,081	10,351	9,220	11,289	9,094	19%
Street lighting	10,516	10,712	10,400	9,372	8,786	6,452	39%
Fleet	4,050	3,940	3,734	3,475	3,416	3,407	16%
Total	25,796	25,733	24,484	22,067	23,490	18,953	27%

The last reporting period, 2013/14, indicated a reduction in total emissions of 27% compared with the baseline year of 2008/9. Emissions from Council Buildings, Street lighting and Fleet all reduced significantly.

Carbon dioxide emissions from building are weather dependant. The large increase in emissions for the period 2012/13 was primarily due to the extreme period of cold weather experienced over 2012/13 which saw a 24% increase in demand for heating compared to the 20 year average.

4.0 Achievements and challenges.

The reduction in carbon dioxide emissions has been achieved through a variety of measures, the most notable being:

Replacement of Street lighting: In 2010 a 5 year programme to improve the street lighting in Coventry began. When finished over 30,000 lighting columns will be replaced or upgraded with more efficient lamps and 6,500 illuminated signs / bollards / beacons will have been replaced with low wattage LED lights or de-illuminated when possible. Energy and carbon dioxide savings of 38% are expected.

Three years into the improvement programme, the energy used by street lighting has already been reduced by 32% and carbon dioxide emissions by 39%.

Heatline: is a major new scheme to harness energy at the waste to energy plant in Whitley. The surplus energy is turned into hot water which is transported via a network of underground pipes to provide heat and hot water to eight prominent city centre buildings which include the Council House and Civic Centres 1 - 4. Heatline became operational in September 2013.

Estimated carbon dioxide savings made by heating the Council House and Civic Centre 1 - 4 using Heatline will be 650 tonnes per year.

Lighting schemes: The City Council has taken advantage of developments in low energy lighting to reduce its energy consumption. Most central council offices have benefited from lighting upgrades.

For example energy consumption in Civic Centres 1 and 4 has reduced per year by around 150kWh since 2008/9; this reduction is predominantly due to modernisation of lighting which has avoided energy costs by over £13,000 and reduced carbon dioxide emissions by 83 tonnes per year.

Property rationalisation: An on-going review of the council's property needs and the subsequent rationalisation of council operational building stock has reduced the City Council's carbon footprint significantly. The property rationalisation process will continue due to the move to purpose built Council offices at Friargate.

For example the closure of Casselden House, West Orchard House, Stoke House and Elm Bank Training centre avoided energy costs of around £84,000 per year and reduced carbon dioxide emissions by approximately 500 tonnes per year.

Low carbon vehicles: The City Council currently runs a fleet of around 320 vehicles which range from heavy duty gritting and refuse collection vehicles to light commercial and passenger carrying vehicles.

The fleet includes 58 Low Emission Vehicles (6 electric, 43 hybrid and 9 diesel low carbon vehicles), one of the largest low emission local authority fleets in the country. The replacement of fleet vehicles with lower emission alternatives, route optimization and an extensive programme of smart driver training for fleet vehicle drivers has reduced the fleet fuel consumption and carbon emissions by 16%.

The **Green Champions** network is an established, influential group of staff who are helping to drive our low carbon and resource efficiency agenda within the Council. Green Champions are helping the Council to:

- Reduce the amount of energy we use
- Reduce the amount of resources we use and increase the percentage of waste that is recycled
- Reduce the amount of water we use
- Lower our carbon footprint
- Promote green travel such as walking and cycling

Challenges

The reduction in energy and fuel consumption and hence carbon emissions has been achieved despite very challenging conditions.

- In particular due to the uncertainty around the long term use of Council office accommodation it has been prudent to mainly focus on properties the Council is certain to occupy after the move to Friargate. This has limited the energy efficiency measures that could be implemented to those having little or no cost and demonstrating business cases with rapid pay back.
- The economy has been in a prolonged period of decline and funding to the City Council has been significantly cut. Money to invest in energy efficiency measures has experienced similar budgetary pressures.

5.0 Revised objectives & targets

The original CMP set an aspirational target of 30% reduction within 5 years. This target was based on guidance from the Carbon Trust and is in proportion to carbon reduction targets set by other councils. The actual carbon reduction at the end of the 5 year period was 27% against the 2008/9 baseline.

The Memorandum of Understanding between the Local Government Association and the Department of Energy and Climate Change indicates local authorities should play their part in achieving national carbon reduction targets. The national target is 34% reduction by 2020 against a 1990 baseline. Nationally carbon emissions reduced by 11% between 1990 and 2007 therefore between 2008 and 2020 a further 23% reduction is required to achieve the national target.

The UK also has a target to produce 15% of its energy requirements from renewable sources by 2020.

The objectives set in this CMP are challenging but achievable and reflect the City Council commitment to leading the low carbon agenda in Coventry.

Objective:

To exceed the UK's 2020 carbon dioxide emission reduction and renewable energy targets by reducing the City Council's carbon dioxide emissions by at least 23% based upon a 2008/9 baseline and have at least 15% of our energy demand met through renewable energy by 2020.

The carbon dioxide emissions profile overleaf shows the projected carbon dioxide emissions reductions and percentage change expected up to 2020.

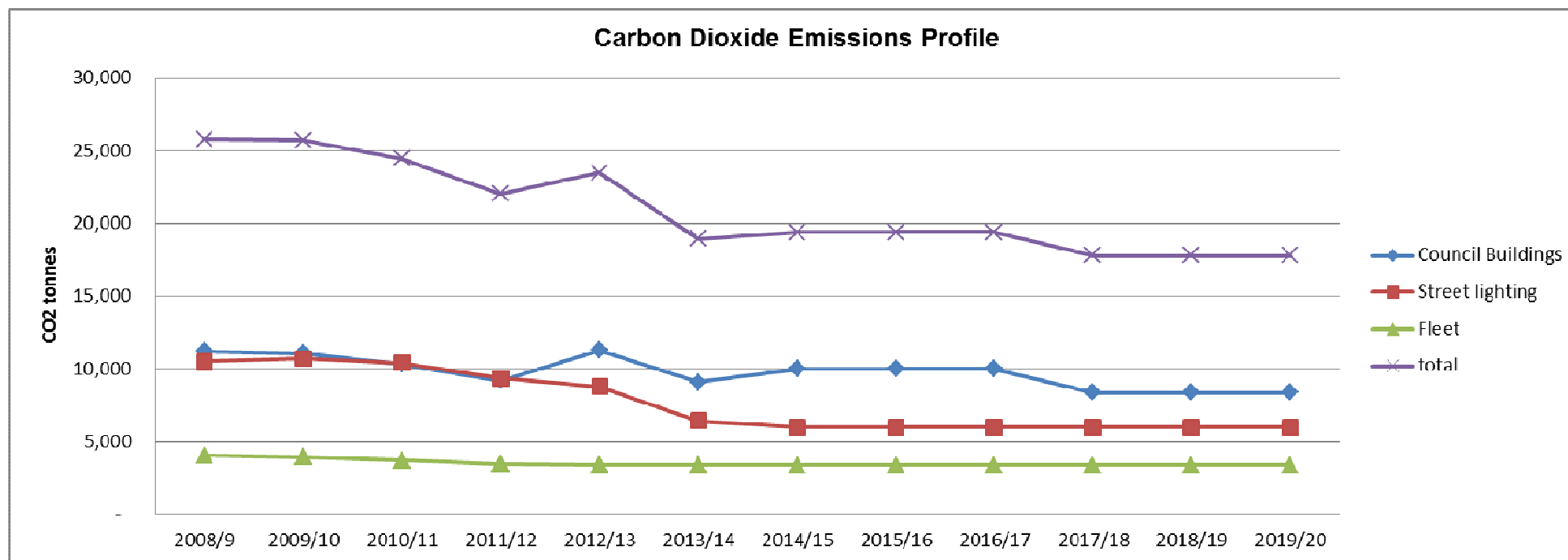
Targets:

2008/9 to 2016/7.

- CO₂ reduction target of 27%. Equivalent to a reduction of 6,900 tonnes against the baseline.
- Renewable target of 3%. Equivalent to 600 tonnes of carbon dioxide emissions being offset through the supply of renewable energy.

2008/9 to 2019/20.

- CO₂ reduction target of 35%. Equivalent to 9,000 tonnes reduction against the baseline.
- Renewable target of 15%. Equivalent to 2,500 tonnes of carbon dioxide emissions being offset through the supply of renewable energy.



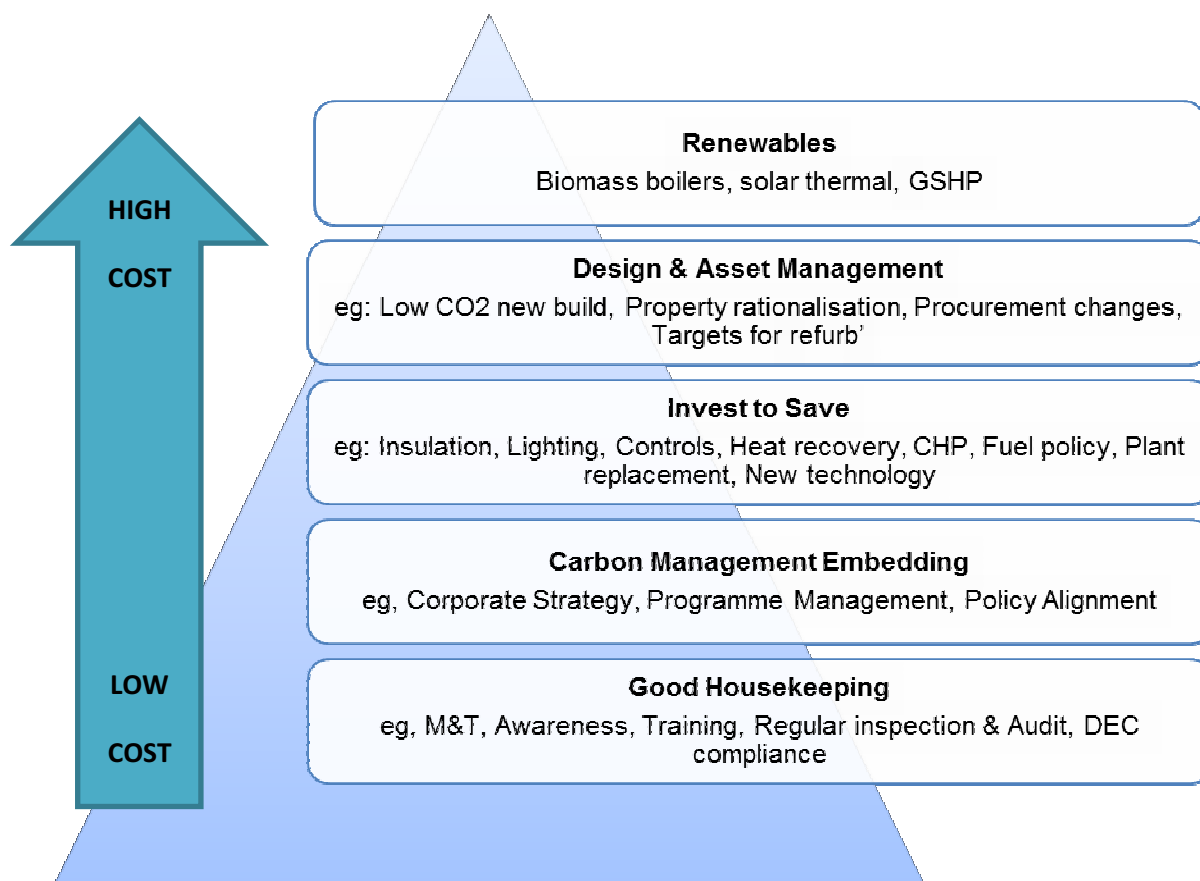
	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Council Buildings*	11,230	11,081	10,351	9,220	11,289	9,094	10,000	9,500	9,500	7,900	7,900	7,600
Street lighting*	10,516	10,712	10,400	9,372	8,786	6,452	6,000	6,000	6,000	6,000	6,000	5,900
Fleet*	4,050	3,940	3,734	3,475	3,416	3,407	3,400	3,400	3,400	3,400	3,400	3,300
Total*	25,796	25,733	24,484	22,067	23,490	18,953	19,400	18,900	18,900	17,300	17,300	16,800
% reduction	0	0	5	14	9	27	25	27	27	33	33	35

UK national target % reduction	0	2	4	6	8	10	12	14	16	18	20	23
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*Actual figures for period 2008/9 to 2013/14. Forecast figures for 2014/15 to 2019/20.

6.0 Carbon Management Priorities

The Low Carbon - Energy management Pyramid below defines the sequence of energy management activities to be adopted to ensure cost effective solutions are considered first. Good housekeeping and carbon management embedding measures generally being the most cost effective as they require little or no cost to implement.



The Council's main carbon management priorities based on the low carbon – Energy Management pyramid are:

Good Housekeeping

- Roll out of gas and electricity automatic meters to support better monitoring, targeting and control of energy.
- Enhancing the network of Green Champions

Carbon Management Embedding

- Improve the carbon management performance by embedding carbon management measures as defined by the Carbon Trust's Carbon Management Matrix (see page 15).
- Implementation of an energy management system compliant with the requirements of the international energy management standard ISO 50001.

The Carbon Management Embedding Matrix is a tool provided by the Carbon Trust to assess to what extent carbon management practices are embedded into council operations. Using the Carbon Management Embedding Matrix members of the

Carbon Management Team evaluated the council's current embedding performance against each of the seven criteria. The target level of embedding performance to be achieved within 3 years was also determined.

The table at the top of the Carbon Management Embedding Matrix gives the results of the Carbon Management Embedding exercise.

Invest to Save

- Further implementation of invest to save measures. In particular using an Energy Performance Contract model (RE:FIT framework contract) to deliver a series of energy efficiency improvements across a selected portfolio of council operational properties. Typical Energy Performance Contracts include around 8-10 buildings requiring investment of over £500,000 that pay back within 7 years. Savings are guaranteed by the Energy Service Company contracted to deliver the energy savings.

Design and Asset Management

Kickstart is the major project that will see the City Council move to a new home and a new way of working. By the end of 2016 thousands of staff will be moving out of many of our current offices into the new building at Friargate. This smaller estate will reduce the City Council's carbon footprint from its office estate largely as a result of constructing the new building at Friargate to a BREEAM excellent status which will be heated and cooled using the Heatline scheme.

Investment in renewable energy

- Renewables: Heatline will be the main source of heating and hot water for our office buildings from October 2013 onwards. The burning of biomass waste is considered a renewable form of energy. Investment in other renewable technologies such as Solar PV and Biomass boilers, and heat pumps will be considered when the business case indicates an acceptable return on investment.
- To explore the opportunity for the Energy from Waste Plant to supply electricity to the Council via 'Licence-Lite' agreement.

6.1 Monitoring progress of projects.

To monitor the delivery of carbon reduction projects a Carbon Management Plan Project Register has been created. This details a mix of behavioural, energy efficiency and renewable energy projects that have been implemented or are planned to be implemented to reduce the council's carbon dioxide emissions associated with council property, street lighting and fleet. The project register is a live document which is regularly updated. The current version is given in Appendix 1.

Carbon Trust's Carbon Management Embedding Matrix

Present	3.5	2.5	3.5	4.5	4.5	5	3
Target	4.5	4	4.5	4.5	4.5	5	4
	CORPORATE STRATEGY	PROGRAMME MANAGEMENT	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	POLICY ALIGNMENT *
BEST 5	<ul style="list-style-type: none"> Top level target allocated across organisation CO₂ reduction targets in Directorate Business Plans 	<ul style="list-style-type: none"> Cabinet / SMT review progress against targets on quarterly basis Quarterly diagnostic reports provided to Directorates Progress against target published externally 	<ul style="list-style-type: none"> CM integrated in responsibilities of senior managers CM part of all job descriptions Central CO₂ reduction advice available Green Champions leading local action groups 	<ul style="list-style-type: none"> Quarterly collation of CO₂ emissions for all sources Data externally verified M&T in place for: <ul style="list-style-type: none"> buildings street lighting waste 	<ul style="list-style-type: none"> All staff given formalised CO₂ reduction: <ul style="list-style-type: none"> induction and training communications Joint CM communications with key partners Staff awareness tested through surveys 	<ul style="list-style-type: none"> Finance committed for 2+ yrs of Programme External funding being routinely obtained Ring-fenced fund for carbon reduction initiatives 	<ul style="list-style-type: none"> CO₂ friendly operating procedure in place Central team provide advice and review, when requested Barriers to CO₂ reduction routinely considered and removed
4	<ul style="list-style-type: none"> CO₂ reduction commitment in Corporate Strategy Top level targets set for CO₂ reduction Climate Change Strategy reviewed annually 	<ul style="list-style-type: none"> Sponsor reviews progress and removes blockages through regular Programme Boards Progress against targets routinely reported to Senior Mgt Team 	<ul style="list-style-type: none"> CM integrated in to responsibilities of department heads Cabinet / SMT regularly updated Staff engaged though Green Champion network 	<ul style="list-style-type: none"> Annual collation of CO₂ emissions for: <ul style="list-style-type: none"> buildings street lighting transport waste Data internally reviewed 	<ul style="list-style-type: none"> All staff given CO₂ reduction: <ul style="list-style-type: none"> induction communications CM matters communicated to external community 	<ul style="list-style-type: none"> Coordinated financing for CO₂ reduction projects via Programme Board Finances committed 1yr ahead Some external financing 	<ul style="list-style-type: none"> Comprehensive review of policies complete Lower level policies reviewed locally Unpopular changes being considered
3	<ul style="list-style-type: none"> CO₂ reduction vision clearly stated and published Climate Change Strategy endorsed by Cabinet and publicised with staff 	<ul style="list-style-type: none"> Core team regularly review CM progress: <ul style="list-style-type: none"> actions profile & targets new opportunities 	<ul style="list-style-type: none"> An individual provides full time focus for CO₂ reduction and coordination across the organisation Senior Sponsor actively engaged 	<ul style="list-style-type: none"> Collation of CO₂ emissions for limited scope i.e. buildings only 	<ul style="list-style-type: none"> Environmental / energy group(s) given ad hoc: <ul style="list-style-type: none"> training communications 	<ul style="list-style-type: none"> A view of the cost of CO₂ reduction is developing, but finance remains ad-hoc Some centralised resource allocated Finance representation on CM Team 	<ul style="list-style-type: none"> All high level and some mid level policies reviewed, irregularly Substantial changes made, showing CO₂ savings
2	<ul style="list-style-type: none"> Draft Climate Change Policy Climate Change references in other strategies 	<ul style="list-style-type: none"> Ad hoc reviews of CM actions progress 	<ul style="list-style-type: none"> CO₂ reduction a part-time responsibility of a few department champions 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Energy data compiled on a regular basis 	<ul style="list-style-type: none"> Regular awareness campaigns Staff given CM information on ad-hoc basis 	<ul style="list-style-type: none"> Ad hoc financing for CO₂ reduction projects 	<ul style="list-style-type: none"> Partial review of key, high level policies Some financial quick wins made
1 Worst	<ul style="list-style-type: none"> No policy No Climate Change reference 	<ul style="list-style-type: none"> No CM monitoring 	<ul style="list-style-type: none"> No recognised CO₂ reduction responsibility 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Estimated billing 	<ul style="list-style-type: none"> No communication or training 	<ul style="list-style-type: none"> No specific funding for CO₂ reduction projects 	<ul style="list-style-type: none"> No alignment of policies for CO₂ reduction

7.0 Financing Energy Efficiency and Low Carbon measures

Key to delivering energy efficiency low carbon measures is the availability of funding to allow the projects to be carried out.

There are a number of sources of funds that are available to support energy efficiency low carbon measures.

Salix is a government-backed institution that offers interest free capital finance to public sector organisations to install energy efficiency measures. The savings in energy made as a result of the investment are used to pay back the loan. Projects with payback periods generally less than five years are fundable through a Salix loan.

Typical measures funded include:

- Fitting more efficient lighting, such as LED and T5 lamps
- Installation and upgrading of building energy management systems
- Improvements to heating systems, such as implementing heat recovery and switching from oil to gas boilers
- Building fabric insulation improvements, such as cavity wall and loft insulation

Coventry City Council has used Salix funding to finance mainly lighting upgrade projects and has access to a Salix fund of £200,000.

Energy Performance Contracts are an alternative financing mechanism designed to accelerate investment in cost effective energy saving or renewable energy measures in non-domestic property portfolios. An Energy Performance Contract provider typically conducts a comprehensive energy audit for the client, then designs and constructs a project that meets the client's needs and arranges the necessary financing. The Energy Performance Contract provider guarantees that the improvements will generate energy cost savings sufficient to pay for the project over the term of the contract. After the contract ends, all additional cost savings accrue to the client. Typically Energy Performance Contracts provide a means of funding energy efficiency measures with longer paybacks than Salix funding.

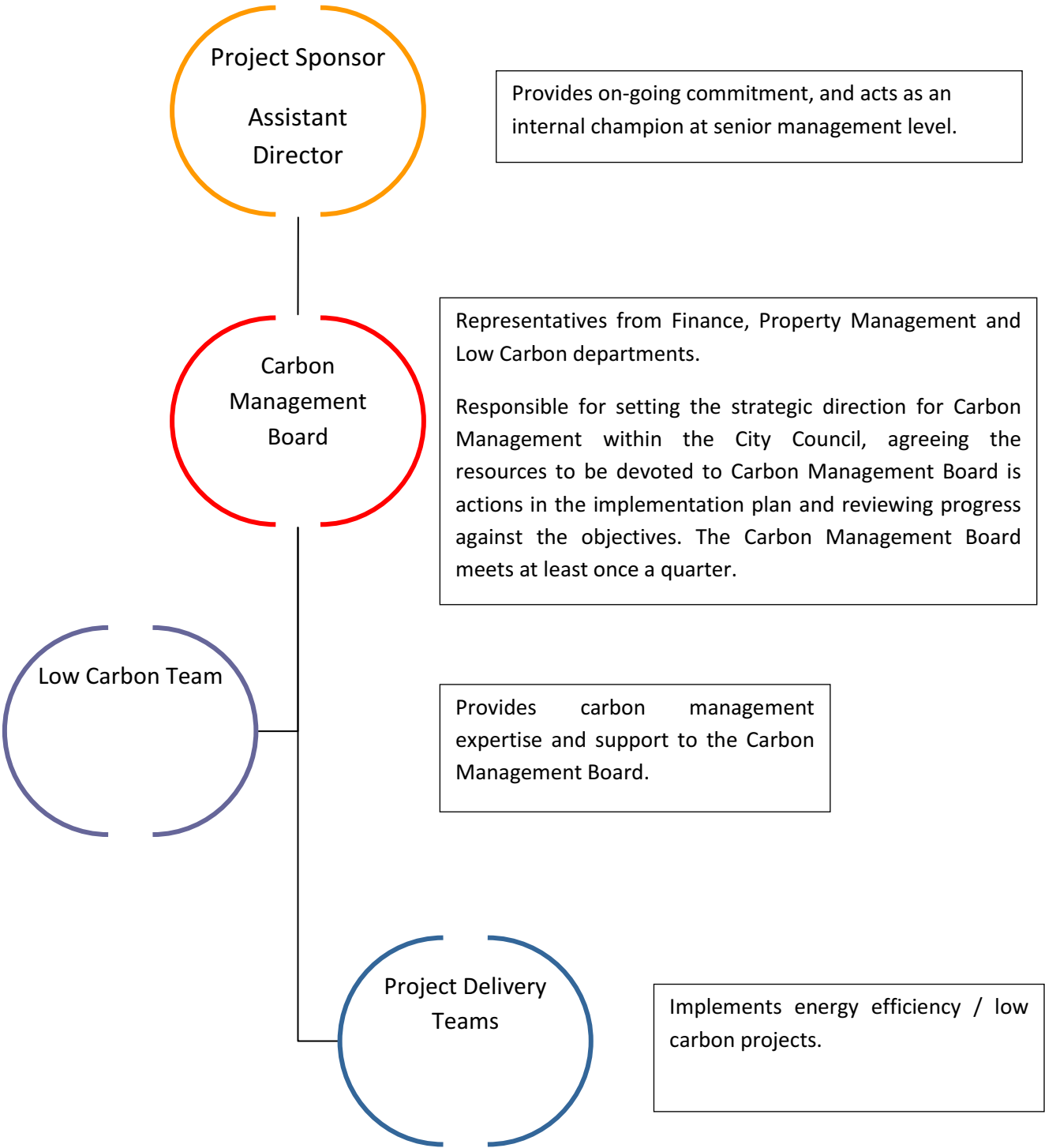
Feed in Tariffs and Renewable Heat Incentive: The UK Government has introduced financial incentives to encourage the uptake of renewable or low carbon technologies providing electricity or heat. The Feed in Tariff is paid for each kW of electricity generated by Solar PV or wind turbines over a contract period of 20 years. While the Renewable Heat Incentive (RHI) is paid for each kW of heat produced over a 20 year contract period from technologies such as biomass boilers or ground source heat pumps.

Property Capital Programme presents opportunities to reduce carbon emissions as plant and equipment is renewed or repaired. This routine funding source can be combined with Salix funding to enhance the energy savings potential of projects by funding more energy efficient solutions where appropriate. There is no general capital programme to fund energy efficiency projects specifically.

8.0 Governance, Ownership, Reporting







8.1 Governance:

The diagram below defines the levels of authority and governance arrangements related to Carbon Management within Coventry City Council.



8.2 Ownership:

To ensure that the Carbon Management Plan is effective and has ownership it is important to define the responsibilities and groups involved in delivering the plan. A number of departments have roles relating to carbon and energy management the flow chart below details the department(s) responsible for each step in the process of delivering an energy / low carbon measure.

Activity	Responsibilities	Methods
<div>Identification of potential projects / improvement</div> 	<ul style="list-style-type: none"> Energy Team Project Delivery Team 	<ul style="list-style-type: none"> Analysis of energy consumption data. Energy Audits Benchmarking against best practice.
<div>Evaluation of project feasibility</div> 	<ul style="list-style-type: none"> Project Delivery Team Energy manager Low carbon team 	<ul style="list-style-type: none"> Development of initial business case Salix funding assessment
<div>Approval of projects/ improvement measures</div> 	<ul style="list-style-type: none"> Special Projects Finance Department Carbon Management Board Procurement Board Facilities Management 	<ul style="list-style-type: none"> Submission of full business case or Improvement proposal
<div>Procure</div> 	<ul style="list-style-type: none"> Procurement Project Delivery Team 	<ul style="list-style-type: none"> Project specification Selection of contractors / suppliers
<div>Install / Implement Project</div> 	<ul style="list-style-type: none"> Project delivery team Low Carbon Team 	<ul style="list-style-type: none"> Project Management
<div>Monitor and evaluate effectiveness</div> 	<ul style="list-style-type: none"> Project initiator Low Carbon team Carbon Management Board 	<ul style="list-style-type: none"> Regular reports
<div>Publicise and report successes</div>	<ul style="list-style-type: none"> Low Carbon team 	<ul style="list-style-type: none"> Internal / external communications

8.3 Reporting:

Progress towards achieving the CMP objectives and targets will be reported annually. The report will include:

- A review of low carbon / energy performance and related Performance Indicators
- Changes in legal requirements related to energy / low carbon management
- The extent to which the objectives and targets have been met
- Projected performance for the following period
- Recommendations for improvement

A more detailed review will be undertaken at the end each three year target period.

Appendix 1 – CMP Project Register

Page 46

Page 46

CMP Project Register		Updated	Jul-14			Achieved totals	4,020					2016/17 Target	6,900	58%			2019/20 Target	9,000	45%
		Next update	Oct-14																
Project Description	Status	Annual saving		Payback	Year of fir saving	Carbon savings profile - CMP phase I					Carbon savings profile - CMP phase II								
		Financial	Tonnes CO ₂			2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20			
Architectural lighting - power reductions	Completed	£2,146	9.3	4.7	2009/10	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3
Broadgate House basement - replacement of pipework insulation	Completed	£1,050	9	4.3	2009/10	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3
Civic Centre 1 - installation of thermostatic radiator valves	Completed	£250	2.2	N/A	2009/10	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2
Trail of LED lighting upgrade in Civic Centre 4 LED lift lobby	Completed	£581	4	6.7	2009/10	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
Energy warden project for all council city centre offices	Completed	£33,000	144	0.1	2009/10	30.0	50.0	100.0	144.0	144.0	144.0	144.0	144.0	144.0	144.0	144.0	144.0	144.0	144.0
Expand energy warden project to all council premises	Completed	£75,000	330	0.0	2009/10		20.0	65.0	120.0	180.0	330.0	330.0	330.0	330.0	330.0	330.0	330.0	330.0	330.0
Thermostatic radiator valves & cooling/heating mods in Lower Studio	Completed	£1,692	8.2	5.9	2010/11		8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2	8.2
CENEX funded scheme to procure low carbon vehicles	Completed	£15,000	40	0.0	2010/11		40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Computer server virtualisation scheme to reduce numbers of servers	Completed	£21,000	78	3.0	2010/11		39.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0	78.0
Eco-driving training for city council fleet drivers	Completed	£90,000	190	0.1	2011/12		3.0	38.0	120.0	190.0	190.0	190.0	190.0	190.0	190.0	190.0	190.0	190.0	190.0
Upgrading of lighting in civic centre 1. LED lights in lift lobby. Replacement of T8's with T5's	Completed	£5,500	40	7.1	2011/12			40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Lighting upgrade for 5th floor of BroadGate House.	Completed	£700	3	7.1	2011/12			3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Installing TRV's at Elmbank.	Completed	£1,900	11	3.8	2011/12			11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Voltage optimaisation for Council House	Completed	£1,500	5	3.8	2011/12			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Upgrade of lighting in Council House	Completed	£2,100	12		2012/13				12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Supply heat demands of city centre offices with heat from upgraded Waste from Energy Plant	Completed	£85,000	644		2013/14					644.0	644.0	644.0	644.0	644.0	644.0	644.0	644.0	644.0	644.0
Upgrade of lighting in St Marys to LED.	Completed	£1,259	7	4.8	2013/14					7.3	7.3	7.3	7.3	7.3	7.3	7.3	7.3	7.3	7.3
LED lighting in Civic Centre 1 & 4 lift lobbies.	Completed	£600	4	10.0	2011/12			4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Upgrade T8 fluorescent tubes with T5 in CC4 and CC1	completed	£13,000	83	6.2	2011/12			83.0	83.0	83.0	83.0	83.0	83.0	83.0	83.0	83.0	83.0	83.0	83.0
Heat recovery at Canley Cremotorium	Completed																		
Replacement of street lighting in city through PFI	on-going	£656,000.00	4,500		2010/11			500.0	1300.0	2300.0	3300.0	4300.0	4500.0	4500.0	4500.0	4500.0	4500.0	4500.0	4500.0
Buildings rationalisation	on-going	£32,000	425		2010/11		30.0	90.0	200.0	245.0	300.0	425.0	425.0	425.0	425.0	425.0	425.0	425.0	425.0
Friargate	Planned		1,600		2016/17										1600.0	1600.0	1600.0	1600.0	1600.0
Installation of gas meter on each cremation unit.	planned	£0	1		2014/5						1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
New Union Street Car Park - upgrade lighting	Planned	£11,700	64	5.0	2014/15						64.0	64.0	64.0	64.0	64.0	64.0	64.0	64.0	64.0
Revise and implement energy policy	Planned	£0	0	N/A	2014/5														
Install AMR meters and purchase data.	Potential	£0	0	N/A															
Install Telematics and Fuel Saving units in fleet vehicles	potential	£65,000	200																
Upgrade T8 fluorescent tubes with T5 versions in Community Services premises	Potential																		
Upgrade T8 fluorescent tubes with T5 versions in libraries	Potential																		
Energy Performance Contract - Re:Fit	Potential	£33,000	180	7.0	2015/6							180.0	180.0	180.0	180.0	180.0	180.0	180.0	180.0
Totals		£1,148,978	8,595			55	215	1,090	2,193	4,020	5,290	6,595	6,795	8,395	8,395	8,395	8,395	8,395	8,395

Scope

This policy covers energy and water use in the City Council's operational buildings, street lighting and transport fleet. It sets out a framework for the management of energy, water and carbon including the setting of targets against which performance will be measured.

Statement of Commitment

The City Council is committed to the responsible use and procurement of energy and water in all its activities and will promote the use and development of appropriate sources of renewable energy.

The City Council recognises that it has a responsibility to continually reduce consumption and carbon emissions not only in its own buildings, public lighting and transport, but also in the wider community of Coventry through its influence and example.

The City Council is committed to providing the necessary resources and making available information to enable our energy, water and carbon reduction objectives to be achieved.

The City Council's Carbon Management Plan (CMP) sets out the energy and carbon reduction objectives, and details specific projects that are to be undertaken in order to meet the targets. The CMP and its objectives and targets are reviewed by the Carbon Management Board at least annually. A report detailing progress in meeting these objectives, the City Council's energy usage and carbon emissions will be published to support the review.

There are internal policies and external legislative drivers that will influence the actions to reduce consumption over the next 5-10 years. It is anticipated that over the next few years existing legislation will be tightened and new legislation introduced to improve the energy efficiency of buildings. The City Council is committed to comply with applicable legal and other requirements related to energy use, consumption and efficiency.

To deliver on our commitments we will

- ensure that all operational buildings are properly and adequately metered and that regular readings are taken
- ensure that we hold reliable, up-to-date information on the performance, efficiency and running costs of property portfolio and seek to address costs which are above average
- monitor cost and consumption and develop effective performance feedback and communication systems
- maintain a behavioural change campaign to encourage employees to conserve energy and resources
- survey and rate our buildings for energy efficiency in line with the Energy Performance of Buildings Directive and seek to carry out improvements to reduce carbon dioxide emissions based on sound business case assessments
- aim to avoid or minimise the cost to the City Council of any current or future tax or levies related to energy consumption and carbon dioxide emissions.
- make carbon and carbon mitigation key considerations within all future City Council committee reports and decision making
- develop sources of finance and partnership working, in order to increase investment to reduce energy and carbon
- ensure that property investment proposals involve the more formal use of business cases with clear benefit assessments, carbon assessment & mitigation strategies, and whole life costing
- use Whole Life Cost and Life Cycle Analysis as standard methodologies for assessing and supporting major procurement decisions. Major procurement decisions being those related to works on buildings with a floor space greater than 500m² or an expenditure of greater than £1 million.
- aim to achieve the BREEAM excellent rating for all new buildings and major refurbishments and achieve the highest category of energy performance rating
- explore the potential for developing our own renewable sources of energy, such as biomass, solar thermal and solar photovoltaic and any other appropriate technologies
- aim to increase energy security by diversification away from fossil fuels



Coventry City Council

Public report

Report to
Business, Enterprise and Economy Scrutiny Board (3)

8th October 2014

Report of
Councillor J McNicholas

Title
Report Back on the Work Of Outside Bodies – West Midlands Integrated Transport Authority

1 Purpose of the Report

- 1.1** This report sets out details of the work of the West Midlands Integrated Transport Authority over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1** It is recommended that Coventry City Council, as a constituent member of the West Midlands Integrated Transport Authority (a statutory body), should continue to nominate and to send representatives to its meetings.
- 2.2** It is also recommended that, following recent statutory changes to the West Midlands Integrated Transport Authority constitution which came into force on 1 June 2014, Coventry City Council should ensure that it sends representatives to the new Centro Member's Joint Committee and Scrutiny function.

3 Information on Work of Outside Body

- 3.1** The West Midlands Integrated Transport Authority (WMITA) has the statutory responsibility to set out and ensure the implementation of policies to co-ordinate and promote the use of public transport in the West Midlands. Centro implements the Authority's policies. Collectively they are responsible for:
- The long term vision for the West Midlands public transport system
 - Developing policies for the promotion and encouragement of safe, efficient and economic transport facilities and services
 - Developing the "Vision for rail" and rapid transport
 - Operating a concessionary fares scheme
 - Developing Smartcard technology
 - Developing bus travel
 - Supporting subsidised bus travel
 - Supporting the provision of transport for disabled people
 - Promoting and publicising the public transport network

- Constructing and maintaining bus stations and public transport infrastructure

3.2 Key areas of development work for the WMITA in 2013/14 included:

- Improvements and investment in the bus network by operators through the Partnership Plus agreement
- Proposals for the devolution of rail services in the West Midlands
- Ensuring local connectivity to HS2
- Developing proposals for WMITA Governance resulting in statutory change
- Consulting on and setting a reduced balanced budget of £138.7m for 2014/15.

3.3 From 1 June 2014 the governance arrangements for WMITA have changed. The WMITA itself now has seven members (one from each of the West Midlands Metropolitan District Councils) with a new body, Centro Members Joint Committee, reporting to it.

3.4 The Centro Members Joint Committee has delegated powers to make recommendations to the WMITA on rail devolution; policies for the promotion and encouragement of safe, efficient and economic transport facilities and services; and on the Authority's revenue budget and district levy. The Centre Members Joint Committee also has delegated powers to determine on a range of functions for the WMITA including:

- General policies on the availability and convenience of public passenger transport
- Monitoring and overseeing the activities and performance of Centro
- Ensuring Centro secures the provision of appropriate public passenger transport
- Ticketing; information and the development of tendered bus services
- Concessionary travel schemes and accessible transport provision
- Monitoring performance of Midland Metro; bus and rail services and initiating appropriate action

4 Benefits to the City Council of the Appointment

4.1 The appointment ensures that the City Council is directly involved with the planning and provision of public transport for its residents.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 The West Midlands Integrated Transport Authority is funded by Council Tax payers through a direct levy.

6 Attendance Record and Remuneration for the Appointment

6.1 Integrated Transport Authority – 9 meetings held

Councillor McNicholas	attended 9
Councillor Mrs Miks	attended 5
Councillor Noonan	attended 8

7

7.1 Remuneration Received:

John McNicholas	Basic allowance - £3,939	Special responsibility allowance - £27,472
Catherine Miks	Basic allowance - £3,939	Special responsibility allowance - £1,420
Hazel Noonan	Basic allowance - £3,939	Special responsibility allowance - nil

List of background papers

Proper officer: -

Author: Councillor J McNicholas
(Any enquiries should be directed to the above)

Telephone: 024 7683 1113

Other contributors: Jenni Venn, Assistant Director – Policy, Chief Executive’s Directorate

Papers open to Public Inspection

Description of paper

Location:

Schedule of City Council Appointments to Outside Bodies

www.coventry.gov.uk/councilmeetings

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Coventry City Council

Briefing note

To: The Business, Economy and Enterprise Scrutiny Board (3)

8th October 2014

Subject: Private Rented Sector Task and Finish Group

1 Purpose of the Note

- 1.1 To establish a task and finish group of the Business, Economy and Enterprise Scrutiny Board (3) to look into licensing options for the private rented sector.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board (3) is recommended to:
- 1) Establish a task and finish group to consider different licensing options available to the local authority for the private rented sector.
 - 2) Receive a further report, detailing the outcomes of the task and finish group including recommendations to the appropriate Cabinet Member.

3 Information/Background

- 3.1 During the Municipal year 2013/14, Scrutiny Co-ordination Committee established a task and finish group to look at the issue of Houses in Multiple Occupation. One of the outcomes of this review was that the matter of licensing for the private rented sector should be looked at in more detail.
- 3.2 At their informal meeting on 19th June 2014, the Business, Economy and Enterprise Scrutiny Board (3) agreed to establish a task and finish group to look in more detail at licensing for the private rented sector.
- 3.3 The terms of reference for the task and finish group will be agreed at their first meeting.

Gennie Holmes
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Business, Economy and Enterprise Scrutiny Board (3)

Work Programme 2014/15

For more details on items, please see pages 2 onwards

Meeting Date

16th July 2014

Jobs Strategy Update 2011-14

10th September 2014

Meeting cancelled – items rescheduled

18th September (Joint meeting with SB2)

Young People not in Education, Employment or Training (NEETs)

8th October 2014

MIPIM outcomes

Carbon Management Plan

City Deal/Coventry and Warwickshire Strategic Economic Plan

12th November 2014

Core Strategy/ Coventry Development Plan

Housing Allocation/planning policy

17th December 2014

Job Strategy half yearly results

City Centre Developments

Friargate

28th January 2015

Sports Strategy

11th March 2015

Skills Strategy Update

Climate Change Strategy

Report back from the task and finish group looking at the private rented sector

1st April 2015

Homelessness Service

Coventry Homefinder Choice Based Lettings Policy

Date to be identified

Transport

NEETs progress – joint meeting with SB2

Recommendations from Task and Finish Group on Private Rented Sector Licensing

Business, Economy and Enterprise Scrutiny Board (3) Work Programme 2014/15

Page 56

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
16 th July 2014	Jobs Strategy Update 2011-14	Rebecca Young	To look at the progress of the action plan in the Jobs Strategy for the previous year	Meeting 18/11/13
10 th September 2014	Meeting cancelled – items rescheduled			
18 th September (Joint meeting with SB2)	Young People not in Education, Employment or Training (NEETs)	Rebecca Young	Approaches being taken to tackle NEETs with emphasis on the older cohort of NEETs. To include review of issues underpinning a reduction in performance outlined in the Council Plan 2013/14 Performance Report. Joint meeting with Education and Children's Services Scrutiny Board (2). Invite Cabinet Member for Education and Cabinet Member for Business, Enterprise and Employment.	SB3 meeting 16/04/14
8 th October 2014	MIPIM outcomes	Deidre Fitzhugh	A conference report to be presented for MIPIM 2014 and Board requested an update briefing note on the outcomes and progress made on the follow ups from the MIPIM 2013 conference. – David Cockroft to add progress info	Meeting 5/11/13
	Carbon Management Plan	John Kyffin Hughes	Revision of plan, reporting on progress against targets from last 5 years	SB4 June 2013
	City Deal/Coventry and Warwickshire Strategic Economic Plan	Martin Yardley/Paula Deas	To be taken as one item	15/01/14
12 th November 2014	Core Strategy/ Coventry Development Plan	Jim Newton	As part of the new core strategy, the links with Social Housing need to be considered, including links with other policies.- October as going to Cabinet in Sept	All Members briefing 26/6/13
	Housing Allocation/planning policy	Jim Newton		SB3 meeting 16/04/14
17 th December 2014	Job Strategy half yearly results	Rebecca Young	To report on the first six months performance data of the new Jobs Strategy including the gender employment gap as highlighted in the Equality Strategy Progress Report.	Meeting 18/11/13 and Scrucro 3/9/14
	City Centre Developments	David Cockroft	The Board are interested in businesses in the city centre –	SB3 meeting 16/04/14

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Friargate	David Cockroft	This item could be a joint meeting between SB1 which would look at the finances regarding Friargate and SB3 who are interested in the marketing of it and the business involvement side as well as its links with city centre south developments	
28th January 2015	Sports Strategy	David Nuttall	The relocation of the Sports Centre and consultation associated with the new facilities also the links between physical activity and health. If possible to hold the meeting at Centre AT7	
11th March 2015	Skills Strategy Update	Martin Yardley/Paula Deas	A year on from the launch of the Skills Strategy a report on Progress	15/01/14
	Climate Change Strategy	Michael Checkley	Update on the strategy	19/06/14
	Report back from the task and finish group looking at the private rented sector		Members –Cllrs Welsh, Walsh, Bigham, Bailey and invite someone from SB4/Scruco to look at the quality of private sector housing – what implications are there from the rise in the private sector – Discretionary Licensing	19/06/14
1st April 2015	Homelessness Service	Ayaz Maqsood	Report back on the performance of the new service implemented in April 2014 run by the Salvation Army	
	Coventry Homefinder Choice Based Lettings Policy	Ayaz Maqsood	Report back on the impacts of the policy, following on from the first full year implementation.	19th March 2014
Date to be identified	Transport	Mike Waters		
	NEETs progress – joint meeting with SB2		A progress update, to include employers and partnership members	Joint SB2/3 meeting 18/9/14
	Recommendations from Task and Finish Group on Private Rented Sector Licensing	Craig Hicken	A report and recommendations from the T&F group looking at licensing options for the private rented sector	19/6/14

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