



NOTICE OF MEETING

CABINET MEMBER FOR CLIMATE CHANGE AND THE GREEN RECOVERY

THURSDAY 17 MARCH 2022 AT 4PM

COUNCIL CHAMBER, SECOND FLOOR, THE GUILDHALL

Telephone enquiries to Democratic Services 023 9283 4060

Email: Democratic@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Information with regard to public access due to Covid precautions

- Following the government announcement 'Living with COVID-19' made on 21st February, attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Kimberly Barrett (Cabinet Member)
Councillor Charlotte Gerada
Councillor Robert New
Councillor Claire Udy

(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests.

3 Working with Anchor Institutions (Pages 5 - 6)

Purpose.

To provide information on recent work with anchor institutions in the city on carbon reduction.

RECOMMENDED that the Cabinet Member for Climate Change & the Green Recovery note the report.

4 Low carbon across the South and East (Pages 7 - 10)

Purpose

1. To provide an introduction the Low Carbon Across the South East (LoCASE) project; and the support it gives to local small and medium enterprises (SMEs) to reduce energy use and lower carbon emissions.
2. To provide analysis of the benefits of the project; particularly the anticipated reductions in energy use and carbon emitted. As well as the inward investment in the local area in terms of jobs in the low-carbon sector.

RECOMMENDED that the Cabinet Member for Climate Change & the Green Recovery note the report.

5 Switched On Homes (Pages 11 - 16)

Purpose.

To provide information on Switched On Homes (SOH); a new customer facing, online service to improve residents' understanding of home energy efficiency retrofit.

RECOMMENDED that the Cabinet Member for Climate Change & the Green Recovery note the report.

Members of the public are permitted to use both audio-visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the council's website.

This meeting is webcast (videoed), viewable via the council's livestream account at <https://livestream.com/accounts/14063785>

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Coronavirus Risk Assessment for the Council Chamber, Guildhall

Date: 15 March 2022 (based on Living with Covid - February 2022)

Review date: 31 March 2022

Author: Lynda Martin, Corporate Health and Safety Manager, Portsmouth City Council

Coronavirus Risk Assessment for the Council Chamber, Guildhall

Manager's Name and Job Title completing Risk Assessment:	Lynda Martin Corporate Health and Safety Manager	Risk Assessment Dept:	Corporate Services	Date:	15 March 2022	Signature:	<i>Lynda Martin</i>
		Location:	Council Chamber, Guildhall				

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Risk of exposure to Covid-19 virus - Ventilation	Staff, contractors and attendees	<ul style="list-style-type: none"> There are no longer capacity limits for the Guildhall Chamber. Continue to wear a face covering when moving around crowded areas of the Guildhall and the council chamber. The mechanical ventilation system works efficiently and the South Special Rooms Supply and Extract fans are fully operational during times when the Council Chamber is in use. Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting. 	Staff will ensure ventilation system and fans are operational.	In place
Risk of transmission of virus - Risk mitigation	Staff, contractors and attendees	<p>The Guildhall has the following measures in place:</p> <ul style="list-style-type: none"> Face Coverings – as per government guidance, we encourage you to continue to wear a face covering whilst in the venue & crowded places especially when walking around the building. Enhanced Sanitisation & Cleaning – we will carry out enhanced cleaning procedures between meetings and we ask that you sanitise your hands on entry and regularly throughout your visit at the sanitisation points provided. 	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Risk of transmission of virus - Hygiene and Prevention		<ul style="list-style-type: none"> Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses. Wash hands for 20 seconds using soap and water or hand sanitiser. Maintain good hygiene particularly when entering or leaving. Hand sanitiser and wipes will be located in the meeting room. No refreshments will be provided. Attendees should bring their own water bottles/drinks. All attendees should bring and use their own pens/stationery. Attendees are requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting (requirement in place until the end of March 2022.) It is recommended that attendees should be double vaccinated and have received a booster. 	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Financial Risk	Staff, contractors and attendees	<ul style="list-style-type: none"> The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health. Technology in place to move to virtual council meeting if required and permitted by legislation. 	Financial commitments minimised wherever possible.	In place

Updates

- This risk assessment is a live document and will be updated as new information becomes available.
- All managers should feel free to adapt the measures contained within this risk assessment when assessing the risks for their own department's work activities/ premises.

Further information

- HSE guidance, on working safely during the coronavirus pandemic can be found [here](#)
- Staff wellbeing advice during the coronavirus pandemic can be found [here](#)

Agenda Item 3



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet Member for Climate Change and the Green Recovery
Subject:	Working with anchor institutions on carbon reduction
Date of meeting:	17 th March 2022
Report by:	Kelly Nash, Corporate Performance Manager
Wards affected:	n/a

1. Requested by

Cabinet Member for Climate Change and the Green Recovery

2. Purpose

- 2.1 To provide information on recent work with anchor institutions in the city on carbon reduction.

3. Information Requested

- 3.1 On 31st January, Portsmouth City Council hosted a meeting with key organisations and employers in the city to discuss the climate emergency and carbon reduction measures. Organisations represented were:

- Portsmouth Hospitals Trust
- University of Portsmouth
- BAE Systems
- Airbus
- Portsmouth Football Club
- Royal Navy
- Net Zero Training
- KBM Marine.

- 3.2 Organisations shared priorities which they have identified and actions that they are taking in pursuit of the carbon reduction. In particular, we heard about some of the actions that are being taken in the Naval Base, work being undertaken around energy reduction and new opportunities around retrofit and the developing skills agenda.

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3.3 There were some significant issues that we collectively agreed that we can start to move forward:

- There is clear potential to look at models for funding energy projects, including solar PV deployment
- There is an opportunity to think about how some of the expertise based in Portsmouth, across both private and public sectors can be applied more widely across the region
- We could consider how we mobilise as a city to jointly bid for funds (and develop clear asks to government around what funding or support would help)
- As large organisations all looking to procure goods, we should think about how we develop a set of common principles and practices around responsible procurement
- As large employers, we have opportunities to engage our workforces in the climate agenda (and in many cases, those employees will be residents of the city too) - we should think how we can share expertise and experiences on this issue.
- There is a collective conversation that we could be having about electric vehicles, to ensure that we are all pulling together in the same strategic direction.
- There are huge issues arising from power requirements of some of the organisations present, but equally huge opportunities to work together to develop solutions - this is something we are keen to progress.

3.4 It was agreed that in the coming weeks and months, further work would be undertaken to scope actions in relation to these themes and develop a work programme, and PCC undertook to facilitate some of this work. Reports will return to portfolio meetings as actions are developed.

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Signed by
Paddy May
Corporate Strategy Manager

Appendices:
No appendices

Background list of documents: Section 100D of the Local Government Act 1972
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Agenda Item 4



THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet Member for Climate Change and the Green Recovery
Subject:	LoCASE (Low Carbon Across the South East)
Date of meeting:	17 th March 2022
Report by:	James Hill, Director of Housing, Neighbourhood and Building Services
Report Author:	Andrew Waggott, Energy Services Team Manager
Wards affected:	All

1. Requested by

Cabinet Member for Climate Change and the Green Recovery

2. Purpose

- 2.1 To provide an introduction to the Low Carbon Across the South East (LoCASE) project; and the support it gives to local small and medium enterprises (SMEs) to reduce energy use and lower carbon emissions.
- 2.2 To provide analysis of the benefits of the project; particularly the anticipated reductions in energy use and carbon emitted. As well as the inward investment in the local area in terms of jobs in the low-carbon sector.

3. Background

- 3.1 Portsmouth City Council (the Council) declared a climate emergency in 2019 which states an ambition to achieve a net zero position for Portsmouth's emissions by 2030. Significant year-on-year reductions in carbon emissions will be required to meet this net zero target across all sectors.
- 3.2 It is estimated, nationally, that SMEs are responsible for around 6% for emissions or 28 million tCO₂e^[1]. Although this is a relatively small percentage overall, they are often the organisations which find it hardest to invest in energy efficiency, because of limited resources.

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3.3 Portsmouth's Climate Action Board (CAB) has highlighted SMEs as a key priority for decarbonisation.

3.4 8,206 businesses in Portsmouth are SMEs. They are highlighted as of being of key importance to the city's economy in the Portsmouth City Council's Skills and Labour Market Strategy (see section 100D of this document for link).

4. LoCASE

4.1 The Council has partnered with Kent County Council (KCC) in order to establish a business case and feed into an application for European Regional Development Funding (ERDF) to support SMEs with low-carbon improvements.

4.2 KCC had previously run two earlier phases of LoCASE in Kent, Essex and Sussex; and so were well placed to bid for an extension in funding and geographical scope.

4.3 The Council's role in LoCASE is to advertise the support that is on offer to as many eligible SMEs in its boundary. The project will run until Spring 2023.

4.4 **Financial Support:** LoCASE can fund SMEs (businesses with fewer than 250 employees) across all sectors, by providing free energy and carbon audits; and by funding 40% of the capital costs of the measures, up to £10,000, identified through the audits. The additional 60% funding must come from the SME.

4.5 **Non-Financial Support:** LoCASE will provide SMEs with access to a number of networking and business engagement events, as well as environmental training opportunities.

4.6 In addition to the support offered to SMEs in all sectors, specific 1:1 business development support is offered to those SMEs working in the low-carbon technology sector to develop their business, for example through marketing and communication strategies.

4.7 Across SMEs sectors, grant funding will be available for carbon-reduction opportunities including:

- **Energy efficiency measures:** including energy efficient heating, lighting, insulation, refrigeration, investment in renewables, machinery upgrades.
- **Transport efficiency:** including second-hand Ultra Low Emission Vehicles (ULEVs), sustainable travel planning and fleet management software.

¹ **Business energy statistical summary:** An overview of energy consumption, costs and potential savings for the UK non-domestic sector (2018). https://www.gov.uk/government/publications/business-energy-statistical-summary?_ga=2.78192727.2105130563.1646069620-1397741892.1646069620

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- 4.8 For businesses offering low carbon/environment goods and service, this funding will also be extended to:
- **Development costs:** including marketing, new IT hardware and systems, materials for R&D, website development, certification, and accreditation.
 - **Plant and machinery:** re-tooling and installation of new or replacement machinery and hardware.
 - **Consultancy costs:** such as marketing and business planning consultancy
- 4.9 This third phase of LoCASE has a budget of £30.5 million and is aiming to provide business support to 2,060 SMEs, cut SME carbon emissions by 11,232 tCO_{2e}, support 140 new businesses, assist 91 SMEs to cooperate with research institutions, and assist 159 SMEs introduce new to firm products. These are group targets across the regional areas.
- 4.10 Marketing and communications will be key to ensuring the information about this project reaches the relevant businesses and SMEs. Based on the Council's past approaches to campaigns and project with similar audiences, these are the routes for communication which are intended to be used:
- Social media (e.g. Facebook, LinkedIn, Twitter)
 - Local networking and business events
 - Online and physical advertising (e.g. PCC email communications and targeted adverts)
 - Existing business engagement opportunities through the Council
- 4.11 Information packs will be shared with key colleagues within the Council, equipping them with the knowledge to advertise this project's opportunities to the relevant audience.
- 4.12 SMEs will be to register their interest via the online registration form, for their eligibility to be checked by a member of the LoCASE team.
- 4.13 Once their eligibility has been confirmed they will have a needs assessment undertaken, setting out the trajectory for the support they will be offered as listed in 4.7 and 4.8, through which the central LoCASE team will support the entire process.

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Signed by Director of Housing, Neighbourhood and Building Services

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Climate Change Strategy	https://democracy.portsmouth.gov.uk/documents/s25687/Response%20to%20Climate%20Emergency%20Strategy%20appendix%20A.pdf
Skills and Labour Market Strategy	https://www.portsmouth.gov.uk/wp-content/uploads/2021/06/Skills-and-labour-market-strategy-accessible.pdf

Agenda Item 5



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet Member for Climate Change and the Green Recovery
Subject:	Switched On Homes
Date of meeting:	17 th March 2022
Report by:	James Hill, Director of Housing, Neighbourhood and Building Services
Report Author:	Andrew Waggott, Energy Services Team Manager
Wards affected:	All

1. Requested by

Cabinet Member for Climate Change and the Green Recovery

2. Purpose

2.1 To provide information on Switched On Homes (SOH); a new customer facing, online service to improve residents' understanding of home energy efficiency retrofit.

3. Background

3.1 Significant year-on-year reductions in carbon emissions will be required to meet the 2030 net zero target.

3.2 The current the Department of Business Energy and Industrial Strategy (BEIS) estimates¹ of gross GHG emissions from Portsmouth have been calculated as 753,837 tonnes CO₂ in 2019, of which emissions from domestic properties were estimated to be 230,117 tonnes CO₂, or 31%. Energy Performance Certificates (EPCs) are the industry standard for assessing how energy is used in buildings, and for determining recommendations for their improvement. EPCs are typically carried out during the sale of letting of a property; however, a homeowner may wish to get one carried out for other reasons. The government has an ambition that as many homes as possible reach a minimum C standard of EPC by 2030.

¹ <https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

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- 3.3 Switched On Portsmouth is the one-stop domestic energy service, run by the Council's in-house energy services team. The service was launched in November 2019, and its offer has been consistently improved and widened since that time, to provide support for all homes in the city.
- 3.4 In preparation of the Council's *Energy and Water at Home Strategy (2020-25)*, officers consulted the public to ascertain their priorities and understanding of domestic energy. A number of consistent themes emerged from this work including a demand for unbiased advice about how to improve homes.
- 3.5 The Switched On Portsmouth service offers a range of schemes offering capital improvements to properties, as well as other support. Over the past year, 5,781 households have been given some kind of support. The website receives around 81,000 visitors per year.
- 3.6 The Council launched the Switched On Solar (SOS) tool onto the Switched On Portsmouth website in February 2021. SOS uses a number of factors to determine the capacity of a home's roof to accommodate solar photovoltaics (PV) and gives an estimate of the monetary and carbon savings associated with the system. Since its inception, 3,075 people have used SOS.

4. Switched On Homes

- 4.1 The Council won £40,800 from the South West Energy Hub's Capacity Building Fund in 2021. Of this funding, a proportion was allocated to developing SOS to incorporate other energy efficiency measures, as well as solar PV.
- 4.2 Named Switched On Homes (SOH), the software tool has been developed by officers in partnership with Absolar, a start-up technology company, who worked on the development of SOS.
- 4.3 SOH uses the same data sources as SOS but adds the raw data from all EPCs in Portsmouth, available through open-source data. This allows the software to determine appropriate retrofit opportunities to advise the user's decisions.
- 4.4 SOH will be 'embedded' into the Switched On Portsmouth website (www.switchedonportsmouth.co.uk).
- 4.5 As joint bids were encouraged, and because of close ties between the authorities regarding energy, Gosport Borough Council's boundaries were also included within SOH. Gosport's SOH will be embedded in their Switched On Gosport website (www.switchedongosport.co.uk); a website that was developed under funding won by Portsmouth City Council officers in 2021.

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- 4.6 SOH will assess a home's EPC, where available. Where an EPC does not exist for the property in question, the likely EPC rating will be estimated based on identified property attributes from remote sensing technologies (such as satellite imagery analysis and LiDAR interpretation) and matching with surrounding properties that share similar characteristics. Householders will be able to alter the major assumptions made to gain more accurate estimates. The software will also look at other information, such as property height, volume and property boundaries.
- 4.7 The information will be designed to ensure a customer journey which identifies the range of appropriate to the user's home; and in particular which measures may be funded under existing schemes offered by Switched On Portsmouth. These may include:
- Free solar, loft, cavity and solid wall insulation, and low-carbon heating, such as air source heat pumps; where households qualify under a low-income criteria
 - Ethical loans to support the front-end investment in energy efficiency and renewable measures; where households do not qualify under a low-income criteria
 - Further advice about particular measures, and request a call back from the Switched On Portsmouth team which is bespoke to the individual home
 - Access to approved installer list for solar, insulation and low-carbon heat measures
- 4.8 SOH will provide bespoke advice about energy bill savings and carbon reductions associated with the recommended energy retrofit improvements.
- 4.9 SOH is currently in beta-testing. It is anticipated that it will be launched in mid-March to support the launch of the next phase of the Warmer Homes project, which has received further funding from BEIS.
- 4.10 The success of SOH will be ascertained in a number of ways:
- The number of unique users
 - The number of users that enter the Switched On Portsmouth site after obtaining information about their property from SOH
 - Number of call-backs
 - Number of installs through the approved installer network

5. The Switched On Service

- 5.1 With the launch of Switched On Homes, residents in Portsmouth and Gosport will be able to use the Switched On Portsmouth and/or Switched On Gosport website to access a package of services:
- APPLY for funded schemes and incentives to improve the energy efficiency their home. This includes fully funded insulation, solar panels

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or heat pumps, ethical, low-cost loans for energy efficiency upgrades, free home energy visits, and more.

- LEARN more about energy efficiency and water in your home; from basics such as how your utility meters work and tips to save energy and water, to information on the technology available to save carbon and reduce consumption.
- Find CONTACT details for dedicated energy advice and support via email or the free phone number.
- Access SWITCHED ON SOLAR to discover the solar potential of their home, for free, get support to understand the results, or find an 'approved' solar installer.
- Access SWITCHED ON HOMES to discover the energy efficiency upgrades suitable for their home, get support to understand the results, or find an 'approved installer'.
- View Portsmouth City Council's Energy and Water at Home Strategy, the annual Switched On Portsmouth Impact report and access news and blogs about the service.

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Signed by Director of Housing, Neighbourhood and Building Services

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
The Energy and Water at Home Strategy (2020-25); March 2020	https://democracy.portsmouth.gov.uk/documents/s26302/Energy%20and%20Water%20at%20Home%20Strategy%20report%20with%20appendices.pdf
Home Energy Support Service – Update to the Report of October 2020 (January 2021)	https://democracy.portsmouth.gov.uk/documents/s29329/Home Energy Support Service progress update from October.pdf
The Warmer Homes Project (November 2021)	https://democracy.portsmouth.gov.uk/documents/s34950/Warmer Homes Project.pdf
Portsmouth City Council - Climate Change Strategy	https://democracy.portsmouth.gov.uk/documents/s25687/Response%20to%20Climate%20Emergency%20Strategy%20appendix%20A.pdf

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