

Overview and Scrutiny Management Committee

Thursday, 10th December, 2020
at 5.30 pm

PLEASE NOTE TIME OF MEETING

Virtual Meeting

This meeting is open to the public

Members

Councillor S Galton (Chair)
Councillor Fuller (Vice-Chair)
Councillor Bell
Councillor Bunday
Councillor Cooper
Councillor Fitzhenry
Councillor Harwood
Councillor Renyard
Councillor Whitbread

Appointed Members

Nicola Brown, Primary Parent Governor
Catherine Hobbs, Roman Catholic Church
Francis Otieno, Primary Parent Governor
Claire Rogers, Secondary Parent Governor
Rob Sanders, Church of England

Contacts

Judy Cordell
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Scrutiny Manager
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PUBLIC INFORMATION

Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee holds the Executive to account, exercises the call-in process, and sets and monitors standards for scrutiny. It formulates a programme of scrutiny inquiries and appoints Scrutiny Panels to undertake them. Members of the Executive cannot serve on this Committee.

Role of Overview and Scrutiny

Overview and Scrutiny includes the following three functions:

- Holding the Executive to account by questioning and evaluating the Executive's actions, both before and after decisions taken.
- Developing and reviewing Council policies, including the Policy Framework and Budget Strategy.
- Making reports and recommendations on any aspect of Council business and other matters that affect the City and its citizens.

Overview and Scrutiny can ask the Executive to reconsider a decision, but they do not have the power to change the decision themselves.

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

Procedure / Public Representations

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

Smoking Policy:- The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones:- Please switch your mobile telephones to silent whilst in the meeting

Fire Procedure:-

In the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2019/20

2020	2021
11 June	14 January
9 July	4 February
13 August	11 March
10 September	15 April
15 October	
12 November	
10 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

The general role and terms of reference for the Overview and Scrutiny Management Committee, together with those for all Scrutiny Panels, are set out in Part 2 (Article 6) of the Council's Constitution, and their particular roles are set out in Part 4 (Overview and Scrutiny Procedure Rules – paragraph 5) of the Constitution.

RULES OF PROCEDURE

The meeting is governed by the Council Procedure Rules and the Overview and Scrutiny Procedure Rules as set out in Part 4 of the Constitution.

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 4.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

- (iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

- (iv) Any beneficial interest in land which is within the area of Southampton.

- (v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

- (vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

- (vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

3 DECLARATIONS OF SCRUTINY INTEREST

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

4 DECLARATION OF PARTY POLITICAL WHIP

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

5 STATEMENT FROM THE CHAIR

6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

(Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meetings held on 12th November, 2020 and to deal with any matters arising.

7 FORWARD PLAN (Pages 3 - 50)

Report of the Director, Legal and Business Operations enabling the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive.

8 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE

(Pages 51 - 54)

Report of the Director, Legal and Business Operations, enabling the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

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SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2020

Present: Councillors S Galton (Chair), Fuller (Vice-Chair), Fitzhenry, Bell, Bunday, Cooper, Harwood, Whitbread and Savage
Appointed Member Rob Sanders

Apologies: Councillor Renyard and Appointed Members Catherine Hobbs, Nicola Brown, Francis Otieno and Claire Rogers

Also in attendance: Councillor Shields, Cabinet Member for Stronger Communities

23. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

It was noted that following receipt of the temporary resignation of Councillor Renyard from the Committee the Service Director – Legal and Business Operations, acting under delegated powers, had appointed Councillor Savage to replace him for the purposes of this meeting. The Committee also noted the apologies of Nicola Brown, Catherine Hobbs and Francis Otieno the Appointed Members.

24. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the minutes of the meeting held on 15th October, 2020 be approved and signed as a correct record.

25. **PROVISION OF AN ENVIRONMENTAL ENFORCEMENT SERVICE - PERFORMANCE UPDATE**

The Committee noted the report of the Cabinet Member for Stronger Communities detailing performance on the provision of an Environment Service.

Councillor Shields, Cabinet Member for Stronger Communities was in attendance and with the consent of the Chair addressed the meeting.

The Committee discussed the following:

- The recent employment of two enforcement officers, their role and the impact they would have on the service.
- Success of prosecutions by enforcement.
- Data collected with regards to fly tipping and how this was being monitored and managed.
- The suspension of Community Payback during the pandemic and the affect this was having.

- Littering enforcement process and how this was working in conjunction with fly tipping.

RESOLVED:

- i) That a breakdown of fly tipping incidents by Ward was circulated to the Committee.
- ii) That the estimated cost to the Council of cleaning up fly tipping was provided to the Committee.
- iii) That, to make it easy for residents, the usability of the Council's website for reporting fly tipping was reviewed.
- iv) Following analysis of the relevant data, review the location of charity bins in the City to reduce the level of fly tipping.
- v) That fixed penalty notices issued for dropping litter were reviewed to identify if there had been repeat offenders.
- vi) That the Committee review the performance of the Environmental Enforcement Services in six months' time.

26. **MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE**

The Committee noted the report of the Service Director – Legal and Business Operations enabling the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

In particular, with regards to an update on the consultation of the Southampton City Vision Local Plan it was noted that the number on the People's Panel was 2,800. The number of people who received notification of the consultation, via either the People's Panel or the Your City, Your Say database, results could not be broken down to establish how many actually responded from these groups.

Agenda Item 7

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	FORWARD PLAN		
DATE OF DECISION:	10 DECEMBER 2020		
REPORT OF:	DIRECTOR - LEGAL AND BUSINESS OPERATIONS		
<u>CONTACT DETAILS</u>			
Executive Director	Title	Deputy Chief Executive	
	Name:	Mike Harris	Tel: 023 8083 2882
	E-mail	Mike.harris@southampton.gov.uk	
Author:	Title	Scrutiny Manager	
	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail	Mark.pirnie@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
This item enables the Overview and Scrutiny Management Committee (OSMC) to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive to ensure that forthcoming decisions made by the Executive benefit local residents.			
RECOMMENDATIONS:			
	(i)	That the Committee discuss the items listed in paragraph 3 of the report to highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To enable Members to identify any matters which they feel Cabinet should take into account when reaching a decision.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	The Council's Forward Plan for Executive Decisions from 15 December 2020 has been published. The following issues were identified for discussion with the Decision Maker:		
	Portfolio	Decision	Requested By
	Finance & Income Generation	Budget Matters: update on budget for 2021/22 (including COVID), medium term financial strategy, potential savings and capital programme	Cllr Galton

	Green City & Place	Clean Growth Fund	Cllr Galton
4.	Briefing papers responding to the items identified by members of the Committee are appended to this report. Members are invited to use the papers to explore the issues with the decision maker.		
RESOURCE IMPLICATIONS			
<u>Capital/Revenue</u>			
5.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
<u>Property/Other</u>			
6.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
LEGAL IMPLICATIONS			
<u>Statutory power to undertake proposals in the report:</u>			
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.		
<u>Other Legal Implications:</u>			
8.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
RISK MANAGEMENT IMPLICATIONS			
9.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
POLICY FRAMEWORK IMPLICATIONS			
10.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
KEY DECISION		No	
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report	
<u>SUPPORTING DOCUMENTATION</u>			
Appendices			
1.	Briefing Paper – Budget Matters: update on budget for 2021/22 (including COVID), medium term financial strategy, potential savings and capital programme		
2.	Briefing Paper – Clean Growth Fund		
Documents In Members’ Rooms			
1.	None		
Equality Impact Assessment			
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?			Identified in Executive report

Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?		Identified in Executive report
Other Background Documents Equality Impact Assessment and Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.	None	

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BRIEFING PAPER

SUBJECT: BUDGET MATTERS: UPDATE ON BUDGET FOR 2021/22 (INCLUDING COVID), MEDIUM TERM FINANCIAL STRATEGY, POTENTIAL SAVINGS AND CAPITAL PROGRAMME

DATE: 10 DECEMBER 2020

RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

At the meeting on 15 December 2020 Cabinet will consider a report of the Cabinet Member for Finance and Income Generation providing an update on the 2020/21 budget (including COVID), medium term financial strategy, potential savings and capital programme. The Cabinet report and appendices will be published on 7 December 2020.

BACKGROUND and BRIEFING DETAILS:

1. The Budget Matters Cabinet report will be published on 7 December 2020. The report will provide the Committee with details of the proposals to be considered by Cabinet at their meeting on 15 December 2020.

RESOURCE/POLICY/FINANCIAL/LEGAL/RISK MANAGEMENT IMPLICATIONS:

2. Details will be set out in the Executive decision making report published on 7 December 2020.

Appendices/Supporting Information:

3. Details will be set out in the Executive decision making report published on 7 December 2020.

Further Information Available From:	Name:	Steve Harrison
	Tel:	023 8083 4153
	E-mail:	Steve.harrison@southampton.gov.uk

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SUBJECT: CLEAN GROWTH FUND – PHASE 1 APPROVAL TO SPEND
DATE: 10 DECEMBER 2020
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

This report provides information on the proposed Southampton City Council Clean Growth Fund (CGF). A CGF report is being taken to Cabinet on 15 December to seek permission to proceed with the programme and approval to spend a total £1.17 million for the proposed Phase 1 works.

The Southampton City Council (SCC) CGF is a £20 million capital spend to deliver energy efficiency and renewable energy projects in the councils non domestic buildings. The CGF will be matched 50/50 between Southampton City Council and Salix Finance Ltd.

Salix Finance Ltd provides interest-free Government funded loans and grants to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills.

BACKGROUND and BRIEFING DETAILS:

1. In February 2020 the council agreed to fund 50% of the programme delivery over a 5 year period subject to spend approval for each phase, based on a satisfactory business case and Salix compliance criteria being met.
2. The CGF will deliver energy and carbon savings using the Salix recycling fund model, which means at least 75% of the savings will be reinvested in further energy saving measures.
3. This is an important project in support of the Green City Charter and provides a cost effective way to help as a further step in the journey towards the commitment for SCC's commercial buildings and assets to be net zero carbon by 2030.
4. Southampton City Council (SCC) electricity prices have risen by almost 100% in 8 years. Industry forecasts suggest a similar rise in the coming years due to wholesale energy price rises and additional increases to the fixed costs included in the price of energy.
5. Annual spend on electricity and gas in SCC commercial buildings in 2019-20 was £4.2 million (£3.5 million on electricity and £0.7 million on gas).
6. This project is an opportunity for SCC to increase the energy performance of its corporate buildings as well as invest in and improve the value of its stock.

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7. In 2019-20 SCC emitted 9,400 tonnes of CO₂ from its non-domestic buildings' gas and electricity use. The council's Green City Charter, adopted in June 2019, states that SCC non-domestic buildings will be net zero carbon by 2030. The proposed fund will assist the council with minimising its impact on the Climate Emergency, declared by council in September 2019.
8. The council was approached by Salix Finance Ltd to discuss investment opportunities in energy reduction within council buildings and assets. Salix proposed a £20 million fund to help deliver the council's Green City commitments, 50% of which would be matched by Salix Finance Ltd using the recycling fund conditional grant process.
9. The council had agreed to meet the remaining 50% subject to approval to spend for each phase which will be based on a satisfactory business case and Salix compliance criteria being met. The £20 million Clean Growth Fund was included in the capital programme as part of the Medium Term Financial Strategy approved at full council in February 2020.
10. The CGF projects will deliver energy efficiency, onsite renewable energy generation and battery storage to control future energy costs and reduce carbon dioxide (CO₂) emissions for SCC's corporate assets. The corporate assets cover all non-domestic buildings including SCC schools and streetlighting.
11. It will include a management fee per phase to cover revenue costs enabling the project to be resourced effectively and to incorporate energy awareness, training, monitoring and evaluation.
12. The Cabinet report seeks approval for 75% of the annual Salix compliance energy cost savings to be recycled back into the CGF to enable further reinvestment in low carbon technology. This amount meets the Salix compliance criteria.
13. The CGF projects will:
 - Require a 10 year Return on Investment (ROI), the savings are reinvested into the fund based on a 12 year project repayment period, to meet Salix compliance. Projects that do not meet the 10 year ROI can utilise funding directly by SCC either via grant or other funding, if the needs are beneficial. Additional funding opportunities, such as grants, are covered in detail in Section 10 Finance and Funding in the attached Business Case report.
 - Deliver cost avoidance / savings from end of year one post project commissioning.
 - Have a proven and fully auditable financial and technical model which is verified / signed off by the energy team, Salix Finance Ltd internal technical team and their preferred consultants.
14. It is intended that Phase 1 will be delivered using existing SCC framework contracts or compliant external frameworks (particularly for solar photovoltaic and battery works).

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15. The estimated Phase 1 timeline is shown below:

No	Key milestones – Phase 1	
1	Project Approval	15 December 2020
2	Procurement Completion	March 2021
3	Salix formal commitment	March 2021
4	Place Order	March 2021
5	Project on site	May 2021
6	Project Completion	September 2021

Alternative Options Considered and Rejected

16. The option to deliver the Clean Growth Fund (CGF) without involving Salix Finance Ltd was considered. The Council could fund these measures through capital borrowing without contributions from Salix. Under this option the net saving generated is higher in the early years of the project as the financial arrangement benefits from not having to repay the initial capital outlay into the CGF.
17. This option has been rejected because in the long-term it will be more beneficial to the council to recycle the savings generated into future projects, these can then be funded without the need for additional financing. This option also increases the overall borrowing liability for the authority.
18. The proposed option, where the CGF will be matched 50/50 between Southampton City Council and Salix Finance Ltd, ensures that the match funding provided by Salix is interest free which reduces annual financing costs. This has a positive benefit once the repayments to the fund have been made, i.e. over the return on investment period. The repayments can then be used to fund additional energy and carbon saving projects generating further financial and carbon savings. It is estimated under the CGF model that the net saving to the general fund is higher from year 8 onwards.
19. Further detail on the recommended 100% borrowing option against the Salix Financed model can be found in Section 10 Finance and Funding, Option 1 appraisal in the attached Business Case report.
20. Carbon offsetting to reduce the council's impact on the climate emergency. The council could pay other organisations or develop projects that would offset the council's carbon emissions generated from its own building's gas and electricity usage. However, the council believes that first it should reduce carbon emissions from its own buildings and streetlighting, then only use cost effective proven carbon offsetting as a last resort to offset those emissions it's unable to mitigate with onsite energy reduction or renewable generation.
21. Do nothing. The Climate Emergency, declared by council in September 2019, clearly states that the council must act now to reduce its impact on the ongoing climate emergency. In addition, energy costs continue to rise and by reducing annual grid based energy consumption the impact of future price rises can be mitigated.

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RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

22. Capital and revenue implications are covered in Section 10 Finance and Funding in the appended Business Case report. A summary of the business case information is shown below.
23. The £20 million CGF was included in the capital programme as part of the Medium Term Financial Strategy approved in February 2020. At that time approval to spend was not provided and therefore each phase is required to obtain approval to spend based on a satisfactory business case and Salix compliance criteria being met. Approval to spend for the first £1.17M is being sought as part of the report based on the accompanying business case.
24. Under the Salix Finance Ltd recycling funding arrangement, the financial savings generated must be repaid into the CGF until the original capital outlay has been reimbursed. The repayments into the fund are based on the Salix project criteria and can be paid at a rate of 75% of the saving generated until the original outlay is covered. Therefore, 25% of the saving is recognised in the revenue budget from the start of the project less any financing and maintenance costs. The full revenue impact over financial years is presented in the accompanying business case.
25. Total pre-tender estimates are provided in table 1 below. These figures include contingency and the management fee for resource, training and reporting requirements.

26.

Description	Estimated Gross Saving £000	Estimated Project Cost £000	Payback (Years)	Tonnes CO ₂ Savings
Total Technology	115	1,020	10	200.5
Management fee		153		
Total Project Cost	115	1,173	10	200.5

Table 1 – CGF summary business and environmental case

PROPERTY / OTHER

27. Property implications are covered in detail within Section 4 Proposed Solution in the attached Business Case report. The following is a summary of the business case information.
28. SCC commissioned Npower to undertake energy audits for the buildings chosen for phase 1 of the programme. Energy audits have been completed on One Guildhall Square (OGS), City Depot and Marlands multi storey car park (MSCP).
29. The three buildings within the initial audit were chosen as they comprise some of the largest energy consumers under council management that can be easily monitored and evaluated before, during and after works have been completed. It also provides a sound basis to develop the CGF methodology to enable significant scaling up within further phases.

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30. Phase 1 proposes a range of energy and carbon saving measures for City Depot, Marlands multi storey car park and One Guildhall Square. Additional information on the benefits and detail can be found in Appendix 1, Business Case – Salix Clean Growth Fund
31. Maintenance implications are dealt with within the appended business case document.
32. The implementation and oversight of the CGF will be overseen by the Head of Service for Property, who will report to Executive Director of Place and Cabinet Member for Green City and Place. Reporting and governance will be undertaken via the Green City Programme Board
33. **Legal**
S1. Localism Act 2011 permits the Council to enter into the arrangements set out in the report, subject to complying with all relevant financial procedure rules.
34. **Risk Management**
The key project risks have been identified as part of developing the phase 1 business case. A full assessment along with mitigating actions can be found in Annex 1.
35. **Policy**
The CGF is an invest to save recycling fund that will support and deliver council outcomes in the following policies:
- Southampton City Strategy 2015- 2025: delivering whole place thinking and innovation
 - Corporate plan 2020 -2025: Green City and Wellbeing (improving the energy efficiency of school buildings)
 - Green City Plan 2030 - to ensure the council corporate assets and streetlighting become zero carbon by 2030. The corporate assets cover all non-domestic buildings including SCC schools and streetlighting.
 - Clean Air Strategy 2019 – 2025: promoting sustainability
36. **Appendices/Supporting Information**
Annex 1 – Business Case

Further Information Available From:

Name:	Jason Taylor – Energy Manager
Tel:	023 8083 2641
E-mail:	Jason.taylor@southampton.gov.uk

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Full Business Case

Document reference information

Project	Clean Growth Fund
Programme	Green City Charter
Project Sponsor	Kate Martin
Project Manager	Jason Taylor - Energy Manager
Version number	V3
Version date	27-11-20

1. Executive summary

This report provides background information and details the business case for the proposed Southampton City Council (SCC) Salix Clean Growth Fund (CGF). It seeks authorisation to proceed with the proposed programme of works and provides evidence for the approval to spend cabinet paper, based on Phase 1 works.

The CGF proposal came out of a meeting between Salix Finance Ltd¹ and the Council to discuss energy related investment opportunities within council corporate (non domestic) buildings and assets. Salix proposed a £20 million fund to help deliver energy and carbon savings to meet the council's Green City commitments to be net zero carbon by 2030. Up to 50% of the fund would be matched by Salix Finance Ltd using the Salix Decarbonisation Fund (SDF). The council had agreed to meet the remaining 50% subject to approval of each phase to spend, based on a satisfactory business case and Salix compliance criteria being met. The £20 million gross and £10 million net SCC funded Clean Growth Fund was included in the capital programme as part of the Medium Term Finance Strategy approved in February 2020. Each phase will be required to obtain approval to spend based on a satisfactory business case and Salix compliance criteria being met.

In principle, the CGF will replace the existing Southampton City Council (SCC) Salix Energy Efficiency capital programme (recycling fund), which is outlined in [Appendix 1](#). Its proposed that the CGF remains an invest to save fund but will increase low carbon investment in the council's non-domestic buildings and assets. The CGF will deliver energy efficiency, onsite renewable energy generation and battery storage to control future energy costs and reduce carbon dioxide (CO₂) emissions for SCC's commercial assets. It will include a management fee per phase to cover revenue costs of the project enabling the project to be resourced effectively and to incorporate energy awareness, training, monitoring and evaluation. In addition, at least 75% of the annual Salix compliance energy cost savings will be recycled back into the CGF to enable further reinvestment in low carbon technology.

The existing SCC Salix Energy Efficiency capital programme has been running since 2006 and has focused on delivering energy efficiency projects. It has successfully enabled the council to invest in carbon saving projects and improve the efficiency of council assets but has suffered from a lack resource to deliver new projects over the past three years. Under CGF there is greater scope to fund larger projects (including renewables and battery) which will enable SCC to deliver its carbon targets, revenue savings and demonstrate community leadership.

2. Strategic Fit

The CGF is an investment model that will help to deliver the council's Corporate Plan, and the Green City Charter's ambition to ensure council corporate assets are net zero carbon by 2030. The corporate assets cover all non-domestic buildings including SCC schools and streetlighting.

¹ Further information on Salix Finance Ltd, along with the existing Salix Energy Efficiency programme SCC can be found in [Appendix 1](#). Its recommended [Appendix 1](#) is read prior to reading on as this provides useful information to help understand the proposed CGF.

Revenue cost savings associated with the consumption of energy², along with carbon dioxide (CO₂) savings, will be delivered by CGF. The financial model aims to ensure that additional financial savings, over and above those required to be recycled back into the fund, are achieved. These additional savings should be achieved by including measures that generate savings higher than minimum repayment back into the fund and by not including energy price inflation over the term of the payback period. This not only reduces risk but should enable SCC to make revenue savings by the end of the year from when the first measures are installed. All savings, including any additional financial savings, will be confirmed within an annual CGF report to senior managers and Members. The current plan is to report savings each August, once full data is available, for the preceding financial year.

	Yes	No	Council outcome(s) impacted	Focus area(s)
Will this impact across the council/partners/multiple departments?	x		Carbon and revenue cost savings. Green City Charter zero carbon commitment and the Corporate plan	Corporate buildings and fixed assets
Will this impact on service users and/or protected groups (equalities)?		x		
Is there potential for significant political/financial/reputational impact?	x			
Will this mean we collect, store or use our data differently?	x		Carbon reporting, monitoring and evaluation methodology will change. Transparency of the data is key for internal and external reporting.	Electricity, gas, district heat and district cooling data. Use of national agreed carbon dioxide emission factors.

3. Background

Why is it important to address this?

- Southampton City Council (SCC) electricity prices have risen by almost 100% in 8 years due to continued increases in both the wholesale energy price and increases in the fixed costs associated with energy and particularly electricity. Forecasts suggest a similar rise in the coming years as the fixed price elements of energy bills increase.

² electricity, gas and district heat and district cooling

- Total general fund annual spend on electricity and gas in SCC commercial buildings in 2019-20 was circa £5 million (£3.5 million on electricity, £0.7 million on gas, £0.6 million on district heat and £0.2 million for district cooling).
- SCC emitted 11,400 tonnes of CO₂ from its non-domestic buildings' gas, electricity and district heat and cooling use in 2019-20. The council's [Green City Charter](#), adopted in June 2019, states that SCC non-domestic buildings will be net zero carbon by 2030. This is more ambitious than the national target; where the government have pledged to achieve net zero carbon by 2050. The proposed fund is key to helping the council minimise its impact on the Climate Emergency, declared by council September 2019 and will implement an effective action plan to reduce the council's carbon emissions.
- SCC currently has a Salix Energy Efficiency Recycling Fund³ to deliver energy efficiency works, which has been operational since 2006. Annual savings from the existing Salix Energy Efficiency Recycling Fund, without energy price inflation, are circa £300k, which equates to a 4 year payback on £1.2 million investment. Whilst annual carbon savings, without any deflation on carbon grid factor, are 1,600 tonnes of CO₂. This fund has historically proved a successful way to deliver energy and CO₂ savings. However, since the loss of the Carbon Reduction Officer post as a result of cost cutting redundancy, there is no resource to deliver wide scale energy efficiency or renewables projects across the council's buildings. This has meant the existing Salix fund has underperformed against targets set annually by Salix Finance Ltd in recent years.
- CGF will enable SCC to upscale energy and carbon reduction projects in its non-housing assets. The fund will focus on properties that rely on grid based energy consumption⁴ and associated greenhouse gas emissions (measured in CO₂). It will also help SCC to minimise its impact on future energy price rises and to mitigate its ongoing impact on climate change. By acting now, early cost savings can be maximised, and it will have a positive impact on other essential council services.
- The CGF will provide additional benefits that carbon offsetting or delivering renewables outside of the city boundary would not offer. Additional benefits should include improved working spaces, lower maintenance liability and improved asset value.
- £20 million (gross) capital budget was approved at Full Council 26th February 2020, which consists of £10 million of SCC and £10 million of Salix Finance Ltd 50-50 match funding.

4. Proposed Solution (Full Business Case)

The current Covid 19 pandemic has meant that it has not been possible to secure full on site surveyed quoted costs for all measures; consequently the anticipated maximum estimated pre tender costs based

³ See [Appendix 1](#) for further information on the existing recycling fund.

⁴ Grid based energy consumption is more carbon intensive

on expert knowledge and initial contractor quotations have been used. The pre tender estimates are high but will ensure the business case can be met by the delivery of the measures. This also provides additional contingency.

SCC plan to utilise the Salix Finance Ltd funding, to deliver projects under the SCC Clean Growth Fund (CGF):

- That require a 10 year technical return on investment (ROI) and can stretch to a 12 year project repayment period
- That deliver cost avoidance / savings from end of year one post project commissioning
- With a proven and fully auditable financial and technical model which is verified / signed off by Salix Finance Ltd internal technical team and independent consultants.

The recommended CGF proposal will:

- Deliver a whole building approach to energy and carbon reduction within SCC non-domestic buildings and street lighting. To reduce annual revenue costs for energy, whilst delivering on the Green City Charter and climate emergency requirements.
- Provide a total gross of £20 million Clean Growth Fund capital for investment in compliant energy efficiency and renewable energy projects within SCC's assets. This is currently proposed over 5 years. The works will be delivered in phases, with each phase's funding being approved both internally and by Salix Finance Ltd, commencing with Phase 1 within financial year 2020-21.
- Comply with the conditions of the grant, which stipulate that the works:
 - deliver a payback on investment within 10 years
 - meet the cost per tonne of carbon dioxide emissions over the lifetime requirements of £383 per tonne of CO₂ saved
 - reinvest the required energy (gas, electricity, heat and chilled water) related revenue savings into further energy measures using a recycling fund model.
- Make use of and enable the identification of external funding that can be utilised to offset the general fund capital. The Energy Team have identified an ERDF fund that could provide grant funding of £200k for phase 1 based on the application made in March 2020. Formal notification of application success has been delayed due to Covid 19 and is expected in autumn / winter 2020. Salix also have a £1 billion one off Public Sector Decarbonisation Scheme grant announced September 2020 that SCC will be applying for by 11th January to provide additional grant options. See the finance section below for further information.
- Ensure that direct staff (including project management), training and behaviour change resources to deliver the programme are covered by the fund management fee, which is up to 15% of the total fund value (based on the Salix compliance criteria). The fund management fee will be used to raise awareness of energy and wider sustainability to key stakeholders, which will enable the savings to be maximised and delivered effectively. The management fee is covered by the overall project costs but sits outside of the 10 year ROI compliance criteria.

Phase 1 year one proposal – Clean Growth Fund – buildings

Phase 1 buildings include City Depot, Marlands multi storey car park and One Guildhall Square (OGS). These three buildings were chosen as they are some of SCC’s largest energy consumers⁵. They can be easily monitored and evaluated before, during and after works have been completed. Phase 1 provides scope to develop the CGF methodology sufficiently to enable significant scaling up of further phases.

The initial financial model provided desktop assumptions developed in summer 2019. This assessment focused on indicative savings for both energy efficiency and solar photovoltaic electricity generation (rooftop solar panels).

Further detailed surveys and site assessments were carried out to ascertain the specific buildings’ estimated saving potential. Npower Business Solutions consultants and a solar photovoltaic (PV) specialist from Southampton University (Dr Phil Wu) were employed to provide energy and renewable power site audits. Tesla Energy Products have also provided information on battery storage analysis and solutions. Trend Controls Ltd (Anthony Dann) was also consulted on the building management systems cost and feasibility at OGS. The results of which have been assessed by the Energy Manager and Salix Technology Team.

SCC commissioned Npower to undertake energy audits for the first three buildings chosen for phase 1 of the programme. Energy audits have been completed and identified energy saving or electrical generation measures on, City Depot, Marlands multi storey car park (MSCP) and OGS.

City Depot has an existing solar PV array generating renewable electricity with scope for further arrays, whilst OGS and Marlands MSCP have opportunities for energy reduction and installation of solar PV. City Depot and Marlands MSCP are also able to incorporate battery storage solutions to maximise on site electricity generation and use, whilst providing opportunities to shift the grid demand load for electricity. Thus, providing future cost saving and CO₂ reduction benefits.

The 2019-20 energy costs and carbon dioxide emissions (CO₂) are shown in table 1 below

Site	Tonnes CO ₂	Costs
City Depot	332	£146,799
Marlands MSCP	70	£41,651
OGS	484	£237,874
Total	886	£445,185

Table 1 - Total CO₂ and cost per site pre measures

Site Measures – breakdown of costs and savings

⁵ The civic centre was excluded at this stage due to the diverse nature of activities undertaken from a single electrical supply, which would have made it difficult to evaluate the success of individual energy efficiency / generation measures.

The below figures show the breakdown of the proposed site measures identified along with costs and savings. The measures were identified by the Npower consultants in conjunction with the Energy Manager.

The estimated costs and savings have been updated, where required, using the most up to date energy data and firmer installation costs. Further information relating to the measures can be found in the Final Npower Audit Report and the updated figures or calculations of each measure are covered below.

In addition to the technical measures its proposed that energy awareness is undertaken within the sites to enable day to day management savings to be achieved. Awareness training will be focused on operational site staff who manage the buildings along with a generic campaign for other site occupants. The savings equate to 0.8% of total cost reduction at all sites within phase 1. This is a low estimate to ensure it can be reported costs of delivery.

Table 2 below shows the overall figures for energy awareness, which is a separate measure to those on each specific site. As the cost of this measure will be included within the management fee we will not be directly requesting Salix to undertake compliance checks on this measure and therefore any actual savings delivered would add value to the business case for the sites. The below savings have been included within the final business model for internal use.

Energy Awareness measure	Annual cost Saving	Estimated Project Cost	Payback (Years)	Annual CO₂ Savings
All Phase 1 sites	£3,652	£2,000	1	7

Table 2 – Energy awareness savings

City Depot Investment Measures

Energy reduction measures	Annual cost Saving	Annual kWh saving	Estimated Project Cost	Payback (Years)	Annual CO₂ Savings
Install solar PV roof mounted 101kWp	£14,118	95,950	£70,700	5	24.5
LED Lighting install stairways	£245	1,664	£1,600	4	0.5
CITY DEPOT TOTAL	£14,657	99,614	£72,300	5	25

Table 3 – City Depot measures costs and savings

City Depot’s current electricity usage continues to increase on site and even during the pandemic consumption levels are consistently high. Due to the mixed operational nature of this 24 hour manned site the electrical baseload is higher than a standard office. The site already has a 55kWp solar PV array installed, which reduces energy costs by over £7k per annum.

It is advised that an installation of a 101kWp of solar PV will generate electricity for large periods of the year, thus stabilising energy spend and reducing carbon emissions. The cost here is shown for a roof mounted scheme on the remaining rooftops at the depot, however, there is also scope to include a PV array that could be mounted on a car port type system above the dustcart parking area. Costs for both options are available.

Electrical demand on this site will increase as electric vehicle charging is becoming more prevalent. There are plans to increase charge points and therefore available electrical capacity at the site. The energy team are working with the sustainable transport team and fleet to ensure the financial and environmental benefits of onsite renewable generation are maximised.

There is also a standard lighting control measures included to reduce lighting times on the stairwells. Lighting is currently on 24 hours per day 365 days per year.

Within each measure heading the actual Salix defined estimated lifetime of the technology is stated. This figure is used within the Salix compliance methodology to understand the likely lifetime CO₂ and financial savings.

City Depot Measures Savings Calculation Methodology

Install solar PV roof mounted 101kWp – indicative lifetime 22.5 years

The ABSOLAR (Southampton University solar spinoff company) costs and calculation summary is below.

Solar PV to be installed at City Depot on cycle store (18kWp), Balfour site offices (21kWp), remaining main office (36kWp) and salt barn (26kWp), which comprise:

Size of PV systems	101 kWp
Installation cost (unit)	£700/kW
PV production efficiency	950 kWh/kW
Power used locally	100%
PV degradation	1%/ year
Total project cost	£70,700
Total kWh generation	95,950 kWh year 1
Current tariff	14.4 p/kWh rounded down

LED Lighting install stairways - indicative lifetime 25 years

City Depot 38w x 8 fittings = 2663kWh/Annum

City Depot 50% saving from replacing fittings with LED plus 25% saving from controls

LED saving = 2,663x0.5 = 1,331.5

LED + controls saving = 1,331.5 +(1,331.5x0.25) = 1,664kWh

Capex install of 8 light fittings with control £200 each:

City Depot = £1,600

Marlands Multi Storey Car Park Investment Measures

Marlands MSCP Measures	Annual cost Saving	Annual kWh saving	Estimated Project Cost	Payback (Years)	Annual CO ₂ Savings
Install solar PV Car ports 168kWp	£29,165	192,000	£252,000	8.64	49
Install light control	£8,712	57,351	£50,000	6	15
Install battery storage system	£0	0	£96,449	-	-
Marlands MSCP TOTAL	£37,877	249,351	£398,449	11	64

Table 4 – Marlands MSCP measures costs and savings

Marlands car park electricity usage is primarily for lighting. The site is shut to the public overnight, and there are periods during the day where natural daylight means lighting can be switched off by incorporating improved control.

There are also 6 electric vehicle (EV) charge points, with more planned in the coming months/ years. EV charge points will form a greater share of electrical consumption at the site in the future. This electricity will at some point be charged to the users; however, this is currently supplied free at the point of use to EV car owners.

It is advised by Npower that an installation of at least 168kWp of solar PV array would help to stabilise energy spend and reduce carbon emissions. There is also a business case from ABSOLAR for installing up to 500kW solar at the site; however, modelling of usage and battery technology shows a lower kW rated solar array would maximise investment potential. The final procurement, design and specification, delivery of the solar at this site will confirm the kW capacity of the final delivered array.

The PV array will need to be mounted on car port type system located on the top level of the car park. It is also advised, that due to the nature of the demand profile and output of this size of potential PV array, an electrical battery storage is incorporated into the solar pv design. With battery, the solar PV will provide over 70% of the onsite electrical needs. Any excess power generated will be exported under the export guarantee scheme. This has been included within the business case. This will enable much, if not all, of the power generated on site to be consumed on site; therefore improving the business case. Three options have been assessed for this site all of which are mounted on a structure that will sit above the car parking spaces on the top floors.

Marlands MSCP Measures Savings Calculation Methodology

Solar PV – indicative lifetime 22.5 years

Savings shown here are based on Npower consultant audit report January 2020 and are as follows:

Marlands Car park:

- Installed Capacity 168kWp
- 579 Modules
- Orientation 45° from south inclined 15°
- Shading assumed as none
- Local weather station data used for Direct & Diffused solar plus Temperature (Base year 2017)

- 5% Aggregated losses from module to grid
- Cost per kWp installed - £1,500
- Generation per kWp installed per annum – 1,140kWh

Lighting controls - indicative lifetime 14.7 years

This measure is identified within the Npower report; however, the figures have been changed to reflect more recent energy consumption figures and data.

Total consumption of the existing LED lighting pre measure is calculated as 178,293 kWh. This figure is based on the calculated lighting load after the delivery of Salix project - CSOU03P097 Marlands MSCP LED Lighting Replacement by Southampton City Council delivered in 2013.

The lighting is currently operational 24 / 7. However, the site is shut overnight from 12am to 5.30am, when the lighting can be fully switched off. It is calculated that this would save an estimated 5.5 hours of lighting consumption equating to a reduction of 40,859 kWh. It's also proposed that the remaining savings will be achieved by intermittent switching during the day / night when light levels are sufficiently high, and the site is unoccupied.

Measure	kWh saving
After Switch Off Overnight Savings	40,859
Including 12% saving for alternate lighting where possible	16,492
Total Lighting Savings	57,351

Table 5 – Marlands MSCP lighting kWh savings breakdown

OGS Investment Measures

OGS Measures	Annual cost Saving	Annual kWh saving	Estimated Project Cost	Payback (Years)	Annual CO ₂ Savings
Office lighting re-design	£33,154	214,859	£307,202	9	55
BMS Upgrade / Optimisation	£18,434	212,926	£180,000	10	38
Install solar PV Roof Mount 60kWp	£10,956	71,000	£60,000	5	18
LED Lighting install stairways	£228	1,498	£2,400	11	0.5
OGS TOTAL	£62,798	500,283	£549,602	9	111.5

Table 6 – OGS measures costs and savings

OGS is connected to the city centre district heating network for heating, hot water and chilled water services which is owned and operated by Engie. The site is currently operating during normal office hours. OGS current electricity usage is very stable; however, high energy usage within the building remains around lighting, office equipment and air handling/extract units. Electricity costs continue to increase while carbon emissions remain high.

Lighting is generously spread across all levels while lower occupied areas still remained well-lit.

Office areas have extensive numbers of light fittings and though there is evidence of zonal control, non-occupied areas remain lit during the day.

Full lighting re-design of the site has been instigated; including a full survey considering all locations within each office, stairways, lux levels and hours of occupancy. This will enable a control strategy to be implemented which aims to reduce the total number of fixtures required and identify the remaining lamps that will need to be replaced with an LED equivalent.

There is the potential to phase the works by completing one floor at a time and to exclude those floors that are occupied by Southampton University. Ongoing discussions are being had with the University to agree that estimated savings at the start of the project are recovered annually and reinvested into the CGF.

OGS Measures Savings Calculations

Office lighting redesign – indicative lifetime 25 years

Total consumption 1,182,859kWh

A full lighting redesign and costing exercise has been undertaken by the SCC in house electrical design engineer for floor 1 of OGS. This has been used to equate savings and costs for the remaining 4 office floors.

The existing office areas lighting load is = 281,843 kWh

The proposed LED replacement office areas lighting is = 66,984 kWh

Therefore offering a 76% reduction in the lighting load

Capex cost – to include luminaires, installation, controls, wiring, mark up = £307,202.

LED Lighting install stairways – indicative lifetime 25 years

Existing load 38w x 12 fittings = 3,994kWh/annum

OGS 50% saving from replacing fittings with new LED plus 25% saving from controls saves

LED saving= (3,994 x 0.5) = 1,997

LED + controls saving = 1,997 - (1,997 x 0.25) = 1,498 kWh

Capex install of 12 light fittings with control is £200 each totalling £2,400.

BMS Upgrade / Optimisation indicative lifetime of measure 9 years

A Sauter Building Management System (BMS) is used to control temperature and environmental conditions within the site. This current BMS has proved ineffective at enabling the efficient use of energy. It's clear there is heating and cooling operating within the same areas at times during both winter and summer periods. In addition, floor 3 has had a 24 hour operational requirement that means that, due to poor zoning, the entire site is heated and cooled on evenings and weekends when not required.

Unfortunately, there is limited control and accessibility of the existing Sauter BMS. There are also significant ongoing maintenance costs associated with this closed protocol BMS, with any major changes to the setting of parameters requiring a paid Sauter site visit and additional maintenance costs. It is recommended that an open protocol BMS system replaces the Sauter front end software and where required infrastructure is upgraded to enable improved control of building services.

Estimated savings for upgrading and replacing the BMS have been based on annual savings of 12% for geothermal heating and cooling and 5% electricity related BMS savings due to the existing poor control strategy and inability to control locally. Firmer estimates are being considered as part of specification and design. Costs are currently based on maximum anticipated based on consultant advice and post audit liaison direct with Trend Controls Ltd.

Utility Savings per annum	kWh	Cost	CO ₂
Heating	56,497	£2,722	8
Chilled Water	97,286	£6,718	15
HH electric Combined	59,143	£8,994	15
Total	212,926	£18,434	38

Table 7 – BMS savings breakdown

Install solar PV Roof Mount 60kWp indicative lifetime 22.5 years

It is also recommended that an installation of a 60kWp of solar PV is included to stabilise energy spend and reduce carbon emissions. The PV array will be mounted on the roof.

Npower consultant savings assessments using Energy Pro Software and ROI capability

- Installed Capacity 60kWp
- 207 Modules Orientation
- 0° from south inclined 20°
- Shading assumed as none
- Local weather station data used for Direct & Diffused solar plus Temperature (Base year 2017)
- 5% Aggregated losses from module to grid
- Estimated cost savings have been updated in the compliance tool using average unit rate 2019-20.
- Cost per kWp installed - £1,000

Generation per kWp installed per annum – 1,183 kWh

Procurement Solution for Delivery of Identified Measures

It is recommended that each technology type is procured under separate procurements (open tenders). A Procurement Project Plan has been instigated with SCC Procurement. The following procurement routes are sought post approval to spend for phase 1. :

- Solar PV and battery – stand-alone open tender or procurement against a compliant framework to include full design and build based on the information provided as part of the initial energy audits. There are a number of suitable frameworks that will be checked for compliance post

- approval to spend. Structural Engineering will be reviewed and checked internally once detailed designs are provided by the chosen installer.
- Lighting – there is the option to utilise Housing Operations services to install all lighting based on the internal electrical engineers lighting design. This would enable all works to be delivered compliantly under the Salix Finance requirements and the Southampton first approach. If Housing Operations are not able to deliver the works in line with the Salix requirements then an external contractor will be procured.
 - BMS – its proposed works will be delivered using the existing Kent Laser framework Y18003, which SCC procure all of its electricity supplies through. This covers work to be completed by our existing BMS maintenance contractor Npower Business / EON.

5. Expected benefits – Phase 1 CGF

*1 Benefit	Baseline	Measurable by
Minimum estimated 30% reduction of CO ₂ emissions across 3 x buildings	2019-20 annual consumption from all energy consumption recorded by incoming meters at each site	Recording annual energy reductions (corrected by degree day data as required) after full commissioning of the technology
Annual estimated gross revenue savings of £110k per annum from energy costs.	2019-20 annual costs from all energy consumption recorded by incoming meters at each site	Recording annual reduction (corrected by degree day data as required) after full commissioning of the technology
Annual estimated net revenue savings of £27.5k – based on 75% reinvestment of savings per annum	As per 25% of annual gross savings above	As per 25% of annual gross savings above

*1 Subject to change post procurement.

Summary of resources needed to achieve next stage

Role	FTE	Costs	Funded/Backfill/Absorb
Energy Project Officer	1 x Grade 10	£56,700	Funded by CGF admin fee
Energy Officer	1 x Grade 7-8	£43,400	Funded by Existing budgets (AG0110) and if required top up from CGF admin fee

- Initially assumed 1 x FTE Energy Project Officer grade 10 and 1 x FTE Energy Officer grade 7-8 to include coordination, project management and expert client roles in Capital Assets and Property.
- The Green City Charter budget will cover project officer resource costs in year one 2020-21 pre project commissioning. All future years will be fully funded by the CGF.

- Finance have confirmed there is budget for Energy Officer' post, which is currently in the structure as the Energy Company Officer post. Due to the sale of CitizEn Energy customers by Robin Hood Energy and subsequent closure of CitizEn the existing post will be redeployed into the Energy Officer post. The post is permanent and budgeted for within the AG0110 cost centre. The Energy Officer outputs have been agreed and awaiting post evaluation. Job Description for both posts will be approved by Property senior manager and Director of Place prior to evaluation and grading taking place. It should be noted that the Energy Officer post would be required to ensure carbon reporting and delivery of the existing energy efficiency works required even if the CGF wasn't being proposed.
- Expert client / energy project officer roles will be funded via management fee allowance of 15% of project cost in agreement with Salix Finance Ltd. Costs have been included to show proposed year one resource requirements.
- Project Management existing resource in property or provided via HCC agreement on a consultancy day / project rate basis will be utilised as required. The cost of which will be covered by the management fee.

6. Risks of recommended solution

Risk	Likelihood H/M/L	Impact	Mitigating action
Covid 19 affecting change or delays to the project	H	Medium	<p>All works will be completed in compliance with any local or national guidance or restrictions.</p> <p>Ensure all stakeholders are clearly communicated with if any changes to accessibility or works will be affected. To include but not limited to Salix, site and contractors. Delivery plan to be realigned based on local or central government guidelines.</p> <p>Sourcing of goods or services – if project will be delayed due to chosen goods or service not being available then alternative compliant products will be sought. If this cannot be achieved then the project plan will be realigned based on best knowledge and communicated to all stakeholders (this will also be undertaken if Brexit causes sourcing issues with chosen technology. Suppliers have been contacted and its unlikely this will be an issue based on discussions). See below for resourcing issues relating to project delivery.</p> <p>An assessment of energy consumption pre and post Covid suggest that the savings can still be achieved as the building’s services such as lighting and heating, cooling and ventilation included within the measures have continued to be operational during the reduced occupation of the sites. Significant savings on IT power have been made, however, these are not included within the proposed measures.</p>
Resources to deliver the project – Inexperienced staff assigned or loss of critical staff	M	High	<p>The proposed project team is or will be made up of members with a wide range of experience. Once in post the project officer (manager) / client will document the project correctly and comprehensively to enable the project to be taken forward, highlighting any resource issues to the green city board (as per governance structure). If the resources required as outlined in the previous section are not secured and delivered then the project will not meet expectations. In addition a lack of resources has already led to the existing Salix scheme halting and the loss of further grant or other funding being missed. Covid19 may impact on team availability and this will be dealt with by identifying a replacement member of each team to stand in for any absences. No allowances have been included to take account of any future Covid19 impacts; however, there has been significant rephasing needed to accommodate the impact of Covid19 during 2020.</p>

Insufficient time allocated or significant project team workload – project slippage	M	High	There will invariably be other calls on time for all project team members. To ensure sufficient resources being available, additional contingency will be added to each key milestone and the project team will be consulted on all key milestone timelines to ensure sufficient time allocation. Any challenges with delivery will be reported to the project board and if required additional resources will be made available. There is budget for additional resources to be procured if required either internally, via the partnership with Hampshire County Council property services or external consultancy. Procurement Officers have been consulted to understand the timelines to secure contracts post financial approval. Design/specifications and scope will be passed to procurement once available. Legal have also been consulted on availability once approval has been sought.
Green City or Council Priorities change through project	L	Moderate	Climate change mitigation will continue to be a key council delivery requirement based on all political party aspirations. The project manager will ensure the Green City aspiration of zero carbon to 2030 for corporate buildings is met as far as possible by the CGF project and associated energy management work programme. Regular updates will also be provided on project development and evaluation reporting to all key stakeholders both officer and Councillors.
Project purpose definition, needs, objectives, costs, deliverables are poorly defined or understood	L	Moderate	Ensure that all project team members / stakeholders are clearly consulted on at each stage of the proposed work programme to ensure all documentation reflects accurately the requirements of the project. Ensure that all delivery team members are fully aware of the project requirements and their role in the delivery of these.
Consultant or contractor delays	M	Moderate	There needs to be sufficient contingency within the programme to allow for contractor delays. Note that future Covid19 delays haven't been included within the estimated project timeline. It is likely that Brexit will also have an impact on delivery of products and materials. This has not been factored into the existing timeline until the situation becomes clearer i.e. December 20 to January 21.
Estimating and/or scheduling errors	M	Moderate	As there will be an obligation on SCC reinvesting the savings agreed with Salix back into the fund it is imperative that the savings are not overestimated. To reduce risks of not achieving the estimates the project costs carry significant contingency and the savings will, where required, be

			tempered. There is also very likely to be energy price rises over the payback term of each measure and no energy price inflation included within the business case. The current timeline is partially based on estimates due to contracts not currently being let. Once full programme schedule is agreed with the project team and contractors these will be updated.
Energy price uncertainty	M	Moderate	During the current Covid19 pandemic wholesale energy prices have fluctuated considerably and at times fallen to historical lows. SCC will be procuring new contracts for energy from October 2021. It should be noted that the current global economic uncertainty could increase or reduce energy price moving forward. If energy price increases over the term of the payback then reported savings will be exceeded; however, a reduction in energy price based on the baseline year could mean the project costs savings will not be achieved; even though the overall energy budget is reduced. All energy cost savings within the business case, for each measure, has used the average whole unit rate for energy (excluding vat) for the financial (baseline) year 2019-20. This highlights the importance of underestimating savings or at least adding contingency to the savings. It should be noted that predicted price rises at circa 4% per annum.
Measures not being viable due to unforeseen circumstances	M	Low	Each energy reduction or generation measure has been identified and checked using both site assessment and desktop information. If it becomes apparent that an identified measure cannot be delivered, for whatever reason, this will mean they will need to be cancelled with both the internal governance process and via Salix finance prior to implementation. If required, measures will be modified, or alternative measures sought to ensure expenditure and associated savings are obtained. This may include delivery of measures at another site. Any changes to the project will be identified and approval sought via all internal and Salix procedures.

7. Constraints and dependencies

Key constraints and dependencies from ongoing property team and wider council works to include:

- Roof replacement framework contract - align with proposed roofing works with potential solar PV opportunities. Sites mapped and inclusion with Phase 2 CGF delivery. Enablement works to be covered in specification.
- Repairs and Maintenance programme – align with and understand historical, ongoing and future planned works to minimise potential revenue expenditure or waste. Ensure ongoing maintenance liability is minimised where feasible.
- Green City Charter – align with key charters goals including the principle CGF project align aspiration to be net zero carbon by 2030.

8. Timescales

No	Key milestones – Phase 1	Baseline date
1	Project Approval 15 th December 2020	Known - Cabinet date
2	Procurement Completion 15 th March 2021	indicative
3	Salix formal commitment 20 th March 2021	indicative
4	Place Order 22 nd March 2021	indicative
5	Project on site 10 th May 2021	indicative
6	Project Completion 30 th September 2021	indicative

9. Costs & Investment Appraisal

The below figures are based on Phase 1 cost used for the Salix compliance business case. The figures do not include borrowing costs and ongoing maintenance, which are included in the financial model with section 10 - finance and funding.

Description	Estimated Saving £	Estimated Project Cost	Payback (Years)	CO2 Savings
CITY DEPOT TOTAL	£14,780	£72,300	5	26
Marlands MSCP TOTAL	£37,877	£398,449	11	64
OGS TOTAL	£62,798	£549,602	9	128
Total Technology	£115,454	£1,020,351	9	217
Management fee (15%)		£153,053		
Total Project	£115,454	£1,173,404	10	217

Table 8 – Overall annual figures showing total project costs including management fee – based on Salix compliance criteria

The total estimated project costs of Phase 1 at this stage are £1.17M shown in table 2. The technical range of works include solar pv and lighting upgrades at each site with improved building services controls at OGS and City Depot.

Its proposed, the management fee will cover all consultants, Energy Project Officer, monitoring and evaluation and behaviour change costs. The maximum percentage of management fee that can be included against the Salix project is 15% of total costs. The proposed management fee is set at 15% for phase 1.

10. Finance and Funding

What will happen to the existing Salix Energy Efficiency Scheme?

The existing Salix Recycling Fund managed by the council since 2006 and the new CGF (officially called Salix Decarbonisation Fund (SDF) by Salix Finance Ltd), are different funding models and have separate Terms and Conditions.

Salix are not able to open new Recycling Funds (i.e. SCC's existing fund) or add new funds to the amounts to existing recycling funds which is established under a conditional grant agreement. Closing the existing Salix fund would be the most likely option. How this will work has been outlined within [Appendix 2](#). In comparison, the CGF is based on a loan model with a 5 year fixed term (which can be extended if the funding is being well utilised). The Terms & Conditions SCC will agree with Salix cover a 5 year investment period.

Proposed CGF Funding Model – including assessed options

The CGF is for a proposed £20 million fund to help deliver energy and carbon savings to meet the council's Green City commitments to be net zero carbon by 2030. Up to 50% of the fund would be matched by Salix Finance Ltd using the Salix Decarbonisation Fund (SDF). The remaining 50% would need to be met by the council. The £20 million Clean Growth Fund was included in the capital programme as part of the Medium Term Finance Strategy approved in February 2020. Its proposed each phase will be required to obtain approval to spend based on a satisfactory business case and Salix compliance criteria being met.

This business case focuses on the phase 1 £1.17M of expenditure to be funded from the CGF. This demonstrates the type of measures that can be implemented, the impact those measures have in terms of carbon and financial savings and how the proposed financial model is structured.

Option Appraisal

There are two potential options for financing the proposed measures. Option 1 is to simply borrow the capital resources and not involve Salix in the project. Option 2 is to use the proposed CGF partnership with Salix.

Option 1

The Council could fund these measures without involving Salix through borrowing the capital resources required and then retaining the full saving benefit as the savings are generated.

The total costs of the measures in phase 1 of the CGF is estimated to be £1.17M. Under option 1 it is proposed that this will be funded primarily by borrowing but also utilises Electric Vehicle Action Plan (EVAP) grant funding. More detail on the EVAP scheme is provided in a section below the options appraisal.

Phase 1 – Option 1	2021/22	Source of funding
	£	
Capital expenditure	1,173,404	
Funded by		
Borrowing	973,404	SCC PWLB borrowing
EVAP	200,000	SCC grant funding from DEFRA
	<u>1,173,404</u>	

Table 9 – Option 1 funding

The revenue impact of the measures over the life of the assets is detailed in table 7 below. Savings are forecast to be generated from the middle of 2021/22 and projected over the useful asset life of the measures. The financing costs are based on PWLB borrowing rates over 25 year which is currently at 2.52% and incorporates the annual Minimum Revenue Provision charge to the general fund associated with the borrowing. This shows that the net saving of the measures over the life of the assets is estimated to be around £0.95M after financing costs and repairs & maintenance have been considered, which is less than the initial outlay.

	2021/22	2022/23	2023/24	2024/25	2025/26	5 year total	25 year total
	£	£	£	£	£	£	£
Savings	-59,553	-119,106	-119,106	-119,106	-119,106	-535,978	-2,387,905
Financing costs	26,477	52,953	52,953	52,953	52,953	238,290	1,323,833
Repairs & Maint.		3,623	5,268	5,268	5,268	19,427	93,805
Net saving	-33,077	-62,530	-60,885	-60,885	-60,885	-278,262	-970,267

Table 10– Option 1 revenue impacts

Option 2

The second option is to use the proposed CGF partnership with Salix to purchase the assets.

Phase 1 – Option 2		£
Capital expenditure	1,173,404	
 Funded by		
Salix	586,702	Salix loan funding
SCC		
- Borrowing	386,702	SCC PWLB borrowing
- EVAP	200,000	SCC grant funding from DEFRA
	1,173,404	

Table 11 – Option 2 funding

This utilises the existing EVAP funding and then the rest of the project is funded 50/50 between SCC and Salix through the CGF. The SCC share will still need to be funded by borrowing so financing costs are again included based on the 25 year PWLB borrowing rates but the principal amount to be borrowed is reduced. Under this funding arrangement the financial savings generated must be repaid into the CGF until the original capital outlay has been reimbursed. The repayments into the fund are based on the Salix project criteria and can be paid at a rate of 75% of the saving generated until the original outlay is covered. Based on this 25% of the saving can be applied to the general fund from the start of the project. Once the initial outlay has been repaid back the full saving benefit is applied to SCC. The repayment into the fund is based on notional saving agreed under Salix funding criteria, the actual saving generated can be higher which would have a positive effect on the general fund position or could be lower. To mitigate the potential for savings to be lower the savings agreed with Salix will be the minimum allowed under their funding criteria and no future cost inflation has been incorporated into future years. This mitigates the potential of future year costs being overstated and therefore the potential savings inflated. Under this option the payback period including financing costs and repairs & maintenance is 15 years.

	2021/22	2022/23	2023/24	2024/25	2025/26	5 year total	25 year total
	£	£	£	£	£	£	£
Savings	-59,553	-119,106	-119,106	-119,106	-119,106	-535,978	-2,406,765
Financing costs	10,518	21,037	21,037	21,037	21,037	94,665	525,916
Repairs & Maint.		3,623	5,268	5,268	5,268	19,427	93,805
Net saving	-49,035	-94,447	-92,802	-92,802	-92,802	-421,887	-1,787,044
Repayments into CGF		73,670	73,670	73,670	73,670	294,678	1,173,404
Savings from recycled projects		0	-3,019	-5,919	-8,819	-17,757	-544,474
Total net saving	-49,035	-20,777	-22,151	-25,051	-27,951	-144,966	-1,158,114

Table 12 – Option 2 revenue impacts

Under this arrangement the repayments into the CGF reduce the annual net saving in the early years of the model compared to option 1. However, the benefit of using the CGF is that the repayments into the fund can then be used to fund further measures that will create additional savings. Also, the financing costs are lower so in later years the net savings are higher once the repayments finish.

In table 9 the benefit of using the repayments to fund further measures has been estimated based on net savings being generated in the same proportion to capital outlay as the measures proposed under phase 1. These projects will be funded out of the savings from the previous projects, therefore no additional borrowing would be required. If the first 7 years of repayments are used to fund additional projects in the following financial year, over the 25 year period the net saving is greater under option two and will increase as the repayments from year 8 onwards are invested in subsequent projects.

Analysis of the two options

Under option 1 the net saving generated is higher in the early years of the project as the financial arrangement benefits from not having to repay the initial capital outlay into the CGF. In option 1 the repayment of the original capital is incorporated into the figures through the MRP charge as part of the financing costs, but that is spread over the duration of the borrowing rather than needing to be repaid as soon as possible under the CGF model. The benefit of the proposed option 2 clean growth model is felt in later years. The match funding provided by Salix is interest free which reduces annual financing costs. This has a positive benefit once the repayments to the fund have been made. Also, the repayments can then be used to fund additional projects generating additional savings. It is estimated under the CGF model that the net saving to the general fund is higher from year 8 onwards.

If SCC decide after 5 years that it wishes to cease the CGF with Salix Finance then the match funded proportion would need to be repaid to Salix interest free over a 5 year period.

Electric Vehicle Action Plan (EVAP) Funding

Table 7 shows the minimum total funding requested from Salix directly including the £200k grant from the EVAP fund.

SCC has a defined capital budget to deliver infrastructure for electric vehicle recharging both by members of the public, in our car parking assets, and at our own depots to serve the growing needs of the Councils' own fleet.

This programme of work is known as the Electric Vehicle Action Plan or EVAP for short. £200k of the EVAP budget has been ringfenced for the purpose of supplementing the Clean Growth Fund to enable the delivery of low carbon power generated by solar PV and backed up by battery storage to supply EV chargers within the CGF phase 1.

Due to the CGF project obtaining £200k EVAP funding there is scope to include battery storage that wouldn't ordinarily comply with Salix criteria as it is not classified as an energy reduction technology.

Battery storage will be used to shift electrical loads taken either from the solar PV generated power or power charged using cheaper night time electricity prices, to be used when electricity costs are higher e.g. during daytime and evenings. This load shifting will enable greater savings and improved management of grid based electrical demand.

Contingency has been added to all technology measures as initial costs have not been able to be provided based on site assessed contractor quotes due to Covid19. Therefore, the costs used are the indicative maximum expected costs for the delivery of each project provided by the Npower consultants, suppliers, historical costs or the University of Southampton solar expert. Once the procurement process has been completed the business case figures will be updated with actual costs for delivery.

Applied for additional funding and grant funding opportunities

An application has been submitted the council for Low Carbon Across the South East (LoCASE) 4 - Public Sector Buildings & Low Carbon Strategies ERDF funding. The £200k funding application to integrate further investment into phase 1 CGF was submitted March 2020 and informally approved pre lockdown. Formal approval of a successful application is now not likely to be provided until mid-autumn due to Covid19.

There is also scope to utilise additional funding under the **Public Sector Decarbonisation Grant Scheme** announced in September 2020, to help deliver additional grant funds for phase 1 and phase 2.

The Department for Business, Energy and Industrial Strategy (BEIS) has launched the Public Sector Decarbonisation Scheme which will be delivered by Salix.

The Grant Scheme will offer £1bn of grant funding which encourages green investment and supports the Government's net zero and clean growth goals.

The funding will be available for capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings.

The scheme allows SCC to apply for a grant to finance up to 100% of the costs of capital energy-saving projects that meet the scheme criteria. All existing proposed works will be assessed for their viability of being funded by the grant and if suitable will be included within the application.

The energy manager is currently coordinating work to develop an application for grant scheme funding of both eligible technology within phase 1 and the phase 2 programme.

SCC also plan to utilise the [Public Sector Low Carbon Skills Fund](#), which provide grants to help all eligible public sector bodies to source specialist and expert advice to identify and develop energy efficiency and low carbon heat upgrade projects for non-domestic buildings, before preparing robust and effective applications to the Grant Scheme. Through this grant SCC will be able to secure resources to develop a heat decarbonisation plan and work programme.

More information on the grants will be provided via the briefing and governance process on an ongoing basis.

Ongoing maintenance costs

Costs for maintenance has been included within the financial model where required. Maintenance costs for replacement or retrofitting technology such as the building management systems and lighting will be added to the existing Asset Management Repairs and Maintenance programme.

There is already budget and maintenance contracts covering the existing technology on site. Consultation with the Asset Management Team has clarified that existing contracts will be able to accommodate BMS and lighting technology. It is confirmed the new technology will reduce both planned and reactive maintenance due to warranty periods and newer technology replacing old.

The lighting will be covered by a minimum refund or replacement 5 year warranty.

Solar PV is an established technology that will require a maintenance regime and programme, which will be developed for the CGF and all existing solar installations. A specification for the delivery of an ongoing solar PV maintenance programme will be developed over the next 12 months to enable the Housing Operations team to undertake maintenance on an ongoing basis. This will be funded via the savings to be agreed once the annual costs are understood. Indicative industry standard ongoing maintenance costs of £10 per kWp installed per annum, excluding reactive maintenance, have been included to the financial model and will be recovered from the savings.

Battery technology will be maintained by the technology provider under a standard battery market 10 year warranty or as part of the project specification and final costs. Preventative maintenance can also be included to provide a belt and braces approach at an additional cost of circa £2k per annum based on proposed costs.

Clean Growth Fund – Funding for Later Phases

This business case provides evidence to support the investment of £1.17M in phase 1 of the CGF. The full value of the project is potentially up to £20M based on the earmarked funding in the SCC Medium Term Financial Strategy and from discussions with Salix. Subject to the development of a separate business case, the current intention is for around £3M of this to fund an investment in LED Streetlighting which means there is around £17M potentially available for energy and carbon reduction measures over the next 5 years. Each future phase of the CGF will be subject to a business case and Cabinet approval for expenditure but the table below shows the potential financial model of the scheme. Committing to funding phase 1 through the CGF does not tie the Council into funding future phases through the CGF. Each phase can be assessed on its own merits as part of future business cases. This is again based on 75% of the savings generated being returned to the fund and then the built up recycling fund balance is used to part fund the future capital expenditure. Table 13 below provides the breakdown of the funding sources based on the modelled expenditure over 5 years, using the phase 1 breakdown projected forward.

	2021/22	2022/23	2023/24	2024/25	2025/26	5 year Total
	£	£	£	£	£	£
Capital expenditure	1,173,404	4,000,000	4,000,000	4,000,000	3,826,596	17,000,000
Funded by						
SCC PWLB borrowing	386,702	1,963,165	1,791,278	1,619,390	1,360,801	7,121,335
Salix loan funding	586,702	1,963,165	1,791,278	1,619,390	1,360,801	7,321,335
Recycling fund balance		73,670	417,445	761,220	1,104,995	2,357,329
EVAP – SCC held grant	200,000					200,000
	1,173,404	4,000,000	4,000,000	4,000,000	3,826,596	17,000,000

Table 13 – CGF 5-year funding

The table 14 below is indicative but shows the potential revenue impact of these future phases if savings are generated in the same proportion to capital expenditure as the measures in phase 1.

	2021/22	2022/23	2023/24	2024/25	2025/26	5 year Total	25 year total
	£	£	£	£	£	£	£
Savings	-59,553	-352,568	-819,491	-1,286,414	-1,743,216	-4,261,241	-39,737,940
Financing costs	10,518	74,435	176,469	268,977	349,602	880,002	9,658,863
Repayments into fund	0	73,670	423,862	774,054	1,124,246	2,395,832	17,000,000
Repairs & Maint.		3,623	19,471	40,123	60,774	123,991	1,548,808
Net saving	-49,035	-200,840	-199,689	-203,260	-208,593	-861,417	-11,530,269

Table 14 – CGF 5-year revenue impacts

The first four years of repayments into the fund are used as a source of funding to reduce the borrowing requirement for later phases. After that point the repayments into the fund can start to be used as a

source of funding for later projects. As this is recycling existing resources there are no additional financing costs so new projects can be undertaken where the net saving is proportionally greater.

11. Benefits realisation

Resource and post for monitoring and evaluation – Measurement and Verification.

SCC need to obtain assurance that the investments made on energy efficiency or energy generation projects are achieved. These need to be accurately measured and other likely influences need to be continuously reviewed and assessed in order to fully understand the impacts on the investment return. The importance of effective monitoring and evaluation cannot be underestimated and is essential to enable successful delivery of the CGF and wider carbon reduction programme, to include staff training and improving energy management. By monitoring all sites and works greater savings are more likely to be achieved.

Part of the requirement SCC is to employ an officer internally (Energy Officer) to monitor and evaluate (via measurement and verification techniques) the programme as well as source additional funding to help in the identification of further measures. The Energy Officer post will be funded from the redeployed Energy Company Officer post, which can be diverted due to the closure of CitizEn Energy. The Director of Place at Place has approved using the existing Energy Company Officer post budget to fund the Energy Officer post and redeploy the existing staff to the position (in line with SCC redeployment rules).

The key to this role is to ensure that all estimated savings from the installation of the energy measures are delivered effectively alongside the added value management based savings. This could include but not exclusively cover:

1. Site energy consumption and evaluation. Reporting savings versus estimates and ongoing annual reporting for CGF and Green City Charter commitments.
2. Performance and monitoring of specific installed technology - to understand operational benefits or risks of specific technology i.e. if technology performs better or worse than expected and why.
3. Use the results of the monitoring to work with Property and other service areas to ensure technology operates to its maximum environmental, service and energy benefits.
4. Organisation of staff training
5. Set up and monitoring of revenue savings to cover maintenance and recycling back into the fund. This will also cover reporting of savings over and above those required for maintenance and recycling.

Monitoring and evaluation (measurement and verification) methodology - All energy (electricity, gas and geothermal district energy) data is recorded using Systems Link Energy Manager (SL) software. Data used to calculate savings potential has been taken from monthly billing reports from Systems Link. Half hourly electricity data has been used to model savings, solar PV power consumption and battery analysis at the sites.

There is more than 10 years of historical data for all sites.

Ongoing monitoring will be undertaken using the SL software reporting using both invoice and half hourly electricity data (where available). Savings will be corrected using degree day data where required and updated carbon grid factors.

An audit methodology will be agreed for the entire Clean Growth Fund programme, using 2019/20 as the baseline year, to ensure transparency with both internal and external stakeholders. Annual reporting of performance against the zero carbon commitment will be undertaken, which will include successes and lessons learnt.

The energy team will utilise monitoring data to ensure that the measures deliver the estimated savings and if not understand; why not. Other energy management measures such as awareness and more detailed technical training will also be delivered as part of the CGF. Savings from these energy management measures are difficult to quantify, so they haven't been included here, but it is hoped this will provide added value and a buffer if measures do not deliver on the original estimates.

SCC are also working with Southampton University to set up a Green City Charter Tracker and a Carbon Action Planning Tool that will help monitor the performance of the separate commitments made by the council including the net zero carbon commitment to 2030. The energy team will report all measures delivered under the CGF / Salix works. This tracker will be submitted annually and then audited by the university before being publicly reported annually. The first years Tracker report was received September 2021 then subsequent years in June to September.

Additional opportunities of the CGF

As there is scope to increase the council's renewable electricity generation through the CGF, the council will be able to:

- utilise solar PV generated power on each site to reduce reliance on high cost grid power
- export or share generated power (via a sleeving arrangement or power purchase agreement) over the grid to enable other council sites to offset standard grid power consumption (buy back).

An example of this is Marlands MSCP in phase 1 of the CGF. The aim is to supply most, if not all, Marlands MSCP site electricity consumption via solar PV generated power and battery storage, which would mean the site is almost self-sufficient or zero carbon in power terms. Marlands MSCP will be used as the case study to understand the potential revenue benefits for the site and wider electricity consumption across the council non-housing estate. Therefore the solar capacity delivered under phase 1 will maximise immediate benefit but also future proof the site to enable further solar to be installed easily at a later date as and when it becomes financially viable to upscale power generation and therefore offsetting power costs at another site or earning additional income.

Analysis of this opportunity has been undertaken with our existing electricity provider (Npower) and the South West Energy Hub. SCC would need a specific minimum 300 MWh of excess renewable generated electricity through the summer pricing period to make this cost effective. Revenue savings will be gained by supplying cheaper grid electricity to other council sites using this method; therefore, it's likely there

would be the business case to over generate power from solar PV on future CGF phases. Until there is excess capacity to enable buy back across the grid, any exported power will utilise the existing smart export guarantee tariff to earn an income. This currently ranges from 3-5.5p/kWh electricity exported.

Phase 1 maximises the onsite consumption of solar generated electricity; however, there could be scope to oversize solar capacity or future proof installations to enable a surplus of electricity generation, via solar, this would allow the offset of sites consumption where on site energy efficiency and renewable measures would not achieve net zero carbon. This means site like the civic centre could achieve zero carbon from electricity generated at another SCC asset. Battery storage has been included to enable the maximum power from PV to be used on site during peak time hours when power prices are at their highest.

12. CGF Governance

The Phase 1 CGF project governance reporting process will be integrated within the existing Green City Charter governance process under the sustainable energy and carbon reduction remit, this project will be monitored using the new corporate project management system once fully operational in 2020. The project will use the Association of Project Management methodology. Regular monitoring will take the form of highlight reports which will be reviewed by the Green City Board.

The Clean Growth project team led by the Energy Manager will be responsible for the performance of the project and will:

- provide project documents, setup the project, lead on investment grade audit administration and delivery, develop business cases and provide ongoing update and decision reports.
- administer an independently verified monitoring and performance process to scrutinise the impact of the measures installed
- manage the delivery of an annual report to detail cost and carbon savings achieved.
- propose remedial / alternative measures where the existing measures can't be delivered or do not deliver estimated savings. Changes will be dealt with via the weekly, monthly or quarterly governance meetings and recorded appropriately.
- report regularly to stakeholders at all levels within the Green City governance structure.

The project sponsor is Executive Director Place and the Cabinet Member is the portfolio lead for Green City and Place. The CGF sits under the responsibility of the Head of Property who will be updated as part of the monthly Green City governance meetings.

The Green City governance is covered within the Green City Programme Governance report and the structure is below.

The Green City Governance report and structure cover:

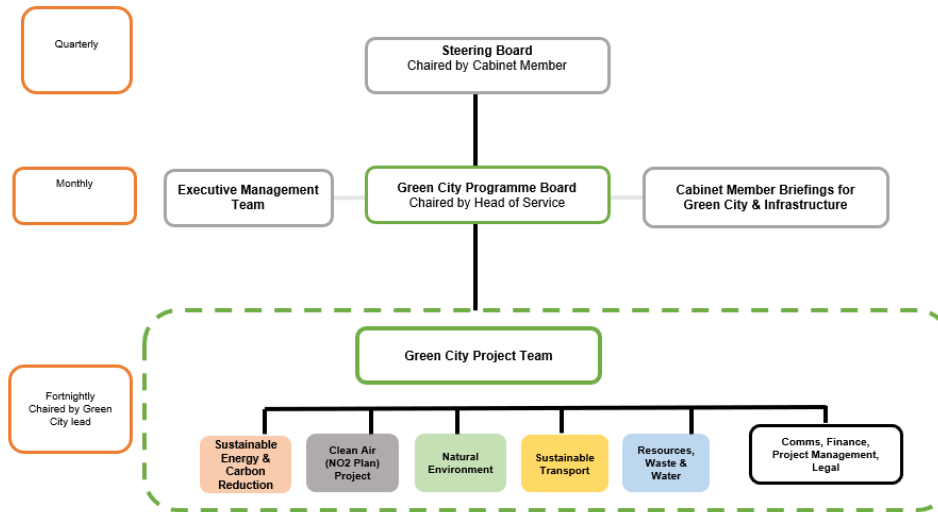
- Where the sustainable energy and carbon reduction along with the Clean Growth responsibility sits within the governance structure.

- How reporting and escalations are managed
- An overview of the governance meetings
- How RAG status and tolerances will be managed.

The roles and responsibilities along with the risk register and project plan for the CGF are managed separately and held with the CGF project folder.

Monthly project reporting will be presented to the monthly Green City Programme Board and the quarterly steering board. Project changes will be managed via the agreed governance structure and where required directly with the Head of Property. Any internal and external audit undertaken will be reported via the proposed structure.

Green City Governance



13. Conclusion

The council has financially committed to the principles of CGF. Cabinet is being requested to approve the CGF project methodology and budget spend of the Phase 1 Clean Growth Fund budget.

This document forms part of the Design stage and should be read in conjunction with other review stage documents, including the Cabinet paper requesting approval to spend on phase 1 (presented at 15th December Cabinet 2020).

Business Case approved by

Role / Board	Name	Date
Project Sponsor	Kate Martin	
Finance Business Partner	Jon Evans	4 th November 2020

Appendix 1 – Existing Salix Energy Efficiency Scheme Recycling Fund

Salix Energy Efficiency Programme – Background

1. [Salix Finance Ltd](#) is an independent, publicly funded company, dedicated to providing the public sector with loans for energy efficiency projects.
2. It provides interest-free Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills.
3. Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government and was established in 2004.
4. Its purpose is to accelerate investment by public sector bodies in energy efficiency technologies through invest to save schemes.
5. Salix currently has 117 Recycling Fund partner organisations, including local authorities, higher education institutions, emergency services and the NHS.
6. The Salix national fund has financed thousands of projects, worth more than £360 million.
7. On average, projects have realised a payback of 3.7 years.
8. Southampton City Council's (SCC) participation in the Salix Programme was agreed at Cabinet on 16th October 2006. At a follow on meeting on the 22nd January 2007, Cabinet agreed the changes to the Environment and Transport Capital programme, which were required to establish the revolving fund through which the Salix match funding and City Council Capital funding operates.
9. Salix Finance provided SCC with £204k, which was match funded by SCC. Thus providing a total recycling (invest to save) fund of £408k. Ordinarily all savings estimated as part of the Salix sign off process would be reinvested back into further energy efficiency measures that meet the Salix compliance criteria; therefore, the SCC Salix programme is a revolving fund that is re-invested in energy efficiency measures that meet the stringent criteria laid down by Salix.
10. The contract with Salix dated 2 November 2006 states that any savings from energy efficiency projects shall be used to fully pay back the project costs into the local fund for use on further energy efficiency projects. Failure to do this will result in SCC having to repay the £204k match funding to Salix.
11. Jason Taylor – SCC Corporate Energy Manager administers the loan fund.
12. SCC's Salix programme has formed an important part of the overall carbon reduction delivery programme.
13. In 2011 the SCC Finance Director stated that the programme would be financed by the corporate centre rather than recovering savings direct from service areas revenue budgets i.e. that corporate finance would reimburse the Salix fund annually in April, which is currently £100k per annum. This amount covers the required fund recycling conditions.

Summary of programme benefits

A wide range of energy efficiency measures have been installed within SCC corporate buildings and schools. These include combined heat and power at Bitterne Leisure Centre, LED lamp replacement of traffic lights, internal and external building LED lighting, insulation, heating and hot water bier replacements and control of plant improvements such as building management systems.

The table below shows a summary of the financial and carbon savings achieved to date from delivering the SCC Salix Energy Efficiency programme.

Loan Value – SCC Salix Spend	Total Annual £ Saved	Total Annual CO ₂ Savings Tonnes	Tech Payback Years	Total Lifetime Savings	Total Lifetime CO ₂ Savings
£1,197,308	£291,507	1,632	4.1	£5,008,653	28,438

Table 1 – Total combined annual cost and benefits and lifetime saving

Salix energy efficiency project delivery methodology

- An energy efficiency audit is undertaken, and relevant measures are identified. The service area agrees to an energy efficiency measure.
- The measures are put through the Salix compliance tool (excel) to ensure compliance to the 10 year financial payback on investment and the cost per tonne of CO₂ saving delivered over the technology lifetime of £383. Therefore both financial and environmental compliance criteria need to be met for each project.
- Previously the cost of delivering each measure was repaid in full by the site or service area from savings in energy costs (at a rate of 75% to 100% of the annual savings).
- However, in 2011 it was agreed that all centrally funded service areas i.e. leisure, Civic Buildings and social services sites will keep the savings from the measures installed and the loan will be repaid centrally.
- Schools have not been able to access the recycling fund since 2011 when the changes to repayments into the fund were made.

Example – based on actual SCC project Salix recycling fund principles

- A Salix loan of £51,688 is made to Civic Buildings to implement a range of measures in the main administrative buildings. The implemented measures are estimated to achieve £20,025 a year saving in energy related costs. No repayments are required as the loan is paid off as part of the annual corporate finance £100k in the following financial year.

Example – based on standard Salix recycling fund principles

- Pre 2011 the recycling fund operated like an internal Salix loan scheme to service areas or schools. Once the project was commissioned the cost of the project was then recycled / repaid back into the fund annually via a central journal from each service areas budget at end of year. The annual amount recovered from each service area was based on either an agreed 75% or

100% of the annual saving estimates used within the compliance sign off process i.e. using the pre project estimated achievable savings used to ensure Salix compliance.

- Actual project - £11,970 is made to St Annes Catholic School to implement a range of heating improvement measures in 2008. These measures are estimated to achieve £3,231 a year saving in energy related costs, which gives a 4 year payback on investment. 100% of the total loan is required to be paid back based on 75% to 100% of the annual savings. As the table below shows.

Repayment No	Financial Year	Amount 100% pa	Amount 75% pa	Annual Difference
1	2013/14	£3,231	£2,423.25	£807.75
2	2014/15	£3,231	£2,423.25	£807.75
3	2015/16	£3,231	£2,423.25	£807.75
4	2016/17	£2,277	£2,423.25	-£146.25
			£2,277.00	-£2,277.00
Total		£11,970	£11,970	£0

Table 2 – St Annes Catholic School Salix Loan Repayment - based on 100% or 75% of total annual saving

What decision needs to be made by the Site?

- Agreement in principle that the site or service area accept the energy efficiency projects to be implemented through the Salix Energy Efficiency Programme. A commitment form is required to be signed for audit purposes.

Appendix 2 – Closure of SCC’s Existing Salix Energy Efficiency Scheme

The existing Salix Recycling Fund managed by the council since 2006 and the new CGF (officially called Salix Decarbonisation Fund (SDF) by Salix Finance Ltd), are different funding models and have separate Terms and Conditions.

Salix are not able to open new Recycling Funds (i.e. SCC’s existing fund) or add new funds to the amounts to existing recycling funds. In addition, the Recycling Funds are established under a conditional grant agreement, but the CGF is based on a loan model with a 5 year fixed term (which can be extended if the funding is being well utilised). Therefore the Terms & Conditions SCC will agree with Salix cover a 5 year investment period.

Therefore, closing the existing Salix fund would be the most likely option. How this will work has been outlined below.

To close the fund £204,000 would need to be repaid back to Salix. There is currently £519,389.26 ‘cash in the account’ reported on SERS (the Salix recycling fund online tool). The actual cash backing for the fund held by SCC was utilised as part of capital financing for the wider 2019/20 capital programme to minimise the overall borrowing requirement at the end of the year. There is an existing service revenue budget of £100K per year to recognise the savings that have been generated on past delivered measures and to ease the administrative burden of arranging the repayments into the recycling fund from services across the Council. It is proposed to carry forward the £100K from the 2020/21 budget and combine with the contribution in 2021/22 to generate the £204K worth of funding that would need to be repaid to Salix. The repayment would be made by BACS and the Salix finance team would provide their payment details. As all of the projects on the existing scheme are complete there are no project details to tie up.

Then the new agreement for the SDF would need to be signed and the new SERS account opened. The previous RF SERS would be closed.

It is recommended the existing fund is formally closed once formal approval on phase 1 is provided and the CGF is operational.

The following provides financial details of the existing fund and outstanding repayments:

Current Fund details (as of 15/10/20) on SERS the Salix online financial and reporting database:

Fund Size: £575,045 (Salix Funding £204,000 / Original Client Matched Funding £204,000 & Additional client contribution £112,281.34)

Current Cash in account: Main Fund £352,344.33, Client Additional Fund £167,044.93
TOTAL £519,389.26

Outstanding repayments: Main Fund £44,456.34

10 payment(s) due. Value: £44,456.34

Project ID	Project Title	Applicant	Amount £	Due On	Status	
CSOU03PI20	Tudor House LED	Southampton City Council	2,462.61	01/03/2021	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	6,221.78	31/03/2021	Outstanding	Confirm Re-payment
CSOU03PI31	Civic External Lighting to LED	Southampton City Council	3,388.94	30/04/2021	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	6,221.78	31/03/2022	Outstanding	Confirm Re-payment
CSOU03PI31	Civic External Lighting to LED	Southampton City Council	3,388.94	30/04/2022	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	6,221.78	31/03/2023	Outstanding	Confirm Re-payment
CSOU03PI31	Civic External Lighting to LED	Southampton City Council	215.85	30/04/2023	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	6,221.78	31/03/2024	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	6,221.78	31/03/2025	Outstanding	Confirm Re-payment
CSOU03PI34	Art Gallery - Civic Centre LED Lighting	Admin Buildings	3,891.10	31/03/2026	Outstanding	Confirm Re-payment

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Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE		
DATE OF DECISION:	10 DECEMBER 2020		
REPORT OF:	DIRECTOR - LEGAL AND BUSINESS OPERATIONS		
<u>CONTACT DETAILS</u>			
Executive Director	Title	Deputy Chief Executive	
	Name:	Mike Harris	Tel: 023 8083 2882
	E-mail	Mike.harris@southampton.gov.uk	
Author:	Title	Scrutiny Manager	
	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail	Mark.pirnie@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.			
RECOMMENDATIONS:			
	(i)	That the Committee considers the responses from Cabinet Members to recommendations from previous meetings and provides feedback.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	Appendix 1 of the report sets out the recommendations made to Cabinet Members at previous meetings of the Overview and Scrutiny Management Committee (OSMC). It also contains summaries of any action taken by Cabinet Members in response to the recommendations.		
4.	The progress status for each recommendation is indicated and if the OSMC confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed, it will be kept on the list and reported back to the next meeting. It will remain on the list until such time as the Committee accepts the recommendation as completed. Rejected recommendations will only be removed from the list after being reported to the OSMC.		

RESOURCE IMPLICATIONS		
<u>Capital/Revenue</u>		
5.	None.	
<u>Property/Other</u>		
6.	None.	
LEGAL IMPLICATIONS		
<u>Statutory power to undertake proposals in the report:</u>		
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.	
<u>Other Legal Implications:</u>		
8.	None	
RISK MANAGEMENT IMPLICATIONS		
9.	None.	
POLICY FRAMEWORK IMPLICATIONS		
10.	None	
KEY DECISION		No
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Monitoring Scrutiny Recommendations – 10 December 2020	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?		No
Other Background Documents		
Equality Impact Assessment and Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None	

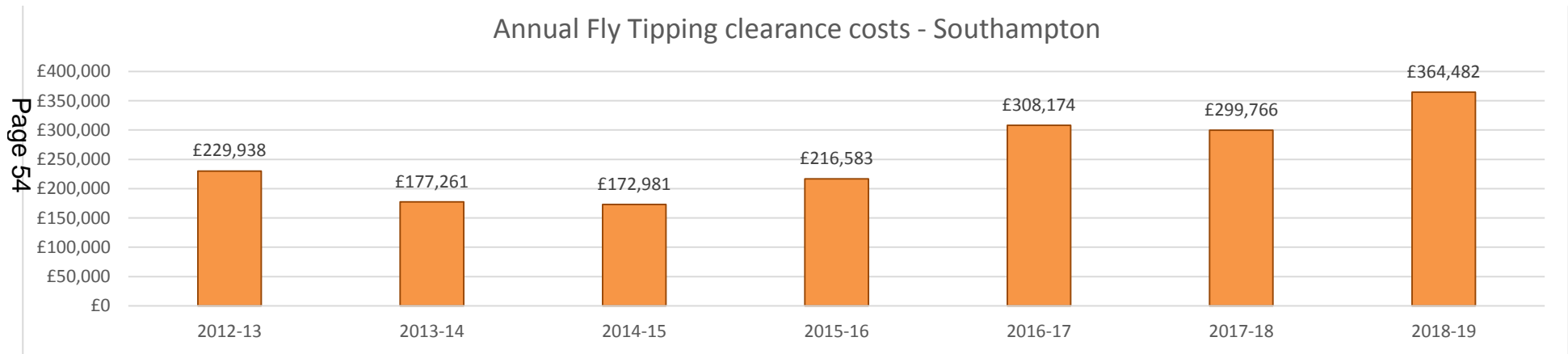
Overview and Scrutiny Management Committee: Holding the Executive to Account

Scrutiny Monitoring – 10 December 2020

Date	Portfolio	Title	Action proposed	Action Taken
12/11/20 Page 53	Stronger Communities	Provision of an Environmental Enforcement Service - Update	1) That a breakdown of fly tipping incidents by ward is circulated to the Committee.	We do not hold data for incidents by ward. <ul style="list-style-type: none"> • Quarter 1 (April to June 2020) – Fly tips recorded by City Services = 578 (during tight lockdown) • Quarter 2 (July to September 2020) – Fly Tips recorded by City Services = 780
			2) That the estimated cost to the Council of cleaning up fly tipping is provided to the Committee.	Historical costs associated with fly tipping identified in the attached table.
			3) That, to make it easy for residents, the usability of the Council's website for reporting fly tipping is reviewed.	We are in the process of developing new forms across the website, the fly tipping form is one of these and there will be improvements to the form when it goes live including a map which will identify land ownership so they customer know if they can report it at the point of reporting and then will correctly direct the request within the council.
			4) Following analysis of the relevant data, review the location of charity bins in the city to reduce the level of fly tipping.	A review is under way
			5) That fixed penalty notices issued for dropping litter are reviewed to identify if there have been repeat offenders.	<p>The data on fixed penalty notices has been reviewed and nine occasions were identified where more than one fixed penalty notice has been issued to the same person living at the same address.</p> <p>The proportion of fixed penalties being issued to repeat offenders is low when set against the total number of fixed penalties which have been issued since the service commenced at the end of June 2020 i.e. nine repeat offenders set against more than two thousand correctly issued fixed penalties, which equates to less than 0.5% of enforcement actions being taken against repeat offenders.</p> <p>Seven of the repeat offenders paid both of the fixed penalties issued to them. One has been given an extended</p>

Date	Portfolio	Title	Action proposed	Action Taken
				<p>period to pay. One repeat offender has not paid the fixed penalties and matters are progressing to Court.</p> <p>The review also shows that the nine fixed penalties issued to repeat offenders were issued by a range of enforcement officers, so we do not have a particular officer targeting individuals repeatedly.</p>
			6) That the OSMC reviews the performance of the Environmental Enforcement Services in 6 months' time.	Noted

Annual Fly Tipping clearance costs - Southampton



Annual Fly Tipping Incidents- - Southampton

