

Council Housing Zero Carbon Retrofit Task and Finish Group

Terms of Reference

Role of the Council Housing Zero Carbon Retrofit Task and Finish Group

A cross party, non-decision making Task and Finish Group who will investigate funding sources and approaches for a zero carbon retrofit programme for the council's housing stock.

The Task and Finish Group will prepare a report with recommendations for the Scrutiny Committee, who may then recommend consideration of the report and recommendations by the Executive and, if appropriate, Full Council.

This topic aligns with the Corporate Strategy of SWT, priority theme on Our Environment and Economy Objective 1: *“Work towards making our District carbon neutral by 2030 - deliver projects based on a Carbon Neutrality and Climate Resilience Plan that work toward this goal (for example installing electric vehicle charging points across the District)”*.

The panel will meet on a regular basis and report back to Scrutiny Committee within 4 months if possible.

Scope

The Task and Finish Group will consider:

- Funding sources and approaches for a zero carbon retrofit programme for the council's housing stock, covering insulation and heating systems as well as energy efficiency, generation and storage.
- Current SWT Council plans for retrofit of the Council's housing stock (currently detailed in the CNCR Action Plan)¹
- Guidance and different approaches being taken to retrofit work, including Energiesprong and examining examples of good practice.
- Whether part of the savings in energy costs from retrofit work should be reinvested and methods for reinvestment.
- Opportunities for additional non-energy savings and an investment programme to support retrofit work.

¹ <https://www.somersetwestandtaunton.gov.uk/media/2429/carbon-neutrality-and-climate-resilience-plan.pdf>
Appendix 1: <https://www.somersetwestandtaunton.gov.uk/media/2431/appendix-1-indicative-action-plan-to-2030.pdf> There is an update in 5.9 at:
<https://democracy.somersetwestandtaunton.gov.uk/documents/s13172/HRA%20Revenue%20and%20Capital%20Budget%20Setting%202021-22%20including%20Dwelling%20Rent%20Setting%202122%20and%2030-Year%20Busi.pdf>

- Relevant case studies, feedback and lessons from other councils, housing associations and any similar social housing providers.
- Implications for the Council and its tenants.
- Benefits from joint working with partners in the region.

Membership

The membership of the group does not need to be politically balanced.

Name	Political Party / Role
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	

Method of Working

- The Chair (and Vice-Chair if required) to be elected and appointed at the first meeting of the Task and Finish Group, who shall be Members from the Scrutiny Committee.
- At the first meeting, business will also include:
 - a) To elect the Chair of the Task and Finish Group (if appropriate)
 - b) To appoint the Vice-Chair of the Task and Finish Group
 - c) To receive any apologies for absence
 - d) To review the Terms of Reference for the Task and Finish Group
 - e) To complete the Task and Finish Group scoping document
 - f) To consider any other business set out in the agenda
 - g) To determine the frequency of meetings (taking into account the workload of officers and Committees – which take precedence)
 - h) To determine the date of next meeting
- Any non-executive Councillor may be appointed to serve on Task and Finish Groups and membership will be open to non-councillors, including representatives of external bodies.
- Support from the Governance team.
- Relevant persons from both inside and outside SWT will be invited to attend and answer questions where it does not cause undue disruption to other priority activities.
- The Task and Finish Group will primarily meet virtually on a regular basis, via Zoom or Teams.

- The Task and Finish Group can make recommendations but is not a decision making body, collective views will feed into the Group's report, which will be submitted to the Scrutiny Committee.
- Where possible papers will be issued 3 working days ahead of meeting, allowing sufficient time to review and prepare for the meeting.
- Meeting notes and actions will be circulated to the Working Group within 5 working days where possible.
- All papers will be distributed electronically only.
- The quorum will be a minimum of two members, however, dates of meetings will be selected to allow for the attendance of the whole group wherever possible.
- The relevant Portfolio Holder and Director and/or SMT, if appropriate, will be consulted before the Group's report is completed.
- The final Group report and any recommendations shall be decided by a simple majority of Group members present at the meeting, although the Group should aim for consensus wherever possible.