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Council 19/July2023



Minutes of a meeting of Council held on Wednesday, 19 July 2023.

Councillors present:

Nikki Ind Mark Harris Gina Blomefield Paul Hodgkinson Lisa Spivey Claire Bloomer Angus Jenkinson Tom Stowe Ray Brassington Julia Judd Jeremy Theyer Patrick Coleman **Juliet Layton** Clare Turner Michael Vann Helene Mansilla Daryl Corps David Cunningham Mike McKeown Jon Wareing Tony Dale Clare Muir lan Watson Mike Evemy Gary Selwyn Len Wilkins

Joe Harris Tony Slater

Officers present:

Robert Weaver, Chief Executive Officer Andrew Brown, Democratic Services Business Manager Angela Claridge, Director of Governance and Development (Monitoring Officer) Chris Crookall-Fallon, Head of Climate Action

Ciaran Okane, Senior Procurement Business Partner David Stanley, Deputy Chief Executive and Chief Finance Officer Ana Prelici, Democratic Services Officer

40 Apologies

Apologies were received from Councillors David Fowles, Dilys Neill, Roly Hughes, Chris Twells, Andrew Maclean and Nigel Robbins.

41 Declarations of Interest

Councillor Clare Turner declared an interest, as she had invested in the Cotswold Municipal Investment fund. Prior to the meeting, Councillor Turner had sought advice from the Monitoring Officer, who advised that since the rate of return on the investment bonds was fixed, no personal financial gain could be made from the decision on the Commercial Solar Photovoltaic Installation decision. Councillor Turner was therefore advised that she could fully participate in full on the item 'Commercial Solar Photovoltaic Installations on Council Assets' item.

42 Minutes

The Chair stated that the agenda item included the consideration of exempt minutes. The Chair advised that members should indicate at this point whether they wished to enter into private session to discuss these later in the meeting.

The Chair explained that the minutes would be voted on in two parts.

An error in the minutes of the 25th May was brought to the attention of Democratic Services. This had already been corrected in the online version of the minutes.

The Chair reminded new Members that they should abstain on the minutes of the 13th March, as this meeting had taken place prior to their election.

RESOLVED: That Council approve the minutes of the meeting held on 13 March 2023.

Voting record: For- 14, Against – 0, Abstentions 4

For	Against	Abstentions/ Did not
		vote
Claire Bloomer		Angus Jenkinson
Gary Selwyn		Clare Muir
Gina Blomefield		Clare Turner
Joe Harris		Daryl Corps
Julia Judd		David Cunningham
Juliet Layton		Helene Mansilla
Lisa Spivey		lan Watson
Mark Harris		Jeremy Theyer
Mike Evemy		Jon Wareing
Nikki Ind		Len Wilkins
Patrick Coleman		Michael Vann
Ray Brassington		Paul Hodgkinson
Tom Stowe		Tony Slater
Tony Dale		Mike KcKeown

RESOLVED: That Council approve the minutes of the meeting held on 25 May 2023.

Voting record: For 25, Against 0, Abstain 2

For	Against	Abstentions/ Did not
		vote
Angus Jenkinson		Paul Hodgkinson
Claire Bloomer		David Cunningham
Clare Muir		Ian Watson
Clare Turner		
Daryl Corps		
Gary Selwyn		
Gina Blomefield		
Helene Mansilla		
Jeremy Theyer		
Joe Harris		
Jon Wareing		

Announcements from the Chair, Leader or Chief Executive (if any)

The Chair reminded Members in attendance that there would be Scrutiny training delivered on the 19th of July by the centre for Governance and Scrutiny.

The Chair also reminded Members in attendance of the online 'Cyberninja' Cyber Security training which was mandatory for all members to complete by the end of September.

The Chair stated that since their appointment they had represented the Council at numerous events which all attested to how rich and vibrant the district was. The Chair looked forward to continuing to meet with more residents and attending further community events throughout their tenure.

The Leader welcomed the Chair's announcements, and attested to the important roles that the Chair and Vice-Chair play in representing the Council in the community.

The Leader stated that there was ongoing work to update the Council's corporate plan, which would be taken to the full Council meeting in January.

44 Public Questions

There were no public questions.

45 Member Questions

The questions submitted by Members were published alongside their answers, with the agenda. The supplementary questions asked during the meeting are included in Annex A.

46 Updated Procurement and Contract Management Strategy

The purpose of the item was to present and seek Council's approval of an updated draft Procurement and Contract Management Strategy.

The Deputy Leader, as the Cabinet Member for Finance, introduced the item. The Deputy Leader highlighted the key points in the report, stating that the purpose of reviewing the

strategy was to ensure that Publica obtains value for money, as well as social value and minimising climate impact when procuring its services.

The Deputy Leader also highlighted to Council that the approval of the strategy was subject to the inclusion of the missing figure on page 52 of the report pack "£26m", which represented the combined spending across the Publica Councils.

The Deputy Leader stated that the strategy had been reviewed by the Overview and Scrutiny Committee, and welcomed their input. It was clarified that the procurement strategy referred to how Publica, as the Council's Teckal company, procured services on its behalf. It was noted that this was not about how the Council procured services through Publica.

Members welcomed the proposal, and asked how social value would be measured, and how the use of small businesses would be encouraged through the strategy. The Deputy Leader stated that there was criteria such as carbon impact for a low travel distance that would encourage local suppliers. Local businesses would also be encouraged to bid for contracts through the work of the economic development team. The Deputy Leader caveated this by saying that the procurement matrix was required to be robust and be able to stand up to challenge.

Members made reference to the environmental aspects of the strategy on page 41 of the report pack, and asked whether the reduction of other greenhouse gases (such as methane and hydrofluorocarbons) could be incorporated into the report. The Senior Procurement Business Partner stated that this would be added include in the final strategy.

Members also made reference to the delivery of "large contracts" on page 44 and asked if this term had an explicit definition. The Senior Procurement Business Partner stated that the definition was defined by the Government, but that this was likely to change soon.

Councillor Mike Evemy proposed the recommendations. Councillor Joe Harris seconded the recommendations, and highlighted that the strategy was a positive force for delivering social value. Councillor Joe Harris stated that the strategy allowed the Council to maximise the efficiency of its resources when delivering services.

RESOLVED: That Council APPROVE the updated Procurement and Contract Management Strategy.

Voting record – For – 26, Against 0, Abstention I

For	Against	Abstention/ Did not vote
Angus Jenkinson		Ray Brassington
Claire Bloomer		David Cunningham
Clare Muir		
Clare Turner		
Daryl Corps		
Gary Selwyn		
Gina Blomefield		
Helene Mansilla		
Jeremy Theyer		

47 Outside Bodies Appointments Update

The purpose of the item was to appoint members and substitute members to the Health Overview and Scrutiny Committee and the Gloucestershire Economic Growth Scrutiny Committee. This followed the decision of Annual Council to defer the appointment of members to non-executive outside bodies subject clarity on the correct procedure.

Councillor Joe Harris introduced and proposed the item, and stated that that the procedure for appointing to outside bodies would be clarified with the Constitution Working Group.

Councillor Juliet Layton seconded the proposal, complimenting the qualifications and expertise and ability of the appointed members.

Members welcomed the appointments and made positive remarks on the suitability of those appointed.

RESOLVED: That Council:

- APPOINT Councillor Dilys Neill to the Health and Care Overview and Scrutiny Committee with Councillor Nigel Robbins as substitute;
- 2) APPOINT Councillor Angus Jenkinson to the Gloucestershire Economic Growth Scrutiny Committee, with Councillor Patrick Coleman as substitute.

Voting Record – For 26, Against 0, Abstention 2

For	Against	Abstain/ Did not vote
Claire Bloomer		Angus Jenkinson
Clare Muir		David Cunningham
Clare Turner		
Daryl Corps		
Gary Selwyn		
Gina Blomefield		

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Helene Mansilla	
Jeremy Theyer	
Joe Harris	
Jon Wareing	
Julia Judd	
Juliet Layton	
Len Wilkins	
Lisa Spivey	
Mark Harris	
Michael Vann	
Mike Evemy	
Mike McKeown	
Nikki Ind	
Patrick Coleman	
Paul Hodgkinson	
Tony Slater	
Tom Stowe	
Tony Dale	
lan Watson	
Ray Brassington	

48 Notice of Motions

There were no motions submitted for the meeting.

49 Next meeting

Before proceeding to the following item, the Chair reminded members of the public that the next meeting would take place on the 20th September.

50 Commercial Solar Photovoltaic Installations on Council Assets

Before the item was discussed, the Chair advised Members to refrain from commenting on the exempt annexes in public session and to avoid divulging the confidential information contained within those annexes. Members were advised to propose entering into private session before discussing the exempt annexes.

The purpose of the item was to seek agreement to:

- invest in the installation of solar photovoltaic (PV) on the roofs of buildings owned and in some cases leased by the Council based on the business cases set out within the report and;
- 2) enter into a contract with the preferred contractor for the installation of the solar PV.

The Deputy Leader introduced the item and explained that work was already underway to fix the roof at Trinity Road, and that Members were only being asked to consider whether to mount the solar PV onto the buildings as specified in the report and its annexes.

The Deputy Leader stated that the funds for the project had been raised through the Cotswold Municipal Investment Fund, which was intended to fund environmental projects. £27,000 from the Council's Priorities Fund would be earmarked as a 10% contingency, to allow for unexpected costs.

The Cabinet Member for Climate Change and Sustainability seconded the item, and explained that he viewed the proposal as a vital step in tackling climate change, making specific reference to the adverse weather across Europe. The Cabinet Member also added that the solar panels would have very high rates of return, and were a fiscally sound decision.

Members stated that the Business Manager for Democratic Services had advised that the certain information contained in the exempt annexes could be discussed in public session, but the Chair stated that for simplicity and to avoid Members accidentally revealing confidential information, a private session should be proposed if the exempt annexes were to be discussed. The information would be published with the minutes of the meeting.

Members noted that this project represented a partial spend of the Community Municipal Investment fund, and asked what other plans for it would be.

The Deputy Chief Executive stated that plans for utilising the funds also included installing Electric Vehicle Charging points.

Members asked if a 10% contingency was sufficient, given the volatility of the market. The Deputy Chief Executive stated that the contingency was to enable the delivery of the business plan, this would be revisited if needed.

51 Matters exempt from publication

Following the questions that Members had asked in public session, the motion for Council to enter private session was proposed by Councillor Joe Harris and seconded by Councillor Lisa Spivey.

RESOLVED: That Council exclude the public and press for the remainder of the meeting under section 100A of the Local Government Act 1972 on the grounds that their presence could involve the likely disclosure of exempt information as described in Paragraph 3 of Schedule 12A of the Local Government Act 1972, with the public interest in maintaining the exemption outweighing the public interest in disclosing the exempt information.

Voting record- For 27, Against 0, Abstention 1

For	Against	Abstention/ Did not vote
Angus Jenkinson		David Cunningham
Claire Bloomer		
Clare Muir		
Clare Turner		
Daryl Corps		
Gary Selwyn		
Gina Blomefield		
Helene Mansilla		
Jeremy Theyer		
Joe Harris		
Jon Wareing		
Julia Judd		
Juliet Layton		
Len Wilkins		

52 Exempt Minutes of Full Council on 15th March 2023

Councillor Blomefield stated that no response had been received from the responsible officer to her question from 15 March 2023. The Democratic Services Manager said they would follow up on this.

The exempt minutes were approved together with the public minutes in earlier in the agenda, so were not discussed further.

53 Exempt Annexes for Agenda Item 11

RESOLVED: That Council:

- I) Agree to proceed with investment in roof mounted solar PV based on the business cases in this report, and that,
- 2) Agree to allocate funding for contingency costs of £27,000 from the Council Priorities Fund with delegation to the Deputy Chief Executive and Section 151 Officer to allocate subject to the business case still being viable or expenditure being unavoidable due to structural condition of the building.

Voting record- For 27, Against 0, Abstention I

For	Against	Abstention/ Did not vote
Angus Jenkinson		David Cunningham
Claire Bloomer		
Clare Muir		
Clare Turner		
Daryl Corps		
Gary Selwyn		
Gina Blomefield		
Helene Mansilla		
Jeremy Theyer		
Joe Harris		
Jon Wareing		
Julia Judd		

The Meeting commenced at $\underline{6.00}$ pm and closed at 7.45 pm

<u>Chair</u>

(END)



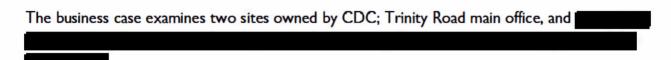
Questioner	Follow-up question	Answer
Question from Councillor	There was no follow-up	
Nikki Ind to Councillor	question	
Mike McKeown, Cabinet	'	
Member for Climate Change		
and Sustainability		
Question from Councillor	There was no follow-up	
Nikki Ind to Councillor	question	
Juliet Layton, Cabinet	'	
Member for Planning and		
Regulatory Services		
Question from Councillor	Councillor Len Wilkins	The Cabinet Member for
Len Wilkins to Councillor	asked Councillor Mike	Climate Change and
Mike McKeown, Cabinet	McKeown, Cabinet Member	Sustainability stated that
Member for Climate Change	for Climate Change and	two charging points had
and Sustainability	Sustainability what the	been installed to date. The
	number of electric vehicle	Cabinet Member expressed
	(EV) charging points	agreement with the need to
	installed to date was.	accelerate the roll out of EV
		charging points, which had
		been delayed by national
		grid problems.
		Sind problems.
Question from Councillor	Councillor Len Wilkins	The Cabinet Member for
Len Wilkins to Councillor	asked Councillor Juliet	Planning and Regulatory
Juliet Layton, Cabinet	Layton, Cabinet Member for	Services welcomed the
Member for Planning and	Planning and Regulatory	suggestion to learn from
Regulatory Services	Services. Councillor Wilkins	Stratford upon Avon
regulatory services	stated that other Councils	District Council, and stated
	for instance Stratford upon	that a full written response
	Avon District had made	from officers would be
	significant progress on	provided. In response to the
	delivering open space	second part of the question;
	management, and asked	The Cabinet Member stated
	whether officers could learn	that the developer often
	from these? Councillor	managed the open space,
	Wilkins also asked where	and then transferred its
	the management of these	ownership to another
	would fall if the Developer	organisation, or in some
	ceased trading.	cases the local community.
	ceased trading.	cases the local confinitionity.
Councillor Patrick Coleman	Councillor Patrick Coleman	The Cabinet Member
	asked the Cabinet Member	
to Councillor Juliet Layton,		agreed with Councillor
Cahinat Mambaufau		
Cabinet Member for	for Planning and Regulatory	Coleman, welcoming the
Cabinet Member for Planning and Regulatory Services	Services if they were in agreement that the Planning	results and applauded the

Councillor Gary Selwyn to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation	Service and its leadership were deserving of congratulations for excellent performance on determining applications within the target time period. There was no follow-up question	hard work of the Planning team.
Councillor Daryl Corps to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation	Councillor Daryl Corps asked Councillor Tony Dale, Cabinet Member for Economy and Council Transformation if there are any plans to further restrict payment eg. to an in-app only payment system.	The Cabinet Member for Economy and Council Transformation stated that they felt confident that the options of allowing customer to pay by either card or app were sufficient, and had observed these personally. The Cabinet Member added that Officers were looking into a 'Pay Point' system that would allow customers to pay by cash at nearby shops.
Councillor Tony Slater to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation	Councillor Tony Slater asked The Cabinet Member for Economy and Council Transformation whether the lease could be renegotiated to allow pay per use customers as well as season ticket holders, or whether the lease should be ended.	The Cabinet Member for Economy and Council Transformation stated that the original lease, which was put in place several administrations ago, restrained the time of use and restricted season tickets only. The Cabinet Member stated that within the four years remaining on the lease, the Council would be focusing on maximising the use of this, to generate more income.
Councillor Andrew Maclean to Councillor Mike McKeown, Cabinet Member for Climate Change and Sustainability	There was no follow-up question	5





Annex B - Business cases



Financial modelling is based on tendered costs and an estimate of the amount of solar generated electricity consumed on site. Modelling based on the assumptions listed below gives the following high level viability indicators for both sites taken in aggregate:

District	Capital Costs (£)	ROI	Payback Years	NPV
CDC	268,471	9.3%	14.0	41,756

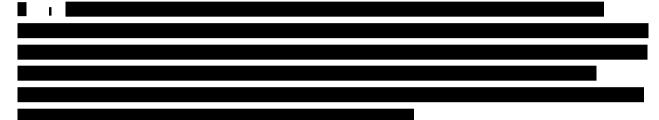
The summary results for each site individually are as follows:

Site Name	System size (kWp)	Tariff Modelled:	Risk Factor Applied to Tenants (%)	Capital Costs incl. Battery (£)	PV specific Investment cost (£kWp)	ROI (Target 8.2%)	Payback (yrs)	NPV (£)	Comparison to Target Revenue Return (Income) / Expense	RAG - (Confidence: consumption profile & spill)
Trinity Road	158	Council (Mid)	0%	209.782	√ 739	√ 10.1%	× 13.0	√ 79.000	√ -£3,888	High

• Green ticks, yellow exclamation marks and red crosses are simply visual prompts for discussion, and represent indicative threshold levels within the modelled variables.



- The financial modelling assumes a project life of 20 years (it should be noted that solar panels are generally reckoned to have a useful life of 25-30 years). Replacement of inverters (that convert solar direct current electricity into mains alternating current) is assumed at 10 year intervals, and batteries (where relevant) at 20 year intervals.
- 'PV system size' is the size of the solar array measured in kiloWatts(peak) (kWp). For reference one kWp represents approximately 2.5 panels, or about 5 square metres area.



- For installation at Trinity Road, 'Tariff' relates to the avoided cost of purchased electricity, which is known approximately for the first year of operation (to the end of the current electricity supply contract) estimated to be 43p/kWh next year, and thereafter is assumed to follow the 'best guess' estimate of future electricity prices provided by an external professional consultancy firm.
- 'Tenant risk factor' is applied where some uncertainty exists over the volume of electricity a tenant is likely to consume, or where there may be other risks to project revenue, such as tenancy voids.
- 'Capital costs' are the full capital costs of all works at each site, as quoted by the winning tenderer. These capital costs are inclusive of any electricity storage battery, if the site is appropriate and if a battery is proposed by the tenderer.
- 'PV specific investment cost' is the overall project cost for the PV-only element (ie, ignoring any battery cost), divided by the size of the solar installation, presented as £ per kWp. This is an industry standard way of looking at installation cost, and can vary quite widely between sites depending on a number of factors including type of panels and inverter, installation size, the complexity of roof layouts, type of mounting system, ease of access and scaffolding, etc.
- 'Return on Investment (RoI)' is the overall % return on the capital cost over the project life. 8.2% target RoI is an indicative minimum level of return that Council finance officers have suggested projects should seek to achieve.
- 'Payback' is the simple payback period i.e. the length of time in years it will take for the projected revenues to equal the original capital cost.
- 'NPV' is the Net Present Value of all the costs and revenues over the whole project life, with the value of future costs and revenues discounted by a factor taken from Treasury Green Book guidance. NPV is a way of presenting the value of a project that recognises that the value (or usefulness) of £1 in the hand today is greater than the usefulness of a promise of £1 in the future.



- 'Comparison to Target Revenue' Return shows whether the project generates more (in red text) annual revenue (on average) than the amount needed to meet the Council's target return on investment, or less annual revenue (in black text).
- 'Confidence level on consumption and spill' is a subjective judgement, based on engagement with tenants, and access to and quality / completeness of electricity consumption data, which indicates the (current) level of confidence in the assumptions regarding how much solar generated electricity will be consumed on site (and therefore generate revenue for the Council), and how much may be 'spilled' back to the electricity grid (where for the tenanted property we have assumed no revenue in order to be conservative in this modelling, and for Trinity Road we have assumed 5p/kWh). 'High' confidence would indicate that detailed site consumption data (half-hourly data points for at least one year) has been available, and has been used by the proposed installer to demonstrate how much electricity will be consumed, per half hour, in a typical year. 'Low' confidence would indicate that the site consumption data is limited, and may comprise, eg, a single value for annual electricity consumption, meaning the estimate of likely on-site consumption will have higher uncertainty.

Use of the Cotswold Climate Investment

The financial model demonstrates the use of part of the £0.5m capital raised from the public to fully fund the PV / battery installations, through the Cotswold Climate Investment (CCI). Using this capital for this project is beneficial since the rate of interest paid to investors is relatively modest (2.1%) compared to the current rate at which councils may borrow from the Public Works Loan Board.

A particular characteristic of this financing should be noted. The CCI is a 5 year annuity investment, meaning that investors are paid back both principal and interest over the 5 years. The CCI has a further 4 years to run, and by the end of the four year period, investors will be completely repaid. This means that the repayment of the loan is higher than project income in the early years, which is shown in the cash flow graphs below, but from year 5 onwards the scheme is strongly cash generative. Therefore, whilst the overall project has a good return on investment, the payback periods are relatively long.

Individual site business case summaries are provided below:



Trinity Road - Solar Energy Storage - Financial Pro Forma & Benefit/

Inputs requ	ired	Demand +/-:	0%
0		Select Tariff:	Council (Mid)
A. Model	Inputs	Risk Factor +/-:	0%
Category	Item	Value	Unit
System Summary	PV System Size	158	kWp
	Storage System Size	89.6	kWh
	Storage System Size	0	N/A
Costs	PV System Cost	£202,726	
	Inverter	£7,056	
Grant Funding	Utility Incentives	£0	
Financing	Financing	Yes	"Yes"/"No"
	% Financed	100%	Grant/Internal funds utilised
	Term	20	
Certainty	Rate	4.0%	Over 191/2 not over 20
PV Specs	Annual PV Production (yr 1)	134,942	kWh
	Annual PV Degradation Rate	0.5%	%
	PV Spill to grid	16.8%	%
Retail Billing	Tenant consumption rate	£0.43	£/kWh
Details	Grid export rate	€0.08	£/kWh
	Energy inflation	3.0%	%
Add'l Storage	Storage roundtrip efficiency	0.0%	Mark 1
Specs	Storage useful life	0	N/A
Operating Costs	PV O&M costs	£0	£/kW
	Other costs	£0	PM Resource CDC
	O+M cost escalator	2.5%	%/yr
	Inverter as % of installed cost	3.4%	%
	Inverter life	20	yrs
	Inverter cost reduction		Cost reduction of technology
Depreciation	Depreciation method		"None", "Straight Line"
	Depreciation basis	£209,782	
VAT Rate	VAT applicable?	5.0%	A 2 2 3 3 4 3 5 5 5 7 7
	VAT-able?		"Yes"/"No"
Discount Rate	Discount rate for NPV calc.	3.5%	%

B. Model Outputs

Category Item

Direct	IRR	6.1%	Rate where NPV = zero
Direct	ROI	10.1%	Total growth, Yield on capital invested
Financial	Simple Payback Years	13	Years
Metrics	NPV	£79,000	Value of investment over period.
	Benefit/Cost Ratio	0.4	>1 = Good investment
Annual and Cu	mulative Cash Flows		
-0.4		Year	
-0.3	Ann	ual Cash Flow	1
550000	——Cun	nulative Cash Flo	ow /
-0.2			
2 -0.1			
0.0 W	5 1	0	15 20 25
3000			
0.1			T
3000			T
0.1			
0.1	_/		
0.1			
0.1	emissions impacts:		
0.1 0.2 0.3	emissions impacts:	11,245	i kWh/month
0.1 0.2 0.3		111.788600	
0.1 0.2 0.3	led monthly kWh	185	i kWh/month
0.1 0.2 0.3	led monthly kWh Nitrogen Oxides	185	k/Wh/month kg/yr kg/yr
0.1 0.2 0.3 Annual avoided Average avoid	led monthly kWh Nitrogen Oxides Methane	185 88	k/Wh/month kg/yr kg/yr
0.1 0.2 0.3 Annual avoided Average avoid	led monthly kWh Nitrogen Oxides Methane Carbon Dioxide	185 88 34,132	k/Wh/month kg/yr kg/yr
0.1 - 0.2 0.3 Annual avoided Average avoid	led monthly kWh Nitrogen Oxides Methane Carbon Dioxide emissions equivalencies:	185 88 34,132 84,486	kWh/month kg/yr kg/yr kg/yr

Value

Unit



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