

## ECF CIC Board Meeting Minutes

<b>Meeting</b>	<b>EXETER CITY FUTURES (ECF) COMMUNITY INTEREST COMPANY (CIC)- BOARD MEETING</b>
<b>Date</b>	Thursday 3 <sup>rd</sup> March 2022, 10-11.30am
<b>Location</b>	Board Room, Exeter College and via Teams
<b>Present</b>	<ul style="list-style-type: none"> <li>• Karime Hassan (KH), (Chair), Chief Executive &amp; Growth Director, Exeter City Council / Director, ECF CIC</li> <li>• Steve Strang (SS), Director of Estates and IT, Exeter College</li> <li>• Jo Yelland, Director, Exeter City Council</li> <li>• Dave Tarbet (DT) Business Development Director, Royal Devon and Exeter NHS Foundation Trust (RD&amp;E) / Director, ECF CIC</li> <li>• Elaine Anning (EA), Operations Director, Global City Futures</li> <li>• Georgie Ruddy (GR), Administrator, Global City Futures</li> <li>• Abbie Sawyer (AS), Executive Officer, Exeter College (Minutes)</li> </ul>
<b>Via Teams</b>	<ul style="list-style-type: none"> <li>• Matt Gingell (MG), ECF CIC Company Secretary</li> <li>• Roli Martin (RM), Special Projects Lead, ECF CIC</li> <li>• Tony Rowe (TR), Exeter Estates</li> <li>• Sofia Bergman (SB), Ida Design</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Dave Black (DB), Head of Planning, Transportation and Environment, Devon County Council</li> <li>• Lisa Roberts (LR), Vice-Chancellor and Chief Executive, University of Exeter</li> <li>• Glenn Woodcock (GW), Director, Global City Futures / Director, ECF CIC</li> <li>• Chris Tidman (CT), Deputy Chief Executive, Royal Devon and Exeter NHS Foundation Trust (RD&amp;E) / Director, ECF CIC</li> </ul>
<b>1.</b>	<b>Welcome &amp; Review of Minutes from Last Meeting</b> <ul style="list-style-type: none"> <li>• The Chair welcomed the group.</li> <li>• The group confirmed the minutes from the last meeting as correct.</li> </ul>

	<ul style="list-style-type: none"> <li>● The Chair stated that any actions arising from the minutes will be discussed as they appear in this meeting's agenda i.e., retrofitting, conversations had by JY and KH, WSP and City Fund.</li> <li>● It was agreed that the Data Mill will be discussed at the end of the session as the last agenda item.</li> <li>● The Chair stated that dual contract would be discussed off line as it contained confidential information.</li> </ul>
<b>2.</b>	<p><b>City Fund</b></p> <ul style="list-style-type: none"> <li>● The group discussed the City Fund Model.</li> <li>● This is a fresh approach to city development which intends to support new communities with sustainable, high-quality, affordable and net zero housing, whilst also providing a long-term revenue stream for the public sector.</li> <li>● This differs from normal finance as it is locally controlled and net zero.</li> <li>● The Chair informed the group that the heads of all Board Organisations have been contacted by ECF with the outline business case, so they understand what it is / what is being done. They have been asked if they would like to participate at an organisational level in the City Fund.</li> <li>● If there is a particular reason that board organisations are unable to participate i.e. due to legal reasons, they have been asked to give context to help ECF build a better picture</li> <li>● It had been noted that Exeter College were unable to participate for legal reasons.</li> <li>● There is a great deal of flexibility in the model.</li> <li>● It was suggested to have a series of workshops explaining how this model works in a collaborative and open way, ECF are very interested to do this with the appropriate people in board member organisations.</li> </ul> <p><b>Action:</b> Board members to speak to their CEOs to check in with their willingness to participate in the City Fund Scheme.</p> <p><b>Action:</b> Directors to arrange workshops with member organisations.</p> <ul style="list-style-type: none"> <li>● It was noted that the City Fund is attracting some interest from other parts of the country who may want to replicate the Model.</li> <li>● The group agreed that the project had grown significantly in size, and as such the amount of external support has multiplied.</li> </ul> <p><b>Action:</b> Updates sought from directors on internal processes in their organisations for progressing consideration.</p> <p><b>Action:</b> Discussion and decision on sites for modelling as per the Partners meeting 10<sup>th</sup> December.</p>
<b>3.</b>	<p><b>Change Makers Programme</b></p> <ul style="list-style-type: none"> <li>● Exeter City Futures were awarded £250,000 funding from the National Lottery Community Fund, to develop a community engagement programme to build local change projects and respond to issues in a way that supports the city's ambition to become carbon neutral by 2030.</li> </ul>

	<ul style="list-style-type: none"> <li>● The Chair ran through the structure of ECF and how this would support the Change Makers Programme – he spoke to the group about Carly Mays (ECF’s Community Engagement Officer), and how crucial her role is to the Change Makers Programme.</li> <li>● Carly is currently solely overseeing community projects. The Chair informed the group that a proposal will shortly be made to the National Lottery, that Carly manages/oversees the project, and a Community Development Officer picks up on some specific tasks in the other work packages, such as the toolkit, the Chair will provide further updates on this as applicable.</li> <li>● The group discussed community projects that focus on net 0 and run independently from the Council. It was agreed that this speaking to these groups about net0 and supporting it would be a good project for ECF to get involved with to get involved and inform people about ECF.</li> </ul>
<b>4.</b>	<p><b>West Exe</b></p> <ul style="list-style-type: none"> <li>● TR spoke to the group about his proposals for – West Exe (formally Peamore).</li> <li>● SB shared West Exe Park vision plan, which is a bold commitment to quality, community, and wellbeing, at the heart of a green working environment which is wholly different to what is on site at the moment.</li> <li>● West Exe offers a strategic location provides services, jobs and sits on gateway into Exeter.</li> <li>● There will be infrastructure in place to support green travel into the centre of Exeter.</li> <li>● SB confirmed that they are currently speaking to Devon County Council (DCC) about the West Exe site re. transport links. They would like to work in conjunction with DCC to make this a more attractive place to commute from, charge electric cars etc.</li> <li>● The group were in support of this strategic hub less than 10/15 minutes’ walk to the city centre.</li> <li>● The group agreed the proposals were in line with the strategic hub concept identified in the Net Zero 2030 Plan.</li> <li>● The site is within Teignbridge but the concept plan involving a mix of uses including planned health facilities would further the aims of the Net Zero Plan and there was clear support for the concept delivering the strategic intent.</li> </ul>
<b>5.</b>	<p><b>Top 5 Priority Actions</b></p> <p><b>Civic University Agreement</b></p> <ul style="list-style-type: none"> <li>● The Civic University Agreement has been signed and has been identified in the net zero 2030 agenda as a core priority and Exeter City Futures has been identified as the delivery route for the CUA.</li> <li>● The Partner organisations have signalled a refresh in the directors from their organisations.</li> </ul> <p><b>Action:</b> MG will make contact with the respective organisations for instructions on nominated directors in time to be in position for the next Board meeting.</p> <p>The Chair discussed the big ticket items from the Net Zero plan.</p> <p><b>Ensuring that 100% of the City’s energy is from Clean Resources</b></p>

- The Chair noted that ECF's first aim was to look at energy independence, and making the City congestion free. The issues with being a City were discussed i.e. limitations due to urban area so no space for wind farms etc.
- Target setting for PV assumes that by 2030 25% of Exeter's existing domestic roofs have PV installed and that 50% of new homes built between 2020 and 2030 have PV. Estimate 45,179 existing roofs. This would mean 13,971 domestic roofs will have PV.
- It was suggested that an option to consider would be to map ward by ward where we have sufficient buildings with the right numbers of solar panels, and where we are short, we could then work with communities in a grassroots way. This would then gradually build up to our target in a more achievable way.

### **Retrofitting**

- The group noted the size of this mission. We need to do 2,821 loft insulation measures per year to 2030. The data suggests that 32% of the homes in Exeter (18,053) do not have wall insulation of which 54% (9,752) are cavity walls and 41% (7,472) are solid walls. 1,084 cavity wall insulation installations are required per year to 2030. • 415 solid wall insulation installations per year.
- There are challenges with how to do this in the private sector, as there is a great deal of reluctance. Even when retrofitting is offered for free, there seems to be a great deal of mistrust around it.
- The practical issues re. retrofitting were discussed, it was agreed to pick this up at the next meeting.  
**Action:** Retrofitting to be added to the next meeting agenda.
- The group suggested that based on other studies, a good way to approach retrofitting would be by segmenting the population to look at what drives decisions around net 0. This could then be used to build up a multi-layer action plan.
- It was also noted that Council have responsibility for houses of multiple occupancy, there is a lot of flexibility re. quality standards and will look at if there is a way local policy can be used to drive landlords to retrofit the properties.  
**Action:** Action: KH to invite City Science and Emerald Green to a future meeting to present their work and findings.
- Re. Retrofitting the group agreed that various myths need to be demystified, as there are various technologically advanced techniques. EA suggested an information campaign through ECF's social media, the group agreed for this to be actioned – a roadshow style event was also thought to be a good idea.  
**Action:** EA to put together an information campaign on retrofitting for social media.

### **Conduct multi-authority strategic planning to exploit maximum potential for renewable generation**

- KH speaking to GW about rural communities and the potential for multi-authority agreements in rural areas.  
**Action:** Multi-authority agreements to be added to the next agenda.

### **Enable a shift to all private cars & buses across the city being in the ULEV category**

- KH will speak to the portfolio holder at ECC re work with the Exeter Transport Working Group and alignment with DCC and will report back to the group.

	<p>The group discussed key objectives for ECF around how they complete the base line and different activities organisations are doing that they identify as net 0, Mentioning community engagement, needing to develop from connect programme into a social movement. There was a view that they relaunch ECF through social media, with a clear baseline and targets that they are looking for. There would need to be structure and discipline about how we can achieve 3-4 key things and give us something to shout about, there are a lot of good news stories about things organisations have done in Exeter re. net0 and carbon neutral.</p>
<b>6.</b>	<p><b>Strategic Data Mill</b></p> <ul style="list-style-type: none"> <li>• The group discussed the Strategic Data Mill report, the data mill currently exists as an open data platform, which provides easy access to datasets that relate to Exeter and the wider region. The data mill is free to use, and data can be published by anyone once they have signed up. To date there are 81 datasets from 10 publishers.</li> <li>• The group discussed using the data, to look at where research is needed. With the Universities involvement, this could be used to ask her team to ask to bid in certain areas where it would be a great benefit to the City / have practical application.</li> <li>• Re. the Data Mill the group agreed to support the development of a proof of concept and comprehensive plan for a City Dashboard, which will be presented at the next board meeting.</li> </ul>
<b>7.</b>	<p><b>Dual Contracts</b></p> <p>This was discussed confidentially after the Board Meeting and was not minuted.</p>
<b>8.</b>	<p><b>AOB</b></p> <p><b>Resource</b></p> <ul style="list-style-type: none"> <li>• AS has supplied administrative support for the Board Meetings, this will her last meeting doing so. After which GR will arrange and minute all Board Meetings and the relevant administrative support.</li> </ul>
<b>9.</b>	<p><b>Next Meeting</b></p> <p>Thursday 9<sup>th</sup> June 10-11.30am, location TBC.</p>