

Midlands Energy Hub

Local Authority Delivery (LAD) Phase 3 & Home Upgrade Grant (HUG) Phase 1 Development Plan



Please complete all tabs on the form and save your file with the name of your Local Authority (LA). If you are submitting a consortia Development Plan for 2 or more LAs, please list all participating LAs.

Please keep all written answers to 250 words or below.

Once complete, please return the form to MEH.LAD2@nottinghamcity.gov.uk

Final Deadline for completion is midday on 28th February 2022.

Alternative dates for early submission: MEH will review Development Plans in batches on 31st January, 14th February and 28th February 2022.

When completing the form, please refer to the Sustainable Warmth Guidance Document to assist you. A link to the guidance has been provided below. A link to the Social Housing Retrofit Accelerator (SHRA) masterclasses has also been added below as these may help with some sections of your Development Plan.

Where boxes do not give sufficient space to complete answers, please insert additional lines to give the required space.

[Click here for Sustainable Warmth Competition Guidance Document](#)

[Click here for Masterclasses on-demand](#)

Section 1 - Project Details

1	Is this a consortium application?	<input type="text" value="No"/>
2	Name of Local Authority/Lead Authority	<input type="text" value="Nottingham City Council"/>
3	If a consortium, please name all partnering LAs	<input type="text"/>
4	Total Allocation (LAD3)	<input type="text" value="£5,060,000.00"/>
5	Total Allocation (HUG1)	<input type="text" value="£550,000.00"/>
6	Please confirm if you are accepting the full allocation. If accepting part of the allocation, please state amount	<input type="text" value="I confirm we are accepting the full amount of £5,610,000"/>
7	Name and role of the individual drafting this proposal	<input type="text" value="Adrian Prestidge - Project manager"/>
8	Email address of the individual drafting this proposal	<input type="text" value="adrian.prestidge@nottinghamcity.gov.uk"/>
9	Phone number of the individual drafting this proposal	<input type="text" value="07929 667444"/>

Section 1 - Declarations

Please affirm the following declarations:

- | | | |
|----|---|---------------------------------------|
| 10 | I have the express authority to fill out this application on behalf of the named LA/LAs in Section 1_Project Details. | <input type="text" value="Affirmed"/> |
| 11 | The LA understands that they will be expected to deliver the proposed project as outlined in this Development Plan. | <input type="text" value="Affirmed"/> |
| 12 | I have read the accompanying guidance document for completing this proposal. | <input type="text" value="Affirmed"/> |
| 13 | To the best of my knowledge, this proposal is deliverable and legally compliant with any existing commercial agreements it utilises. The LA has sought legal advice to affirm this. | <input type="text" value="Affirmed"/> |
| 14 | The LA understands they must comply with the BEIS reporting, monitoring and evaluation and Hub requirements, including adding customer information to the Customer Relationship Management System (CRM). | <input type="text" value="Affirmed"/> |
| 15 | The local authority confirms the proposed project complies with Subsidy Control rules and has taken legal advice confirming this | <input type="text" value="Affirmed"/> |
| 16 | The local authority confirms the proposed project is compliant with the UK Public Contract Regulations 2015. | <input type="text" value="Affirmed"/> |
| 17 | The LA confirms that all homes/upgrades included in this project are intended to fit wholly within the specifications outlined in the accompanying guidance document. | <input type="text" value="Affirmed"/> |
| 18 | The LA will not use the grant, or any asset financed wholly or partly by it, to generate revenue or make a capital gain. | <input type="text" value="Affirmed"/> |
| 19 | The LA will ensure that where it uses third-party delivery partners, that the funding provided is paid within 30 days of receiving a valid undisputed invoice from that contractor or from receiving an acceptable proposal from a public body. | <input type="text" value="Affirmed"/> |
| 20 | The LA confirm approval for any required match funding. If no match is required, please select N/A. | <input type="text" value="N/A"/> |
| 21 | The LA will ensure that installers are PAS2030:2019 compliant/TrustMark Registered/MCS certified (if applicable) and compliant with the TrustMark and PAS 2035 requirements. | <input type="text" value="Affirmed"/> |
| 22 | The LA will ensure that where an application includes a Social Housing element, no more than 10% of all properties included in that application will be social tenure, unless clear justification is provided. | <input type="text" value="Affirmed"/> |
| 23 | The LA has discussed the VAT implications of the different costs associated with LAD3 & HUG1 with the relevant Finance Officer. | <input type="text" value="Affirmed"/> |
| 24 | The LA confirms that they have approval from Procurement, Legal, Finance and Planning for the program of works set out in this Development Plan and this has been signed off by the Section 151 Officer. | <input type="text" value="Affirmed"/> |
| 25 | The LA will take all reasonable steps to minimise the risk of fraud. | <input type="text" value="Affirmed"/> |
| 26 | The Chief Executive and Chief Internal Auditor of each LA are required to sign and return the statement below: "To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to LAD3 & HUG1 have been complied with". This will be included as a clause in the LA Award Letter and a requirement of the MOU. Please confirm you agree to sign and return this in a timely manner and no later 31st March 2023. | <input type="text" value="Affirmed"/> |
| 27 | If the LA become aware of any concerns that any part of the supply chain may have breached the Modern Slavery Act 2015, this will be reported within the Risk Management procedure and the project team informed instantly. | <input type="text" value="Affirmed"/> |
| 28 | The LA will introduce controls designed to ensure that LAD/HUG funding will not be combined with the use of Green Home Grant vouchers for the same home or blended with other government schemes such as ECO or Social Housing Decarbonisation Fund (SHDF) for the upfront funding of the same individual measure, and that there will be no duplication (i.e. double-funding) of any third party's costs from public funding. | <input type="text" value="Affirmed"/> |
| 29 | Please explain how the controls affirmed in the declaration above (28) will work.
<div style="border: 1px solid black; padding: 5px; min-height: 20px;">Ask applicant at point of application/carry out retrofit assessment and check for previous works and focus on new measures only/retrofit coordinator and eligibility officer will support this as part of the assessments/applicant to sign declaration regarding previous works</div> | |
| 30 | Where any declarations above have not been affirmed, please give clear reference to the declaration number and give reasons why affirmation is not possible.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |

Section 2 - Resource	Section 2 - Resource: Guidance
<p>31 Do you have a dedicated Project Manager, Officer or team to deliver LAD3 and HUG1? If not, how do you plan to resource your projects?</p> <p>Within the wider team, our team of call centre agents are trained in GHG-LAD processes and therefore suitably qualified to take and deal with these applications, we will be taking advantage of the CIS function and utilising Nottingham Energy Partnership to assist with marketing, community engagement and application processing. We also have within our policy team, dedicated EPC assessors and fully trained and experienced retrofit assessors and retrofit coordinators.</p> <p>We have a project steering group which regularly meets and includes a finance business partner, policy team colleagues and planning colleagues who have provided full support. The project manager will take full responsibility for project governance and has appropriate</p>	<p>31. Please specify which individuals or teams e.g. procurement, legal, finance, governance, planning will be involved in your LAD3 and HUG1 projects. If you do not have a project team or officer in place, please outline how you will build capacity in-house e.g. recruitment or reallocation of staff to support your projects.</p> <p>Please also reference any external resource e.g. external management companies.</p>
<p>32 As affirmed in declaration 20 under 'Section 1_Declarations', please provide further detail or evidence of commitment to match funding, where required.</p> <p>N/A - there will be no match funding requirements for LAD3 or HUG 1</p>	<p>32. Cost expectations for on-gas grid homes (LAD3) Where a low-income household resides in a rented property (either with a private or social landlord), the maximum average subsidy per property is £5,000 and the landlord will be required to fund at least one third of the overall costs.</p> <p>Cost expectations for off-gas grid homes (HUG1) Where a property is rented to a tenant by a private or social landlord, the landlord will be required to fund one third of the cost of upgrades, with the remaining costs provided up to the respective total cost expectations.</p> <p>Further guidance on cost caps/match funding can be found in Section 2.1.6 (starts page 16) of the Sustainable Warmth Competition guidance.</p>
<p>33 Have you worked together with the Customer Journey Support (CJS) for LAD2 delivery? Please explain how you will utilise your dedicated CJS to assist with the delivery of LAD3 and HUG1. There is a minimum requirement to meet with the CJS at least once a month.</p> <p>NEP has committed to support the City SWC delivery programme. We have had a very positive experience working with the CJS supplied by NEP and are fully conversant with their support package model. We have experienced an efficient service that resulted in our target referrals of 157 for solar PV and 13 for solid wall insulation being achieved in 3 months. Consequently, we will continue to utilise the CJS service in the following way to assist with the delivery of LAD Phase 3.</p> <ol style="list-style-type: none"> 1. Local Authority Strategic Support <ol style="list-style-type: none"> a. Mapping including EPC analysis to ensure the targeting of the worst performing privately owned homes b. Programme Development c. MEH monthly reporting d. Additional support – solar PV desktop surveys 2. Marketing and Lead Generation <ol style="list-style-type: none"> a. Marketing strategy 	<p>33. Your dedicated Customer Journey Support can help with project delivery, including areas such as:</p> <ul style="list-style-type: none"> • Area level project management • Marketing • Support to develop your Development Plan for your set allocation of funding, including identifying and certifying eligible houses, surveying the properties and providing detailed plans on the intended interventions with support of Retrofit Coordinators • Supporting contractors and citizens through the customer journey, providing one point of contact • Additional support to citizens through secondary measures e.g. tariff switching and income maximisation, to tackle all aspects of fuel poverty
<p>34 Please explain how you will demonstrate Value for Money, as included in Tables 2.1, 2.2, 2.3 & 2.4 in the 'Section 2_Resource_Tables' tab. Please reference each cost area, Le Employee Costs, Admin & Marketing etc and include how you will manage estimated average costs for LAD3 & HUG1.</p> <p>The costs used in section 3, resource tables have been calculated using actual costs from one of our previous Whole House Retrofit Schemes, "Destination Zero" and subsequent LAD delivery schemes. Conversations have also been held with our CIS, Nottingham Energy Partnership to confirm the average costs used in this plan. To ensure best value for money we will utilise the Dynamic Purchasing System (DPS) framework and submit invitations to tender for all retrofit works required under the SWC scheme. With rising energy costs, together with the model of fabric first, it is imperative to support homeowners within our target areas with the high costs of insulating solid walls. This will help the homeowner save on average £253 per year, though detached and semi-detached homes will see a greater financial saving on average of £340 per year, and significant carbon savings which equates to an average of 1,190 kgs.</p> <p>The mix of measures for LAD 3 have been identified using retrofit assessments completed on previous LAD projects which have highlighted a great need for SWI, accounting for 38% of the completed assessments. All properties treated will follow the fabric first approach, and therefore will receive loft insulation to the required levels. Solar PV will only be considered appropriate if all fabric measures have been addressed. For homes with cavity walls, and the other measures considered to complement the installation of solar PV include, loft insulation and suspended or solid floor insulation. Given the rising cost of energy, it is expected that the average home will save approximately £250 per year with these measures, though with behavioural changes within the home, this can be much higher. While preparing the estimated costs, consideration has been given to; planning, project management, enabling building works. The costs for PAS:2035 (assessment, design and coordination) are included in ancillary costs, however, I am working with my finance business partner to gauge the impact if it was moved to capital funds, given the flexibility of A&A v's Capital budget spend. together with post EPC assessments. We expect to use our dedicated Customer Journey Support (CJS) to arrange initial EPC assessments and will work with our CIS to identify potential homes and take them through the application and verification process. Once measures have been installed, it will be the responsibility of the installer to ensure the homeowner has received full training on how to use the new technology. This will be verified by the retrofit coordinator and post installation feedback. Prior to signing up homeowners, we will hold citizen training and awareness sessions to discuss energy efficient technologies, such as heat pumps and any myths around these measures.</p>	<p>34. Use this field to outline any supporting information for costs given in 'Section 2_Resource_Tables'.</p> <p>Please include justification for average costs used, i.e quotes from previous schemes.</p> <p>Please also consider planning application costs.</p> <p>LAs should quantify the mix of measures they are intending to install; why they are considered the appropriate measures to upgrade the targeted properties and why they represent good value for money.</p> <p>Up to 10% of LAD3 & HUG1 funding can be used to fund administrative, delivery and ancillary works to support delivery. The remaining 5% will be used by MEH to administer the scheme.</p> <p>Please indicate if you wish to use your CJS EPC allocation if EPC costs will sit with them.</p> <p>Admin & Ancillary costs may include:</p> <ul style="list-style-type: none"> • Project management, reporting and governance costs, • New pre-installation assessment and EPCs to verify eligibility of households and demonstrate starting EPC rating. • Building works to prepare for install – for example if there are issues with the walls that need to be rectified prior to insulation being applied, such as repointing. • Search costs associated with resident recruitment, low-income verification and sign-up including communication activities, and • After-care services to ensure households know how to use any new technology. <p>Some costs can be included under either Admin & Ancillary or Capital Costs. These include:</p> <ul style="list-style-type: none"> • PAS2035 on-site costs such as airtightness tests, ventilation upgrades, SAP measurements and retrofit coordinator costs • TrustMark lodgement fees <p>More information can be found in the Sustainable Warmth Competition guidance (p.17).</p>

Cost Area	Project Total	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Employee Costs	£261,950.00	£1,600.00	£7,360.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00
Admin & Marketing	£24,000.00			£1,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Ancillary/Prepares	£85,000.00								£17,000.00		£17,000.00	£17,000.00	£17,000.00			
Other Costs (list below)																
Training	£4,000.00					£2,000.00	£2,000.00									
Benefit assessments	£18,500.00							£1,000.00	£10,000.00	£20,000.00	£20,500.00	£20,000.00	£20,000.00	£20,000.00	£20,000.00	£20,000.00
Post-launch OTC	£20,500.00									£1,800.00	£2,500.00	£3,750.00	£5,000.00	£5,000.00	£5,000.00	£3,500.00
Total	£395,950.00	£4,600.00	£7,360.00	£14,760.00	£14,760.00	£14,760.00	£14,760.00	£16,760.00	£43,760.00	£56,760.00	£56,760.00	£56,760.00	£56,760.00	£56,760.00	£56,760.00	£56,760.00

Cost Area	Project Total	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Employee Costs	£21,700.00	£820.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00
Admin & Marketing	£2,500.00			£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00
Ancillary/Prepares	£17,400.00									£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00
Other Costs (list below)																
Training	£10.00															
Benefit assessments	£1,200.00								£3,000.00	£3,000.00						
Post-launch OTC	£1,000.00										£750.00	£750.00	£750.00	£750.00	£750.00	£750.00
Total	£24,600.00	£820.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£1,640.00	£4,470.00	£7,870.00	£5,340.00	£5,340.00	£5,340.00	£5,340.00	£5,340.00	£5,340.00

Section 2 - Value for Money Guidance

Table 2.1 & 2.2
Please ensure Admin & Ancillary costs included are in line with Question 14 (Section 2, Resource tab) and the Sustainable Growth Competition guidance document.
The total Admin & Ancillary costs must not exceed 20% of total costs.

Table 2.3 & 2.4
Please provide average costs for proposed measures. Cost tables must be updated to include accurate information after Benefit Assessments have taken place. Please ensure average costs are justified in question 14 (Section 2, Resource tab).
Please ensure Park Homes do not make up more than 10% of total delivery as per guidance.
Please ensure Social Housing does not make up more than 10% of total delivery as per guidance.
Verification should be included as a separate measure for all external wall insulation installs, as seen in 'Other' cost below.
Total Admin & Ancillary costs/ Estimated Average Costs must be in line with the total funding allocation, as stated in questions 4 & 5 on Section 1, Project Details.

Measures	Total number of install: Owner-occupier	Total number of install: Private Rented Sector	Total number of install: Social Housing	Total number of install: Park Homes	Estimated Average Cost of Measure	Estimated Total Cost
External Wall Insulation	120	0	0	0	£16,919.00	£2,030,334.00
Cavity Wall Insulation	164	0	0	0	£800.00	£131,200.00
Underfloor Insulation	60	0	0	0	£6,820.00	£409,200.00
Loft Insulation	164	0	0	0	£1,000.00	£164,000.00
Draught proofing	54	0	0	0	£1,007.00	£54,376.00
Air Source Heat Pumps						
Ground Source Heat Pumps						
Shared Ground Slugs						
Commercial Heat Networks						
District Heat Networks						
High Retention Storage/Resilience						
Batteries						
Solar PV	220	0	0	0	£5,337.00	£1,174,140.00
Solar Thermal						
Double Glazing						
Other (list below)						
Ventilation	120	0	0	0	£1,000.00	£120,000.00
Storm in Roof	60	0	0	0	£6,500.00	£390,000.00
Hot water jacket	54	0	0	0	£125.00	£6,750.00
Total	486	0	0	0		£4,400,000.00

Measures	Total number of install: Owner-occupier	Total number of install: Private Rented Sector	Total number of install: Social Housing	Total number of install: Park Homes	Estimated Average Cost of Measure	Estimated Total Cost
External Wall Insulation	20	0	0	0	£16,900.00	£338,000.00
Cavity Wall Insulation						
Underfloor Insulation						
Loft Insulation						
Draught proofing						
Air Source Heat Pumps	10	0	0	0	£14,200.00	£142,000.00
Ground Source Heat Pumps						
Shared Ground Slugs						
Commercial Heat Networks						
District Heat Networks						
High Retention Storage/Resilience						
Batteries						
Solar PV						
Solar Thermal						
Double Glazing						
Other (list below)						
Ventilation	20				£1,000.00	£20,000.00
Total	50	0	0	0		£500,000.00

35 Do you have an in-house or procured Retrofit Coordinator as part of the required PAS 2035 process? If not, how will you procure professional services e.g. through the MEH Dynamic Purchasing System?
 Nottingham City Council has an internal team of retrofit assessors and coordinators. For the delivery of SWC scheme, we use the internal resource to manage and oversee the assessment of homes and take responsibility for the specification and delivery against the expected specification. The retrofit coordinator will also be responsible for monitoring and evaluation of the measures to ensure compliance with PAS-2035.

35. The Retrofit Coordinator is the individual who will be responsible for overseeing the assessment of dwellings as well as the subsequent specification, monitoring and evaluation of energy efficiency measures, in accordance with PAS 2035.
 LAs can procure a Retrofit Coordinator through the professional services MEH Dynamic Purchasing System (DPS).
 For further information and resources about the role of the Retrofit Coordinator and the PAS 2035 process, you can log in to your Centre of Excellence membership account here: <https://www.retrofitacademy.org/our-account/>.
 Link below to 'Role of a Retrofit Coordinator' masterclass: <https://www.youtube.com/watch?v=Q2y0w0W0>
 Link below to 'Ensuring Compliance for Installers, Contractors and Suppliers' masterclass: <https://www.youtube.com/watch?v=Q2y0w0W0>

36 What form of contract are you using with your delivery partners and do you have an officer in place to contract manage? (e.g. JCT, NEC or bespoke)
 We intend to use a JCT contract and we have an officer in place to contract manage.

36. The below masterclass outlines some considerations when determining an optimal contracting strategy: <https://www.youtube.com/watch?v=Q2y0w0W0>

37 How will you ensure all contracts awarded will comply with public procurement legislation and that contractors and suppliers will be paid in accordance with market pricing?
 All contracts awarded will be done so in compliance with Nottingham City Council's Contract Procedure Rules and, where applicable, the Public Contracts Regulations 2015. For the installers we intend to run a tender through the Midlands Energy Hub Dynamic Purchasing System. Suppliers will be paid in accordance with market pricing which will be dictated by the tender responses.

37. The below masterclass covers principles of good procurement, procurement routes, skills and tips for getting procurement right: <https://www.youtube.com/watch?v=W4b4CVC668>
 Please explain how the project will be structured and managed so as to comply with public procurement legislation and how market pricing will be ensured for any below-threshold contracts.
 Please also explain what measures will be adopted to facilitate participation by SMEs and local supply chains.

38 Do you comply with the government suppliers code of conduct v2?
 It has been confirmed with procurement that we will be complying with the principles of the Code of Conduct in as far as it applies to the procurement for this scheme and the subsequent contract.

38. The government suppliers code of conduct underlines the importance of acting together with trusted suppliers to deliver better public services.
 Please refer to the government suppliers code of conduct below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf
 Supplier_Code_of_Conduct.pdf?stream=The%20overall%20objective%20of%20the%20Supplier%20Code%20of%20the%20improved%20performance%20throughout%20the%20government%20supply%20chains.

39 Do you already have an existing installer, or are you extending a contract with an installer? No

39. Please select from dropdown and list the name and contract length of any existing installers that you have in place for LAD3 & HUG1 in 'Table 3.1 - Contracts'.

Table 3.1 - Contracts

Contractor(s) Information	Contract Value	Contract Start Date	Contract End Date	Trustmark Registered?	PAS2035 Certified?	MCS Certified?
	£0.00	dd/mm/yy	dd/mm/yy			
	£0.00	dd/mm/yy	dd/mm/yy			
	£0.00	dd/mm/yy	dd/mm/yy			

39. Please select from dropdown and list the name and contract length of any existing installers that you have in place for LAD3 & HUG1 in 'Table 3.1 - Contracts'.

40 Please provide the names of the Procurement Lead and Legal Lead for the projects.
 Jonathan Whitmarsh is the project lead for procurement and
 Dianne Scraton is the legal lead for this project

39. Please select from dropdown and list the name and contract length of any existing installers that you have in place for LAD3 & HUG1 in 'Table 3.1 - Contracts'.

41 If you do not have an existing installer in place, how will you procure an installer? i.e through the MEH Dynamic Purchasing System
 We do not have an installer procured for the delivery of the SWC scheme. These services will be procured using the Midlands Energy Hub's Dynamic Purchasing System. Full specifications will be written with the inclusion of a proposed delivery schedule.
 We will ensure that all organisations that tender for the works are fully aware of the mix of measures that are intended to be installed, together with the timeframe of the expected delivery schedule. We will not be procuring the services of PAS-2035 roles, however, we will be liaising with contractors as soon as appointed to ensure they are aware of the role of a retrofit coordinator and the responsibilities of this role. The contractor will need to be aware of the following:
 - UK planning guidelines and regulations
 - Health and Safety
 - PAS-2035 processes and what it means to abide by this standard
 - Be 100% clear on the scope of works required. This is the responsibility of Nottingham City Council to ensure that specifications and expectations are set out in a clear way and support given to the contractor to help them understand the scope of works and their learning journey.
 All of the above together with specifications of the works expected will be comprehensively detailed on the ITT specifications.

41. If you have not yet procured an installer, please explain how you will procure and how you will ensure you will have an installer in place to meet the project timeframes.
 The below masterclass addresses 'Creating Successful Supply Chains for SHDF' but includes relevant tips that also applies to the Sustainable Warmth Competition: <https://www.youtube.com/watch?v=7mm0vYk5tW>
 The DPS covers a range of professional services / installers to support the delivery of energy-efficiency retrofit projects.
 A DPS is a method of buying commonly used goods, services, or works. It combines a pre-qualification process for suppliers (similar in effect to a 'select' or 'approved' list of suppliers) with elements of electronic tendering and aims to streamline the procurement process, reducing the workload and making it more efficient for both buyers and suppliers.

42 If you are planning to use the MEH Dynamic Purchasing System, do you have your access agreement signed? Yes

42 & 43. You can contact MEH.DPS@nottinghamcity.gov.uk for any DPS related queries.

43 If you are planning to use the MEH Dynamic Purchasing System do you have your specifications and contracts drafted? Yes

44 Do you maintain your own policies and procedures to ensure compliance with the Modern Slavery Act 2015 and how will you include this in contracts with suppliers and subcontractors anti-slavery and human trafficking provisions?
 Nottingham City Council has been publishing annual Modern Slavery statements on its website since 2016; copies of all statements are available at <https://www.nottinghamcity.gov.uk/your-council/about-the-council/modern-slavery-statement>.
 Specific provisions relating to Modern Slavery will be included within the invitation to tender document

44. If you become aware of any concerns that any part of the supply chain may have breached the Modern Slavery Act 2015 then this must be reported within the Risk Management procedure and the project team must be informed instantly.

45 Please explain how you will demonstrate social value within the project and confirm whether this has been included, or will be included, in future or existing procurements.
 The SWC will support a local workforce providing employment for a team of 4, as well as one additional call centre staff and work for a number of assessors in our compliance team who will support the project with EPC and Retrofit assessments.
 The scheme will deliver environmental benefits through the retrofitting of our poorest energy efficient homes which contributes towards the Council's target to become the first carbon neutral city by 2028.
 At the same time it will support citizens living in homes with most need of energy efficient measures (EPC rated E-G and some Ds), which includes those living in fuel poverty and from disadvantaged and minority groups, which will be targeted by a council LSOA database and outreach face to face events.

45. The Local Government Association has a webpage with resources and information on social value, which can be accessed here: <https://www.local.gov.uk/our-support/offer-1/66-supporting-financial-resilience-and-economic-recovery/procurement>
 Central government has its own template social value model which can be found here: <https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts>

46 Does procurement differ for LAD3 & HUG1? If yes, please explain the differences below.
 Procurement will not differ between LAD phase 3 and HUG phase 1. We intend to utilise the DPS for all procurement requirements.

46. Please explain any differences between procurement for LAD3 & HUG1 i.e LAD, extended existing contract and HUG, will procure installer through MEH DPS.

Table 4.1 - KPIs - LAD Phase 3																
KPI	Description	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	31/03/2023 scheme end date
Note. The last months numbers should equal the targets outlined in your bid. Any change to the forecast should be updated and BEIS will review.		These month fields are cumulative. Each following month should include all cumulative projections up to date. (E.g. Feb = Dec+Jan+Feb)														
1	Forecast Homes Contacted					180	350	445	540	650	760	855	940			
2	Forecast Number of Homes Awaiting Installation					65	130	195	260	325	390	455	511			
3	Number of measures installed									100	300	500	700	900	1016	
4	Homes completed this month that began as EPC D									25	50	75	100	125	150	
5	Number of homes that have reached an EPC band C									40	105	175	245	315	355	
6	Forecast Homes Completed									50	150	250	350	450	511	
7	Ancillary and Admin costs	£3,690.00	£11,070.00	£25,830.00	£42,590.00	£59,350.00	£78,110.00	£104,870.00	£148,630.00	£202,390.00	£258,450.00	£314,710.00	£372,220.00	£413,980.00	£435,740.00	£460,000.00
8	Capital costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450,100.00	£1,350,300.00	£2,250,400.00	£3,150,600.00	£4,050,800.00	£4,600,000.00	£4,600,000.00
9	Total spend this month	£3,690.00	£11,070.00	£25,830.00	£42,590.00	£59,350.00	£78,110.00	£104,870.00	£148,630.00	£652,490.00	£1,608,750.00	£2,565,110.00	£3,522,820.00	£4,464,780.00	£5,035,740.00	£5,060,000.00

Table 4.2 - KPIs - HUG Phase 1																
KPI	Description	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	31/03/2023 scheme end date
Note. The last months numbers should equal the targets outlined in your bid. Any change to the forecast should be updated and BEIS will review.		These month fields are cumulative. Each following month should include all cumulative projections up to date. (E.g. Feb = Dec+Jan+Feb)														
1	Forecast Homes Contacted					10	30									
2	Forecast Number of Homes Awaiting Installation							10	20							
3	Number of measures installed									10	25	35	50			
4	Homes completed this month that began as EPC D									0	0	0	0			
5	Number of homes that have reached an EPC band C									4	8	13	15			
6	Forecast Homes Completed									5	10	15	20			
7	Ancillary and Admin costs	£820.00	£2,460.00	£4,100.00	£5,940.00	£7,780.00	£9,650.00	£11,520.00	£15,990.00	£23,960.00	£29,300.00	£34,890.00	£40,480.00	£46,070.00	£48,160.00	£50,000.00
8	Capital costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£125,000.00	£250,000.00	£375,000.00	£500,000.00	£500,000.00	£500,000.00	£500,000.00
9	Total spend this month	£820.00	£2,460.00	£4,100.00	£5,940.00	£7,780.00	£9,650.00	£11,520.00	£15,990.00	£148,960.00	£279,300.00	£409,890.00	£540,480.00	£546,070.00	£548,160.00	£550,000.00

Section 5 - Funding Compliance	Section 5 - Funding Compliance: Guidance
<p>47 Please provide a high level summary of your LAD Phase 3 project including:</p> <ul style="list-style-type: none"> Working with the Customer Journey Support, how will you target eligible households (D, E, F & G properties) What type of upgrades will be installed. Please use information from retrofit assessments completed to date and explain how this information has been used to decide what measures you plan to install and how they meet the objectives of the scheme. How many potential eligible households have been identified to date. <p>How have you used/how do you plan to use the mobilisation funding:</p>	
<p>LAD 3 - We will target eligible homes through a mix of targeted marketing/letters direct to homes with a known qualifying EPC rating, social media, strong online presence, outreach work with a customer engagement officer, face to face community events and key community events. Properties will also be targeted through the LSOA data base and NCC identified spotlight areas.</p> <p>Measures installed will have a fabric first focus and include:</p> <ul style="list-style-type: none"> Solid Wall insulation Cavity wall insulation Loft insulation Floor/suspended floor insulation Draught proofing 	<p>47. Properties will need to have an EPC rating of band D, E, F and G homes (band D will be capped at 30% - for LAs applying for on-gas and off-gas funding, this will be 30% for on-gas and 30% for off-gas properties). Properties must be domestic dwellings – primary focus will be to upgrade privately owned housing. New build or self-built homes which have not been previously occupied are not eligible for funding.</p> <p>Installation of energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) including wall, loft and underfloor installation and low carbon heating technologies. Fossil fuel heating systems are excluded from this scheme.</p>
<p>48 Please provide a summary of your overall delivery plan for LAD Phase 3. Please include justification for your proposed measure mix from a delivery perspective and how you plan to adapt your planned approach to achieve delivery within the challenging timeframe.</p> <ul style="list-style-type: none"> The measure mix is designed to deliver the fabric first approach with the quantity and mix of home insulation measures that includes solid wall, room in the roof, cavity wall, loft and floor insulation and considerable carbon savings. CIS will start mapping area based data to be able to implement the marketing strategy and generate at least 80 leads per month for the different energy saving measures from the start. Consultation events are a proven promotional strategy and will be employed on the ex-council estates. 	<p>48. Please outline your proposed measure mix and the justification for these measures for on-gas properties. MEH accept that this can only be a forecast of measures, as measures may change once Retrofit Assessments have been completed. Any planned or confirmed delivery partners and how they will support the project should be included, in line with Table 3.1.</p>
<p>49 Please provide a high level summary of your HUG Phase 1 project including:</p> <ul style="list-style-type: none"> Working with the Customer Journey Support, how will you target eligible households (D, E, F & G properties) What type of upgrades will be installed. Please use information from retrofit assessments completed to date and explain how this information has been used to decide what measures you plan to install and how they meet the objectives of the scheme. How many potential eligible households have been identified to date. <p>How have you used/how do you plan to use the mobilisation funding:</p> <p>HUG1 - We will target eligible homes through a mix of targeted marketing/letters direct to homes with a known qualifying EPC rating, social media, strong online presence, outreach work with a customer engagement officer, face to face community events and key community events. Properties will also be targeted through the LSOA data base and NCC identified spotlight areas.</p> <p>Measures installed will have a fabric first focus and include:</p> <ul style="list-style-type: none"> Solid Wall insulation & Ventilation Heat pump <p>The CIS delivery model of support will principally be the same as for LAD 3 (please see above) but with a focus on off gas grid areas. CIS already has knowledge of potential off gas grid locations to be able to take an area based approach in the implementation of the scheme that will run concurrently with LAD phase 3.</p>	<p>49. Properties will need to have an EPC rating of band D, E, F and G homes (band D will be capped at 30% - for LAs applying for on-gas and off-gas funding, this will be 30% for on-gas and 30% for off-gas properties). Properties must be domestic dwellings – primary focus will be to upgrade privately owned housing. New build or self-built homes which have not been previously occupied are not eligible for funding.</p> <p>Installation of energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) including wall, loft and underfloor installation and low carbon heating technologies. Fossil fuel heating systems are excluded from this scheme.</p>
<p>50 Please provide a summary of your overall delivery plan for HUG Phase 1. Please include justification for your proposed measure mix from a delivery perspective and how you plan to adapt your planned approach to achieve delivery within the challenging timeframe.</p> <ul style="list-style-type: none"> The measure mix is designed to deliver the fabric first approach to off gas properties with the quantity and mix of home insulation measures that includes 20 solid wall insulation & Ventilation 10 heat pumps and considerable carbon savings. CIS will start mapping area-based data to be able to implement the marketing strategy to target off gas areas and generate leads appropriate for these energy saving measures. Consultation events are a proven promotional strategy and will be employed. 	<p>50. Please outline your proposed measure mix and the justification for these measures for off-gas properties. MEH accept that this can only be a forecast of measures, as measures may change once Retrofit Assessments have been completed. Any planned or confirmed delivery partners and how they will support the project should be included, in line with Table 3.1.</p>
<p>51 Have you consulted your relevant planning department with regard to proposed measures as to whether planning permission is required? If you do need planning permission, whose responsibility is it to submit this? If you do require planning permission, has this been approved? If required, has it been budgeted? Please give particular consideration to External Wall Insulation and Heat Pumps.</p> <p>NCC have consulted with planning colleagues to understand if planning permission will be required on the proposed mix of measures. Planning applications will be required for solid wall insulation, which has been budgeted for within the costs. The responsibility for submitting planning permission will lay with the successful contractor(s) post the invitation to tender</p>	<p>51. The masterclass below discusses the need for planning permission, heritage issues and where to go for help and advice: https://www.youtube.com/watch?v=7VCKimVJlM</p>
<p>52 Are you currently working through any other government schemes? Please outline any schemes e.g. ECO, Warm Homes Fund etc. and how this funding may interact with LAD3 and HUG1.</p> <p>With our wider Policy Team and NEP we are working on the ECO scheme and will liaise with our colleagues through the Steering Group to target homes where LAD3 and HUG1 can interact with complimentary measures. Controls will be implemented to ensure that home measures funded via the SWC have not received any funding from other sources.</p> <p>It is in scope for NCC to install heat pumps for off gas properties. We will ensure that home-owners are aware that they are not entitled to claim the RHI as they would not have made a financial contribution to the measures.</p>	<p>52. LAs must introduce controls to ensure households are not in receipt of funding from the Sustainable Warmth competition and other government schemes, apart from the Renewable Heat Incentive (RHI), and its subsequent replacement, on the same measure.</p> <p>Any funding from the Sustainable Warmth competition for low carbon heating measures would be deducted from RHI's payments as per the RHI rules on grant funding. LAs should be aware of RHI rules, including that to be eligible for RHI the applicant must have made some financial contribution toward the cost of purchasing or installing their heating system.</p> <p>WIMCA session - 'Blending Future Funding Streams' https://www.drogbox.com/fzr5hwu0e9876/LAD2920_%20Delivery%20support-20211102_140144-Meeting%20Recording.m42410</p>
<p>53 Please explain how low-income households who are likely to be living in fuel poverty will be verified using alternative methodologies, such as means tested benefits, charity and health referrals, locally held data (e.g., Council Tax reductions), and advanced statistics.</p> <p>Locally held data in the LSOA database will enable us to target and verify homes in fuel poverty and areas with an index of multiple deprivation decile of no more than 1. These properties will be exempt from income checks.</p> <p>Where applicants do not fall into one of these target areas our CIS and Eligibility officer will seek evidence of low income households, such as financial income, salary, benefit and pension evidence, bank statement. We shall also use Nottingham City Council's flexible eligibility criteria for the ECO: Help to Heat programme devised to identify and help households living in fuel poverty, living on a low income and vulnerable to the effects of a cold home, but where income is slightly over the £30,000, but there is still high risk of vulnerability.</p> <p>Applicants will first be asked to confirm property details and ownership along with the total household income and will have the eligibility criteria explained to them. If they state, they will pass this criteria proof of income is then requested to back this up and this will be kept on file.</p>	<p>53. BEIS will accept alternative methodologies for demonstrating that a low-income household is likely to be in fuel poverty, where clear evidence of the appropriateness of the methodology is provided. This may include total household incomes above the £30,000 threshold, for example in certain areas where higher housing costs mean the resultant household income after housing costs is likely to be below £20,000.</p> <p>It may also be possible for a household to have income in excess of £30,000 and still at risk of fuel poverty where the household composition means that incomes are stretched, for example where a household contains many dependent children. A viable way of targeting low-income households likely to be in fuel poverty would be to use the household composition income thresholds set out in Annex 6 of the Energy Company Obligation flexibility guidance for Local Authorities.</p>
<p>54 Please confirm how the project will comply with the relevant Subsidy Control obligations and that you have obtained legal advice confirming this.</p> <p>Legal advice has been obtained and confirms: Nottingham City Council itself is expected to receive some administration fees from the funding. These are pass through costs and as the Council is not an economic actor for the purposes of the TCA, this will not be considered subsidy;</p> <p>Individual home owner occupiers will receive the direct benefit of improvements to their home. As private individuals, these will also not be economic actors and therefore no subsidy will arise with respect to benefits inferred upon them;</p> <p>Where the Council intends to use third party contractors, it proposes to do so using the DPS established by the Council. It will undertake a mini competition in order to benchmark prices and to ensure market rates are paid in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015. This will ensure there is no subsidy provided to these contractors. The Retrofit Co-ordinator role will be undertaken in house.</p> <p>Landlord owned properties- it is expected that a number of properties that will be able to benefit from the funding will be owned privately by landlords. The Council intends to rely upon the Small Amounts of Financial Assistance exemption of up to 325,000 Special Drawing Rights under the TCA if awarding to private landlords. The Council will seek written confirmation from such landlords as to whether they have received other funding under this exemption to ensure any funding given by the Council remains within the permitted threshold. Should the Landlord have received more than the threshold, the Council will need to consider the subsidy in line with either the SPEI thresholds or an assessment under the TCA 6 principles or to decide not to award at all.</p>	<p>54. EU rules regarding State Aid have broadly been replaced with an interim subsidy control regime. This is currently drawn from the UK-EU Trade and Cooperation Agreement but will soon be set out in domestic legislation once the UK's Subsidy Control Bill is adopted. It is ultimately the responsibility of the LAs applying for funding to ensure their projects will be compliant with Subsidy Control rules and LAs should work with their legal teams to ensure compliance.</p> <p>LAs must demonstrate that either there will be no subsidy, or any subsidy has been addressed in respect of all third parties involved in the project. These include, but is not limited to: third parties appointed by the LA to distribute and manage funding or coordinate works, contractors, suppliers and owners or occupiers of the premises. Where subsidy is addressed by ensuring market prices are paid, confirmation of how market pricing will be established (for example through the MEH Dynamic Purchasing System) should be set out here, including in respect of below-threshold contracts.</p> <p>LAs must confirm that they have taken legal advice (internal or external) confirming the approach is compliant and is expected to be compliant with the new Subsidy Control Bill - noting that this may not be in force at the date of the application.</p> <p>Note that if any questions arise in relation to this section further information may be requested from LAs applying for funding. In limited circumstances this may include a requirement to provide a formal legal opinion.</p>
<p>55 LAs that receive funding have the responsibility of ensuring that all installers or delivery partners collect and provide appropriate information specified by BEIS in accordance with the Data Protection Act. Please confirm that you have completed a DPIA and demonstrate compliance with the data protection principles.</p> <p>We have submitted a draft copy of the DPIA and supporting documents to Theresa Pollard our Solicitor and Principal Information Officer, unfortunately due to other priorities there is no availability to review this until the 7th of April. We have a meeting booked in on this date.</p>	<p>55. Prior to collecting any data from subjects under this scheme, LAs are expected to:</p> <ul style="list-style-type: none"> Include BEIS data collection requirements in all relevant contracts with installers and delivery partners, ensuring they understand and accept them. Ensure they display or make available BEIS standardised Privacy Notice to all data subjects, prior to the collection of data, to support compliance with data processing transparency requirements. Where explicit consent is required from data subjects (such as for permission to re-contact), to use either BEIS's suggested consent statement or functional equivalent to capture this consent and maintain logs of this in your scheme data, as per BEIS specified requirements there. Agree and sign a standardised Data Sharing Agreement; this document establishes the roles, process, scope and purpose of sharing of Management Information data between the LA and BEIS. Demonstrate sufficient resource in their applications to manage the above requirements to an effective level of quality, and to maintain this for the full project duration. <p>A Data Protection Impact Assessment (DPIA) describes a process designed to identify risks arising out of the processing of personal data and to minimise these risks as far and as early as possible. DPIAs are important tools for negating risk, and for demonstrating compliance with the GDPR.</p>

Section 7 - Additional Capacity

56 Please give details of additional properties over and above your current allocation you estimate could be delivered in your Local Authority by end March '23 if additional funding was made available:

Table 7.1 - Additional Capacity											
	EWI	Double Glazing	Heat Pumps	Cavity Insulation	Room in Roof Insulation	Loft Insulation	Solar Thermal	Solar PV	Ventilation	Other	Total
No. of Properties											0

57 If 'other', please provide details below:

Please estimate the cost of this work (please detail any administrative costs):

Table 7.2	
Spend	£
Capital Costs	
Admin & Ancillary costs (up to 10%)	
Total	£0.00

58 Please give any further relevant details of these additional properties, particularly the relationship with your current proposal and how additional work would be procured.

Section 8 - Final Details

I declare that the information presented in this Development Plan is true within the best of my knowledge.

Affirmed

Individual responsible for leading this project:

Name
Title/Role
Email
Phone Number

Individual that approved this Development Plan for submission:

Name
Title/Role
Email
Phone Number