



## Home Upgrade Grant Phase 2 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  
[MNZH.HUG@nottinghamcity.gov.uk](mailto:MNZH.HUG@nottinghamcity.gov.uk)

**The first deadline for completion is 9th May 2023. We will accept and assess plans on fortnightly basis up until 1st September 2023**

When completing the form, please refer to the Home Upgrade Grant Phase 2 Guidance Document to assist you. A link to the guidance has been provided below. A link to the Home Upgrade Hub masterclasses has also been added below.

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



[Click here for HUG2 Guidance Document](#)

[Click here for Home Upgrade Hub Masterclasses](#)

Section 1 - Project Details

1	Is this a consortium application?	No
2	Name of Local Authority/Lead Authority	Nottingham City Council
3	If a consortium, please name all partnering LAs	
4	Total HUG2 allocation (including Capital and A&A)	2023/24 £1,113,200.00
		2024/25 £1,669,800.00
5	Please confirm if you are accepting the full allocation. If accepting part of the allocation, please state amount	Full allocation
6	Name and role of the individual drafting this proposal	Adrian Prestidge, Greener HousiNG Manager
7	Email address of the individual drafting this proposal	<a href="mailto:adrian.prestidge@nottinghamcity.gov.uk">adrian.prestidge@nottinghamcity.gov.uk</a>
8	Phone number of the individual drafting this proposal	07929 667444
9	Name and role of escalation contact	<a href="#">Angie Lillistone</a>
10	Email address of escalation contact	<a href="mailto:angie.lillistone@nottinghamcity.gov.uk">angie.lillistone@nottinghamcity.gov.uk</a>

Section 1 - Declarations

Please affirm the following declarations:

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 11 | 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"/> |
| 12 | The LA understands that they will be expected to deliver the proposed project as outlined in this Development Plan.                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="text" value="Affirmed"/> |
| 13 | I have read the accompanying guidance document for completing this proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="text" value="Affirmed"/> |
| 14 | 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"/> |
| 15 | The LA understands they must comply with the Department for Energy Security and Net Zero (DESNZ) reporting, monitoring and evaluation and Hub requirements, including adding customer information to the Customer Relationship Management System (CRM).                                                                                                                                                                                                                                                               | <input type="text" value="Affirmed"/> |
| 16 | The LA confirms the proposed project complies with Subsidy Control rules. The LA has sought legal advice to affirm this.                                                                                                                                                                                                                                                                                                                                                                                              | <input type="text" value="Affirmed"/> |
| 17 | The LA confirms the proposed project is compliant with the UK Public Contract Regulations 2015.                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="text" value="Affirmed"/> |
| 18 | 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"/> |
| 19 | 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"/> |
| 20 | 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"/> |
| 21 | The LA confirm approval for any required match funding. If no match is required, please select N/A.                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="text" value="N/A"/>      |
| 22 | 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"/> |
| 23 | The LA will complete the PAS Health Check with the Retrofit Academy to review the PAS 2035 process and provide assurance that your HUG2 project will be compliant.                                                                                                                                                                                                                                                                                                                                                    | <input type="text" value="Affirmed"/> |
| 24 | 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="N/A"/>      |
| 25 | The LA has discussed the VAT implications of the different costs associated with HUG2 with the relevant Finance Officer.                                                                                                                                                                                                                                                                                                                                                                                              | <input type="text" value="Affirmed"/> |
| 26 | 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"/> |
| 27 | The LA will take all reasonable steps to minimise the risk of fraud.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="text" value="Affirmed"/> |
| 28 | 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 Home Upgrade Grant Phase 2 have been complied with." This will be included as a clause in the Grant Award Letter and is a requirement of the MOU. Please confirm you agree to sign and return this in a timely manner. | <input type="text" value="Affirmed"/> |
| 29 | 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"/> |
| 30 | The LA will introduce controls designed to ensure that HUG2 funding will not be 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"/> |

31 Please explain how the controls affirmed in the declaration above (30) will work.

We will ask applicant at point of application and carry out retrofit assessment to check for previous works and focus on new measures only. A Retrofit Coordinator and eligibility officer will support this as part of the assessments. Applicants will need to sign declaration regarding previous works and eligibility to the scheme.

32 Where any declarations above have not been affirmed, please give clear reference to the declaration number and give reasons why affirmation is not possible.

Still need Section 151 Officer sign off

**Section 2 - Resource**

**33 Do you have a dedicated Project Manager, Officer or team to deliver HUG2? If not, how do you plan to resource your projects?**

Project manager - Adrian Prestidge  
 Contract Manager - Carolynne Watson  
 Project officer - Hannah Coleman

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 team, dedicated EPC assessors and fully trained and experienced retrofit assessors and retrofit coordinators.

Table 2.1 - Resource		
Project Managers (FTE)	Data Reporting Officers (FTE)	Non-mandatory Staff (FTE)
0.25	1	1

**34 As affirmed in declaration 21 under 'Section 1\_Declarations', please provide further detail or evidence of commitment to match funding, where required**

N/A - there will be no match funding requirements for HUG 2

**35 Please outline of your governance structure and decision making processes for HUG2, detailing your internal escalation contacts**

The project manager will take full responsibility for project governance and has appropriate measures and checks in place to ensure all grant monies are spent adhering to grant conditions. The governance structure and escalations are attached. A project steering group will be set up to give senior oversight and monitoring of KPIs

**36 Please explain how you will demonstrate Value for Money for costs included in Table 2.2 in the 'Section 2\_Resource\_Tables' tab. Please reference each cost area, i.e Employee Costs, Admin & Marketing etc and include whether Retrofit Assessment costs will sit under A&A or Capital Costs**

The costs used in Table 2.2 have been calculated using actual costs from our previous LAD & HUG delivery schemes.

To ensure best value for money we will utilise the Dynamic Purchasing System (DPS) framework and submit invitations to tender for all installation works required under the HUG Project.  
 We will utilise our in-house team of Retrofit and EPC assessors as much as possible, and will do all Retrofit Coordination in house.

All properties treated will follow the fabric first approach, and therefore will receive insulation measures first followed by cleaning heating. Solar PV will only be considered appropriate if all fabric & heating measures have been addressed.

While preparing the estimated costs, consideration has been given to; planning, project management, enabling building works.  
 The costs for PAS-2035 Assessment and post install EPCs are included in ancillary costs.  
 PAS 2035 Retrofit Coordination and Design work will be charged to the Capital Costs.

We will use our 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 have applicants on a wait list already from previous public events we held so will hold off on citizen training and awareness sessions until we have processed the current enquiries.

**Section 2 - Resource: Guidance**

**33. Please specify which individuals or teams e.g. procurement, legal, finance, governance, planning will be involved in your HUG2 project. 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 project.**

Please also reference any external resource e.g. external management companies.

**Table 2.1 - Please complete the resource table, this is a requirement for MN2H to submit the Delivery Assurance check to DESNZ.**

**34. Cost expectations for Social Housing**  
 Where a dwelling in the social housing sector is upgraded, the landlord will be required to contribute at least half of the cost of upgrades.

**Cost expectations for Private Rented Sector**  
 Landlords are required to make a minimum contribution of one third towards the total cost of works, in line with the scheme's cost caps. This means that the maximum subsidy a landlord can receive is equivalent to two thirds of the subsidy received by an owner occupier (in a dwelling of the same heating type and starting EPC).

Further guidance on cost caps/match funding can be found in Section 3.4.4 of the HUG2 guidance.

**35. Please provide an outline of your internal governance structure and decision making processes for HUG2. This is required for the Delivery Assurance Check. Further guidance has been sent as a PDF.**

How will you monitor oversight of the project and who has responsibility for monitoring against performance?

**36. Use this field to outline any supporting information for costs given in 'Section 2\_Resource\_Tables'.**

Please include justification for average costs used, i.e quotes from previous schemes.

Please also consider planning application costs.

10% of HUG2 funding can be used to fund administrative and ancillary works to support delivery. The CIS will use 3% A&A. The remaining 2% will be used by MN2H to administer the scheme.

**Admin & Ancillary costs may include:**

- 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 use any new technology.

**Some costs can be included under either Admin & Ancillary or Capital Costs. These include:**

- PAS2035 on-site costs such as airtightness tests, ventilation upgrades, SAP measurements and retrofit coordinator costs
- TrustMark lodgement fees

More information can be found in the Sustainable Warmth Competition guidance (p.17).

		Table 2.2 - Value for Money - HSC22																														
Cost Area	Priority Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Total FY 2025			
Employment Costs	639,234.67	63,611.06	13,651.00	63,651.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	63,611.06	1,222,089.17	
Admin & Marketing	42,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	84,000.00	
Auxiliary/Repairs	23,186.00				1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	30,000.00	
Other Costs (see below)																																
Training	64,000.00		12,000.00																												12,000.00	
Benefits Administration	475,200.00		11,000.00	13,000.00	14,000.00	15,000.00	16,000.00	17,000.00	18,000.00	19,000.00	20,000.00	21,000.00	22,000.00	23,000.00	24,000.00	25,000.00	26,000.00	27,000.00	28,000.00	29,000.00	30,000.00	31,000.00	32,000.00	33,000.00	34,000.00	35,000.00	36,000.00	37,000.00	38,000.00	39,000.00	40,000.00	1,120,000.00
Post work OTC	67,000.00																															67,000.00
<b>Total</b>	<b>753,620.67</b>	<b>67,811.06</b>	<b>27,651.00</b>	<b>77,651.06</b>	<b>78,611.06</b>	<b>79,611.06</b>	<b>80,611.06</b>	<b>81,611.06</b>	<b>82,611.06</b>	<b>83,611.06</b>	<b>84,611.06</b>	<b>85,611.06</b>	<b>86,611.06</b>	<b>87,611.06</b>	<b>88,611.06</b>	<b>89,611.06</b>	<b>90,611.06</b>	<b>91,611.06</b>	<b>92,611.06</b>	<b>93,611.06</b>	<b>94,611.06</b>	<b>95,611.06</b>	<b>96,611.06</b>	<b>97,611.06</b>	<b>98,611.06</b>	<b>99,611.06</b>	<b>100,611.06</b>	<b>101,611.06</b>	<b>102,611.06</b>	<b>103,611.06</b>	<b>104,611.06</b>	<b>2,142,089.17</b>

**Section 2 - Value for Money Guidance**

**Table 2.2**  
 Please ensure Admin & Auxiliary costs included are in line with Guidance in Section 2.2, Appendix and the HSC22 guidance document.  
 The total Admin & Auxiliary costs must not exceed 10% of total costs of funding to support of C&I services. All other costs must not exceed 10% of total costs.

Section 3 - Procurement	Section 3 - Procurement: Guidance
<p><b>37 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 MNZH Dynamic Purchasing System/ through the Customer Journey Support?</b></p> <p>Nottingham City Council has an internal team of Retrofit Assessors and Coordinators. For the delivery of HUG 2 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.</p>	<p><b>37.</b> 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 MNZH Dynamic Purchasing System (DPS) through the CIS.</p> <p>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</p>
<p><b>38 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)</b></p> <p>We intend to use an NEC 3 Term Service Short Contract and we have an officer in place to contract manage.</p>	<p><b>38.</b> The below masterclass outlines some considerations when determining an optimal contracting strategy: <a href="https://www.youtube.com/watch?v=u051pu8vdyw">https://www.youtube.com/watch?v=u051pu8vdyw</a></p>
<p><b>39 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?</b></p> <p>Installer will be procured via MNZH DPS which is a compliant procurement route operated in accordance with Regulation 34 of the Public Contracts Regulations 2015. Contracts will be awarded in compliance with Nottingham City Council's Contract Procedure Rules, and Public Contract Regulations 2015 to the tenderer submitting the most economically advantageous tender based on the balance of price and quality as set out in the award criteria of the Invitation to Tender. Suppliers will be paid in accordance with market pricing which will be determined by the tender responses. The project will be managed on an open book basis. When submitting quotes for works, the Contractor shall, on request of the Project Manager, provide the backing calculations to show how the quoted price has been arrived at. The Contractor will keep records relating to the contracted works, including but not limited to: market rates for materials, pay rates and hours worked for their employees, quotes from subcontractors, etc.</p>	<p><b>39.</b> The below masterclass covers principles of good procurement, procurement routes, skills and tips for getting procurement right: <a href="https://www.youtube.com/watch?v=4kz9e9C90E0">https://www.youtube.com/watch?v=4kz9e9C90E0</a></p> <p>Please explain how the projects 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.</p> <p>Please also explain what measures will be adapted to facilitate participation by SMEs and local supply chains.</p>
<p><b>40 Do you comply with the government supplier code of conduct?</b></p> <p>We do comply with the government supplier Code of Conduct, which sets out the way we and our suppliers are expected to work together in terms of standards and behaviour to deliver better public services. Tender documentation sets out, for example, prompt payment, treatment of supply chain, sustainable procurement, continuous improvement and confidentiality. NEC checks that it is contracting with reputable bodies, supplier checks are conducted in line with procurement regulations that guarantee fair access to opportunities for all suppliers and equal treatment during selection processes. Contracts are awarded based on value for money that includes price and quality, including appropriate social value criteria. We measure supplier performance on relevant and proportionate indicators and apply proportionate contractual remedies for non-compliance.</p>	<p><b>40.</b> The government supplier code of conduct underlines the importance of acting together with trusted suppliers to deliver better public services. Further guidance has been sent as an attachment on the DESNZ Supplier Code of Conduct.</p>
<p><b>41 Please provide the names of the Procurement Lead and Legal Lead for HUG 2</b></p> <p>Jonathan Whitmarsh is the project lead for procurement and Richard Bines is the legal lead for this project</p>	
<p><b>42 If you do not have an existing installer in place, how will you procure an installer? (e through the MNZH Dynamic Purchasing System)</b></p> <p>We do not have an installer procured for the delivery of the HUG 2 scheme. These services will be procured using the Midlands Net Zero Hub's Dynamic Purchasing System. Full specifications will be written with the inclusion of a proposed delivery schedule. A draft version of this tender pack has already been reviewed by Amour from the Retrofit Academy during a consulting day. 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 be liaising with contractors as soon as appointed to ensure they are aware of their role of their responsibilities under PAS2035 including complying with any PAS 2035/2036 updates that are published during the course of the project. The contractor will need to be aware of the following:</p> <ul style="list-style-type: none"> <li>• L1F planning guidelines and regulations</li> <li>• Health and Safety</li> <li>• PAS 2035 processes and what it means to abide by this standard</li> <li>• 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 or works and their learning journey.</li> </ul> <p>All of the above together with specifications of the works expected is comprehensively detailed on the ITT specifications.</p>	<p><b>42.</b> 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 timeframe.</p> <p>The below masterclass addresses 'Creating Successful Supply Chains for SHDF' but includes relevant tips that also applies to the Sustainable Warmth Competition: <a href="https://www.youtube.com/watch?v=7sm0vVW50v0">https://www.youtube.com/watch?v=7sm0vVW50v0</a></p> <p>The DPS covers a range of professional services / installers to support the delivery of energy efficiency retrofit projects.</p> <p>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.</p>
<p><b>43 If you are planning to use the MNZH Dynamic Purchasing System, do you have your access agreement signed?</b></p> <p style="text-align: right;"><input type="checkbox"/> Yes</p>	<p><b>43 &amp; 44.</b> You can contact <a href="mailto:MNZH.DPS@nottinghamcity.gov.uk">MNZH.DPS@nottinghamcity.gov.uk</a> for any DPS related queries.</p>
<p><b>44 If you are planning to use the MNZH Dynamic Purchasing System do you have your specifications and contracts drafted?</b></p> <p style="text-align: right;"><input type="checkbox"/> Yes</p>	
<p><b>45 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?</b></p> <p>Nottingham City Council seeks to mitigate the risk of modern slavery and human trafficking in the supply chain by reviewing the market to identify areas of vulnerability and taking appropriate steps to mitigate these risks. Our measures will include: excluding suppliers with convictions under the Modern Slavery Act, using robust contract clauses and monitoring performance of suppliers. Nottingham City Council has been publishing annual Modern Slavery statements on its website since 2016; copies of all statements are available at <a href="https://www.nottinghamcity.gov.uk/your-council/about-the-council/modern-slavery-statement">https://www.nottinghamcity.gov.uk/your-council/about-the-council/modern-slavery-statement</a>. Suppliers to the MNZH DPS are asked at pre-qualification stage to certify whether they are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of</p>	<p><b>45.</b> 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.</p> <p>Please see this link to the Modern Slavery Self Assessment tool: <a href="https://suppleregistration.cabinetoffice.gov.uk/msat">https://suppleregistration.cabinetoffice.gov.uk/msat</a></p>
<p><b>46 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</b></p> <p>The HUG will support a local workforce providing employment for a team of 4, as well as work for a number of assessors and Coordinators in our compliance team who will support the project with EPC and Retrofit assessments &amp; Retrofit Coordination.</p> <p>Social Value is embedded in Nottingham City Council's Procurement Strategy. Our social value themes will enable us to maximise the opportunities for economic, social and environmental considerations to be addressed at all stages of the commissioning and procurement cycle. In all our procurement, we will seek to maximise value through the inclusion of relevant social value requirements, tailored as appropriate and proportionate for each contract to ensure compliance with our legal obligations.</p> <p>At procurement stage, suppliers to the Authority are to give consideration to how they could deliver added social value through their delivery of the contract, and are evaluated on response to this mandatory quality assessment question. These form part of the Key Performance Indicators that contractor are monitored against.</p> <p>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. The scheme will improve the wellbeing and lives of citizens living homes with lowest energy efficient measures and therefore the measures provided through this funding will enhance their home, reduce energy bills and provide a more comfortable environment and supporting their wellbeing.</p>	<p><b>46.</b> Central government has its own template social value model which can be found here: <a href="https://www.gov.uk/government/publications/procurement-policy-note-06236-taking-account-of-social-value-in-the-award-of-central-government-contracts">https://www.gov.uk/government/publications/procurement-policy-note-06236-taking-account-of-social-value-in-the-award-of-central-government-contracts</a></p>









Section 7 - 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

**Section 5 - Funding Compliance**

**47 Please provide a high level summary of your HUG2 project including:**

- How will you target eligible households (D, E, F & G properties)
- How many potential eligible households have been identified to date
- How will you work with the Customer Journey Support service and what additional CS services you will use

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 LSQA data base and NCC identified spotlight areas, as well as the Post code list provided by DESNZ

Measures installed will have a fabric first focus and include:

- Solid Wall Insulation
- Cavity wall insulation
- Loft insulation
- AHP

**48 Please provide a summary of your overall delivery plan for HUG2. Please include justification for your proposed planned approach to achieve delivery within the challenging timeframe.**

We have no confirmed external delivery partners at this time, once the project launches we will procure a main contractor through the DPS

We will be working closely with the CIP to get the project moving and have our own in house RAs and BCs to keep the project moving while our main contractor is procured.

The measures we will depend on the verification method and will be designed to follow the fabric first approach to core insulation and installation is agreed for a week

**49 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.**

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 where the finish is not in line with the current finish. This 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

**50 Are you currently working through any other government schemes? Please outline any schemes e.g. SWC, ECO, SHDF and how this funding may interact with HUG2.**

With our wider Policy Team and NEF we are working on the ECO scheme and will liaise with our colleagues through the Steering Group to target homes. Controls will be implemented to ensure that home measures funded via the HUG have not received any funding from other sources.

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.

**51 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.**

Locally held data in the LSQA 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.

We will also use the pre approved postcode provided by DESNZ to identify properties exempt from income checks.

Where applicants do not fall into one of these target areas our CS 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 £13,000, but there is still high risk of vulnerability.

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

**52 LAs must inform us of the route they are taking to achieve subsidy control compliance.**

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.
- Individual home owner occupiers will receive the direct benefits 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.
- 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.
- Landlord owned properties and not included in this project.

**53 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.**

We have a draft copy of the DPIA (DPIA-465) and supporting documents which has already been reviewed together with Theresa Pollard our Solicitor and Principal Information Officer, unfortunately due to other priorities there is no availability to fully sign this off yet.

**Section 5 - Funding Compliance: Guidance**

**47** Properties will need to have an EPC rating of band D, E, F and G and be off-gas.

Installation of energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) including wall, loft and underfloor insulation and low carbon heating technologies. Fossil fuel heating systems (including hybrid) are excluded from this scheme. Please consider Grade A, B and C spending rules as per Section 3.2 of the HUG2 guidance.

Your dedicated Customer Journey Support can help with project delivery, including areas such as:

- 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

**48** Please outline any planned or confirmed delivery partners and how they will support the project should be included, in line with Table 3.1.

**49** 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=2CPC6m1v8dE>

**50** Funding received from HUG 2 cannot be blended simultaneously to install the same individual measure with other government schemes such as ECO, or SHDF. It is possible for installations to be undertaken at the same property, where the measure installed is not the same or where a measure installed under a previous scheme is topped-up by HUG 2. For example, a household may receive funding under HUG 2 to install a heat pump, alongside funding to install solid wall insulation under ECO. Any ECO projects should occur wholly after or wholly before the HUG 2 work in the same property.

LAs must introduce controls to ensure households are not in receipt of funding from the HUG 2 and other government schemes for the same measure.

Homes that received upgrades as part of previous net zero schemes such as the Local Authority Delivery (LAD) schemes or the Energy Company Obligation (ECO) scheme, or have previously received funding under the Green Homes Grant Voucher scheme, will also be eligible under HUG 2. However, HUG 1 treated households will only be eligible to receive low carbon heat under HUG 2, and only if low carbon heat was not received under HUG 1 (the home only received energy efficiency measures). The LA is required to check that the household did not receive low carbon heating, and that the household still meets all other eligibility requirements.

**51** Households receiving measures have a combined household income of no more than £31,000 gross income (before housing costs but inclusive of benefits).

Other than means-tested benefits, the use of alternative methodologies, such as locally held data (e.g. Council Tax reductions) and advanced statistics/machine learning (see Section 3.1.2 Verification and Targeting in HUG2 guidance for more detail) are encouraged.

DESNZ also encourage the use of the new identification route available under HUG 2 for targeting and verification. Income deciles 1-3 of the Indices of Multiple Deprivation can be used to identify areas of high-income deprivation and as an automatic verification tool for a low-income households. Eligible postcodes can be found here: <https://www.gov.uk/government/policy-data-homes-upgrade-scheme-ubaa-2>

**52** MNZH will provide further information on the approach to subsidy control in due course, this will include a guidance document.

**53** Prior to collecting any data from subjects under this scheme, LAs are expected to:

- Include DESNZ 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 DESNZ's suggested consent statement or functional equivalent to capture this consent and maintain logs of this in your systems 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 DESNZ.
- Agree and sign a 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.

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 managing risk, and for demonstrating compliance with the GDPR.

Table 6.1 - Risk Register													
No.	Project	Status	Risk Detail					Risk Level		Mitigation			Risk Status
			Name	Description of Risk	Impact	Frequency	Severity	Probability	Impact	Frequency	Severity		
1	HO62	Ongoing	Adrian Prévost	Supply chain capacity	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
2	HO63	Ongoing	Adrian Prévost	Planning	Legal	Minor	Low	Medium	Low	Medium	Low	Low	
3	HO64	Ongoing	Adrian Prévost	Not having enough resources engaged to meet the HIG requirements	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
4	HO65	Ongoing	Adrian Prévost	Price inflation	Financial	Minor	Low	Medium	Low	Medium	Low	Low	
5	HO66	Ongoing	Adrian Prévost	Securing B2B Assessor capability	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
6	HO67	Ongoing	Adrian Prévost	Failure of systems / processes	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
7	HO68	Ongoing	Adrian Prévost	Failure to deliver intended outcomes	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
8	HO69	Ongoing	Adrian Prévost	Programme start delays, government, contracting	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
9	HO610	Ongoing	Adrian Prévost	Maintain condition of homes not improved	Operational	Minor	Low	Medium	Low	Medium	Low	Low	
10	HO611	Ongoing	Adrian Prévost	Liability of your workmanship or maintenance	Legal	Minor	Low	Medium	Low	Medium	Low	Low	
11	HO612	Ongoing	Adrian Prévost	Weather over winter may impact EME	Operational	Minor	Low	Medium	Low	Medium	Low	Low	

Table 6.2 - Fraud Prevention												
No.	Project	Control Measure / Fraud Type	Description of Fraud Risk	Fraud Type	Outcome	Case	Prevention Controls in Place	Verification of Control	Residual Risk - Likelihood of Fraud	Residual Risk - Frequency	Residual Risk - Severity	Overall Risk
1	Applicant	Account reporting of household income	Incorrect reporting of household income	Intentional & by error	Measures could be installed for applicants that are not eligible	Applicant	Applicant will be performing income checks to confirm household income, we will ask applicants to sign confirmation that all the details they provide are correct	Yes	Low	Low	Low	Low
2	Applicant	Account reporting of home ownership	Incorrect reporting of home ownership	Intentional	Measures could be installed for applicants that are not eligible	Applicant	Applicant will be performing confirmation of home ownership, we will ask applicants to sign confirmation that all the details they provide are correct	Yes	Low	Low	Low	Low
3	Applicant	Should EPC certificate provided where the system is based on account information	Incorrect EPC certificate provided where the system is based on account information	Intentional & by error	Measures could be installed for applicants that are not eligible	Applicant	We will compare EPC score to the EPC score in the account information, we will ask applicants to sign confirmation that all the details they provide are correct	Yes	Low	Low	Low	Low
4	Localities/Agencies	Recording measures that have not been installed	Recording measures that have not been installed	Intentional & by error	We could pay for install that have not happened	Localities/Agencies	Localities/Agencies will be performing checks to ensure that all the details they provide are correct	Yes	Low	Low	Low	Low
5	Localities/Agencies	A provision using the funding for purposes outside of the grant conditions	A provision using the funding for purposes outside of the grant conditions	Intentional & by error	We could pay for install for measures that are not covered by the grant	Localities/Agencies	Localities/Agencies will be performing checks to ensure that all the details they provide are correct	Yes	Low	Low	Low	Low
6	Applicant	Claims made for empty properties	Claims made for empty properties	Intentional	Measures could be installed for applicants that are not eligible	Applicant	Applicant will be performing confirmation of home ownership, we will ask applicants to sign confirmation that all the details they provide are correct	Yes	Low	Low	Low	Low
7	Applicant & Installer	Applicant & Installer	Applicant & Installer	Intentional	Measures will not be with program we have not processed for eligibility	Applicant & Installer	Applicant & Installer will be performing checks to ensure that all the details they provide are correct	Yes	Low	Low	Low	Low

Risk Level	Probability			
	Very Low	Low	Medium	High
Very Low	Very Low	Low	Medium	High
Low	Very Low	Low	Medium	High
Medium	Very Low	Low	Medium	High
High	Very Low	Low	Medium	High