

Cosy Homes in Lancashire (CHiL)

Statement of Intent for ECO Flexible Eligibility

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Version Number CHiL Version 5

1. Introduction

Cosy Homes in Lancashire ([CHiL](#)) is a partnership of the 12 district and two unitary councils in Lancashire as well as the County Council under which domestic energy efficiency schemes are delivered pan-Lancashire. CHiL projects seek to maximise government Energy Company Obligation (ECO) and other grant opportunities that are available for energy efficiency and heating measures for Lancashire residents. In particular CHiL looks to support those households in fuel poverty and vulnerable to the effects of living in a cold home but also aims to provide an offer to all households, not just those in fuel poverty. There is a central administration hub for CHiL that provides a single point of contact for residents providing the reassurance and certainty to apply for measures from a trustworthy source. The Hub processes all applications for CHiL initiatives whether they are via ECO funding or other funding sources secured by the authorities.

This Statement of Intent has been developed to enable CHiL to participate in ECO flexible eligibility. It sets out the criteria participating Lancashire authorities will use in making declarations under Flexible Eligibility and the delivery arrangements in place, in line with the [guidance](#) to local authorities issued by the Department for Energy & Industrial strategy (BEIS). **When the local Authority makes a declaration on behalf of a resident it is not a guarantee that a measure will be installed.** The final decision will rest with the energy suppliers or their agents/contractors who will take into account a number of factors including the savings that can be achieved by the resident as well as whether they have already reached their target. Where properties are rented from private sector landlords the property must have a current EPC rating of E or above in order to potentially qualify for a wider range of ECO measures.

All ECO Flexible Eligibility declarations for participating authorities will be managed through the CHiL admin hub. Those local Authorities reserve the right not to issue declarations where installers have not been approved to work on the CHiL scheme.

Participating Local Authorities:

| | |
|-------------------------------|---------------------------------|
| Blackpool Council | Pendle Borough Council |
| Blackburn with Darwen Council | Preston City Council |
| Burnley Borough Council | Ribble Valley Borough Council |
| Fylde Borough Council | Rosendale Borough Council |
| Lancaster City Council | West Lancashire Borough Council |
| Lancashire County Council | Wyre Council |

The Lancashire authorities are committed to addressing issues of fuel poverty and energy efficiency. Pan-Lancashire, 82,360 (12.9%)¹ households are living in fuel poverty. This is above the England average (11.1%) and an increase from 2015 when fuel poverty was 12.2%. Some areas of Lancashire have much higher levels of fuel poverty, above 30%. Information on fuel poverty across Lancashire is available here: <https://www.lancashire.gov.uk/lancashire-insight/deprivation/fuel-poverty/>.

In recent years Lancashire authorities have been successful in securing additional funding and delivery of energy efficiency projects. This includes DECC Central Heating Fund and Health Booster Fund, Warm Homes Fund and NEA Warm & Safe at Home Prize Fund, as well as receiving a national [Ashden Award](#) in 2016 in the Sustainable Homes category. The authorities continue to work together and with the CHiL Admin Hub to seek and secure additional funds.

2. How eligible households will be identified

Households that may benefit from flexible eligibility must meet one or more of the following:

A) Criteria for identifying households living in fuel poverty

The CSE fuel poverty calculator will be used to identify households living with a low income and high fuel costs and, therefore deemed to be fuel poor. Agreed minimum thresholds for fuel costs in line with current heating methods of the household will be applied.

Or

Households located in the most deprived 25% Lower Super Output Areas pan-Lancashire and with savings less than £16,000.

Anyone with savings over £16,000 will **not** qualify for help

B) Criteria for identifying households living on a low income and vulnerable to the effects of living in a cold home

Households will be eligible for funding if they meet at least one of the following vulnerabilities and have savings less than £16,000.

- people with a diagnosed cardiovascular condition
- people with a diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
- people with diagnosed mental health conditions
- people with diagnosed disabilities
- older people (65 and older)
- households with young children (from new-born to school age)
- pregnant women
- people who are terminally ill
- people with suppressed immune systems (e.g. from cancer treatment or HIV)
- people who have mobility issues and have attended hospital due to a fall

¹2016 data <https://www.gov.uk/government/collections/fuel-poverty-statistics#2016-statistics>

The following vulnerable groups will be considered on referral from a professional organisation:

- people who move in and out of homelessness
- People with addictions
- Recent immigrants and refugees.

C) Criteria for identifying “In-fill” properties for solid wall insulation

To increase economies of scale of solid wall insulation projects, solid wall homes which do not meet the criteria for fuel poverty (outlined at A) or living on a low income and vulnerable to the cold (outlined at B), the local authority can declare a household as “in-fill” where they are co-located with a minimum percentage of households assessed to be fuel poor.

Proposals for area-based schemes will be considered in line with the requirements for property types set out in the BIES [guidance](#) for Local Authorities.

3. Governance

Joint Statement of Intent - This is a Joint Statement of Intent. The local authorities listed on page 1 are signatories to this SOI and will be using the criteria set out to declare flexible eligibility in their council area. An officer from each participating unitary and district local authority will be responsible for signing declarations on behalf of their authority.

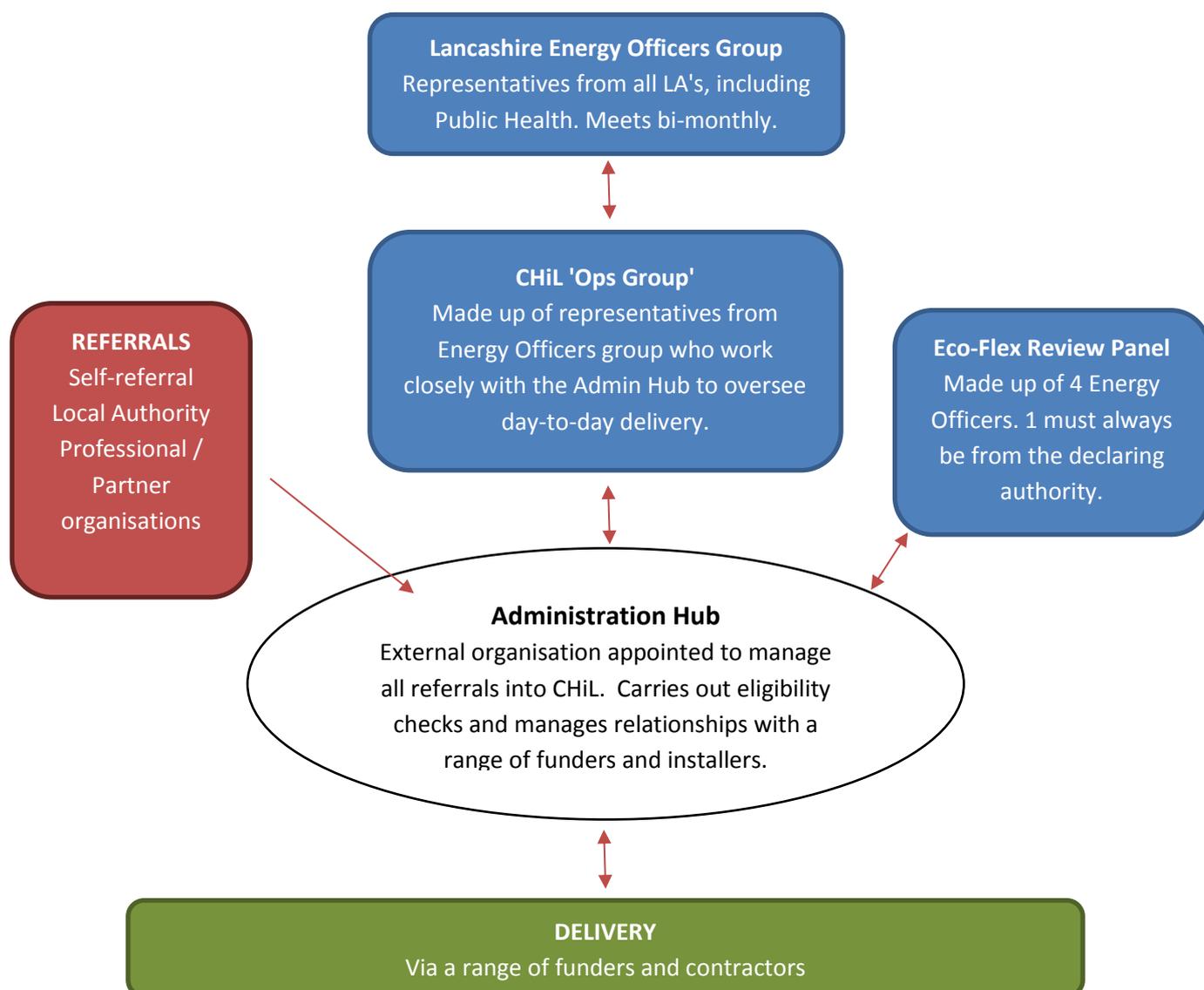
Acting on behalf of another local Authority - In most circumstances the designated officer signing the declaration will be from the district or unitary local authority of the resident applying. However where that officer is unavailable all nominated officers from each of the local authorities that are signatory under this declaration will be granted permission to sign a declaration on behalf of any of the other authorities unless a local authority has opted out of this process. If a local authority decides that all declarations from their area must be signed by an officer from that Council then they will nominate at least two. Where an individual local authority does not want to endorse a certain measure in their area it will be their responsibility to inform the CHiL Administration Hub so that no declaration is signed for that measure.

In addition to the above a review panel, made up of any 4 members of the Lancashire Energy Officers Group, will be available to assess individual cases where the applicant either falls just outside the qualifying criteria but there is still a clear need or where the applicant disputes the decision of the local authority in respect of them not qualifying under Flexible Eligibility. The panel's decision will be final.

4. Referrals

All referrals will be coordinated through the CHiL Administration Hub. Referrals can be made directly to CHiL via a dedicated telephone number, by email or via the CHiL website (www.chil.uk.com) or via the local council. Referrals will be encouraged from local routes and partners, particularly from health and social care organisations, as well as those identified by approved suppliers working on the CHiL scheme. Figure 1 sets out the referral process and governance structure in place for CHiL.

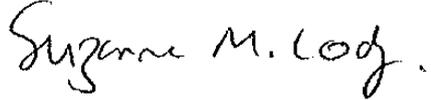
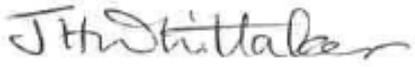
Figure 1: CHiL referral process and governance structure



5. Evidence, Monitoring and Reporting

- Information required to confirm eligibility is set out on the ECO-Flex funding self-declaration application form (see appendix 1). Evidence may be sought on request.
- Every applicant will be required to sign a declaration stating that the information they have supplied is truthful and accurate. Evidence may be requested.
- The Admin Hub will hold paper and electronic copies of all documents relating to each application including any evidence supplied by the applicant.
- All applications will be recorded on a secure CRM system by the Administration hub in line with data protection rules. All LAs will have access to the data relating to their area.
- The CHiL Operational Group will review 10% of applications for accuracy and compliance with the qualifying criteria.
- CHiL will have a Service Level Agreement in place with each energy supplier it enters into an arrangement with that will detail acceptable time scales and processes

6. Signatures

| Local Authority | Signed by | | Date |
|---------------------------------|---|--|-------------------|
| Blackpool Council | Dr Arif Rajpura Director of Public Health |  | 29 June 2017 |
| Blackburn with Darwen Council | Sayed Osman Director of Localities and Prevention |  | 22 June 2017 |
| Burnley Borough Council | Paul Gatrell Head of Housing & Development Control Unit |  | 18 September 2017 |
| Fylde Borough Council | Paul Walker Director of Development Services |  | 14 June 2017 |
| Lancaster City Council | Suzanne Lodge Chief Officer for Health and Housing |  | 10 September 2018 |
| Lancashire County Council | Dr Sakthi Karunanithi Director of Public Health and Wellbeing |  | 22 June 2017 |
| Pendle Borough Council | Julie Whittaker Housing, Health and Economic Development Manager |  | 17 July 2017 |
| Preston City Council | Adrian Phillips Director of Environment |  | 30 June 2017 |
| Ribble Valley Borough Council | Colin Hirst Head of Regeneration and Housing |  | 30 June 2017 |
| Rossendale Borough Council | Sam Plum Director of Communities |  | 15 June 2017 |
| West Lancashire Borough Council | Jacqui Sinnott-Lacey Director of Housing and Inclusion |  | 6 December 2018 |
| Wyre Council | Mark Broadhurst Service Director Health and Wellbeing |  | 23 June 2017 |

Document Control

| Version | Revision date | Summary of changes |
|------------------------|---------------------------------------|--|
| CHiL / V1 / 25.07.2017 | 18th September 2017 | <ul style="list-style-type: none"> • Burnley Borough Council added to list of participating authorities on page 1 and to list of signatories, section 4, Page 5. • Burnley Borough Council signature added to page 8. • CHiL application form added at Annex 1. |
| CHiL / V2 / 18.09.2017 | 17th September 2018 | <ul style="list-style-type: none"> • Lancaster City Council added to list of participating authorities on page 1 and to list of signatories, section 4, Page 5. • Fuel poverty figures updated on Page 2 to reflect 2016 latest data. • Lancaster City Council signature added to page 8. |
| CHiL / V3 / 17.09.2018 | 28th September 2018 | <ul style="list-style-type: none"> • Amended second paragraph on page 1 to remove reference to the ECO2t delivery period. |
| CHiL / V4 / 28.09.2018 | 4th January 2019 | <ul style="list-style-type: none"> • 'Overview' and 'introduction' sections combined under one introduction heading. • Eligibility criteria updated. • The governance section has been streamlined, with the previous structure diagrams combined into one. • Eco-Flex funding application form added at Appendix one in place of referral form. • West Lancashire Borough Council Signature updated. |
| CHiL / V5 / 04.01.2019 | | |

Appendix 1: CHiL Application Form



FLEX Funding Application

Customer Name:

Address of property:

Please provide the information below and return this form in the envelope provided.

| | |
|---|--|
| Number of people living at the property: Under 5 Over 65 | |
| What is your average monthly household income? | |
| What are your monthly Mortgage or Rent Payments (if applicable)? | |
| What is your monthly Gas Bill? | |
| What is your monthly Electricity Bill? | |
| Do you pay any other Fuel bills? | |
| Winter Fuel Payment (if applicable)? | |
| Annual Council Tax Bill? | |
| Do you have more than £16,000 in savings? | |
| Does anyone living at the property have any long-term health conditions? (please list all conditions) | |

I declare that the information I have given is correct and complete and accept that I may be asked to provide evidence of any or all information provided. I fully understand that if false information is given this may result in my application being cancelled or court proceedings possibly being taken to recover any funding allocation.

Signed..... Date