

APPENDIX B
Project Documentation

DECC Fuel poverty & Green Deal Scheme

**Incorporating business case, project
brief and project management
document**

Part A – Document Control

Part B – Business Case, Project Background and technical issues

Part C – Project Brief

Part D – Project Management Document

Version no: 1

Date: 11th January 2013

Part A - Document Control

A 1 - Key personnel

Title	Project Initiation Document – DECC Fuel poverty & Green Deal Scheme
Author	Victoria Clarke
Approver	
Owner	Victoria Clarke

A 2 - Project Organisation Structure

The Environmental Protection & Safety Manager will oversee the scheme. The Private Sector Housing Officer with assistance from the two (temporary) Energy Action for Melton Officers (and other EH staff as necessary) will identify works to be carried out, communicate the offers, oversee works and ensure completion of works.

A 3 - Version history

Version	Date	Summary of changes	Changes marked

A 4 - Distribution

Name	Area

A 5 - References

Doc reference	Document title

Part B – Business Case, Project Background / technical issues

B 1 - General

Department of Energy & Climate Change (DECC) opened a bidding competition for fuel poverty and green deal initiatives. Leicestershire submitted a bid in November 2012. In Jan 2013 there was confirmation that approximately £3m had been allocated to Leicestershire.

The funds will be used to reduce fuel poverty and encourage uptake of Green Deal, for example by enabling the replacement or upgrading of central heating and insulation in the homes of vulnerable people in residential properties. Some funding may be targeted at businesses.

To improve the quality of life of vulnerable people in fuel poverty in residential accommodation by updating central heating and home insulation in their properties for example. The Government's Green Deal scheme will also be promoted.

B 2 –Service / Service / Function

Environmental Health

B 3 – Strategic fit

Minimum content needed for this section:

- Increasing the number of Decent Homes is a Corporate Priority
- It is needed now as the funding is only available until April 2013

B 4 - Options appraisal

If the project does not commence immediately the allocation will be withdrawn

B 5 - Achievability

DECC have offered very challenging timescales. The team will achieve what they can in the time available.

B 6 - Legal Issues (if applicable)

B 7 Specification

B 8 - Financial Implications

<i>Cap / Rev</i>		
	£	Comment
Initial Costs		
External Funding	387,000	£3m for all Leicestershire
Net Cost		
Ongoing Savings		
Phasing		

B 9 – Project Scoring Matrix

Scoring – for your project – calculate the points			
Criteria	1 Point	2 Points	3 Points
Cost £ (budget, time and human resource) 3	<£10k	£10k - £50K	>£50K
Timescale 1	< 6 months	6 – 12 months	> 12 months
Impact if project failed on the organisation 1	Minor disruption	Moderate	Major
Melton's Track Record 2	Done Successfully Many Times Before	Done Successfully Once or Twice Before	New Area of Working
Stakeholder Interest (internal and external) 1	Minimal	Moderate	Major
Project Complexity 2	Straight-forward	Moderately Complex	Highly Complex

Projects scoring 6 – 10 points - Formal methodology **not** necessary

Projects scoring > 10 points - Formal methodology **is** necessary

Note

The business case **must** be submitted initially to the Programme Board and will allow schemes to be prioritised and feasibility to be assessed.

Part C – Project Brief

The Project Brief sets out the direction, scope and objectives of the project and forms essentially the “contract” between the Project Sponsor and Project Manager as to what will need to be delivered.

C 1 - Project Objectives, outcomes and benefits

The project across Leicestershire and Rutland local authorities aims to reduce the number of (low income, high cost/vulnerable) households in fuel poverty by providing energy efficiency measures which will reduce energy bills and improve thermal comfort, alongside fuel debt advice and assistance, and promote opportunities of the Green Deal (GD) to households and businesses:

- A) Low-cost energy efficiency improvements** (up to 880 households).
- B) Improving energy efficiency/safety of existing central heating systems** (up to 520 households)
- C) Boiler Replacement Scheme:** 80 (10/Local Authority area (LAA)) F/G-rated/un-repairable boilers.
- D) Citizens Advice Bureau (CAB) Money Matters (Debt Advice & Budgeting Education):** offered all households receiving financial assistance (4 project officers over 8 LAAs).
- E) Jam-Jar Account Scheme:** £150 for energy bills to 800 (100/LAA) households.
- F) Debt reduction payments to enable move from pre-payment meter:** for around 160 (20/LAA) households with debts over £500.
- G) Food Parcel Emergency Fuel Bill Fund:** providing £5 pre-payment meter top-up to 2000 (250/LAA) households.
- H) Emergency Fuel Provision:** oil/LPG to 240 (30/LAA) households.
- I) Install solar photovoltaic panels on homes:** providing free electricity to 400 (50/LAA) households.
- J) Monitoring & Evaluation** with University partner
- K) GD Assessment surveys provided by GD Advisers for:**
 - i) Households** (3000, 375/LAA)
 - ii) Businesses** (320, 40/LAA)
- L) GD/ECO Show Homes on a range of property types:** demonstrating installation and benefits of GD/Energy Company Obligation (ECO) measures range to private-sector, private-rented and social-rented households; including cavity-walled, solid-walled, off-gas grid and hard-to-treat properties; examples in conservation areas and listed buildings (24 show homes; 1 full and 2 partial Show Homes per LAA).
- M) Household GD Outreach Events:** promoting GD eligible measures (24, 3/LAA (1 at show home)).
- N) Business GD Outreach Events:** promoting GD eligible measures

accompanied by Carbon Trust energy efficiency/management workshop (8, 1 each LAA).

Marketing/Communications: mail-outs, case studies, leaflets.

Part D – Project Management

D 1- Key Business Risks/Contingency Plans/Exit Strategy

Potential risk: MBC has to fund the works and then reclaim from DECC. There needs to be certainty that works completed will be considered to fall within the scheme and will be re-paid.

D 2 - Key Stakeholders

This section should identify the key stakeholders, both internal and external to Melton Borough Council, for example:

External Stakeholders

Melton residents - To improve the quality of life of vulnerable people in residential accommodation who are in fuel poverty. This could be done by updating central heating and home insulation in their properties for example. The Government's Green Deal scheme will also be promoted.

Internal Stakeholders

Finance – Need to determine what completion by 31st March entails. Is it completion of works or is it commitment to spend. Also need to understand which works are eligible and DECC will pay for.

Legal – There is a Memo of Understanding which the partners need to be aware of, if the lead Authority sign.

***For guidance on their management strategies refer back to Step 2 –
Prioritisation, page 16***

D 3 - Communication Plan

The position of the scheme will be communicated at the end i.e. in April 2013.

D 4 - Project Controls

Quality Control

Due to timescales quality controls are currently being developed

Key Controls for Project Closure

The project will cease in April 2013 when funds are withdrawn.

Appendix B2, – Standard Risk Management Template

Project Name:

Updated:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
Risk No.	Grade [red, amber, green]	Risk Owner	Cause	Potential Consequences	Current Score	Original Score	Movement [↔,↑,↓]	Current controls [working]	Adequacy of mitigation measures	Planned actions (For key risks only)
1	Green	VC	Other EH work falls behind	•	E3					
2	Amber	VC	DECC may not reimburse funds	•	C2					
3				•						
4				•						
5				•						

Last updated:

Risk Number	This is the unique identification number given to each individual risk
Owner/project	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
Cause	This describes the existing, potential or perceived risk/threat to the project objectives
Consequence	The impact of the cause is often a chain of events that can impact on many stakeholders
Current score and original score	Based on the risk matrix, how is the risk likelihood scored e.g. A, B, C, D or E Based on the risk matrix, how is the impact scored e.g. 1, 2, 3 or 4 The original score is as per the first time it was raised.
Current mitigation	The existing measures that are in place to control /prevent the risk (risk mitigation)
Adequacy	An assessment on the suitability of the current mitigation measures (adequate, poor, good)