



PROJECT MANDATE

Project name *Warm Home Grant Scheme*

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Project Manager: Project Group:	V Clarke (Environmental Protection and Safety Manager)

- **Purpose:** To provide grants to homeowners and landlords of residential properties occupied by vulnerable person or persons to enable eligible works within the scope of the warm homes grant to be undertaken:-

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An indication of who is/are the appointed Project Manager	
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Project Classification: Financial commitment greater than £10,000 and officer time in excess of 100 hours.

External Funding**(i) Source and Quantity**

External - £235,000

Costing Overview**Capital**

	£	Comment
Initial costs	None	
External funding	235,000	
Net cost	235,000	
Ongoing savings	N/A	
Phasing	All funds must be spent in 2012/13	

Responsible Officer R Hadfield

Background The Council was been successful in securing funding of £195,000 in 2011/12 from the Department of Health to provide grants to vulnerable people in the Borough to replace and upgrade central heating and home insulation. The specific nature of eligible works covered by the grants is set out in the project objectives section of this mandate.

Melton Borough Council has bid for funding of £235k for 2012/13

A condition of the grant award is that the grants are spent before April 2013.

Project objectives

To provide grants to homeowners and landlords of residential properties occupied by vulnerable person or persons to enable eligible works within the scope of the warm homes grant to be undertaken:-

These eligible works consists of:-

- 1) Provision of full central heating
- 2) Replacement or upgrading of existing inefficient or failing heating systems,
- 3) Changing to a more efficient form of heating (i.e. electric to gas, or solid fuel to oil
- 4) If a property is eligible under any of criteria 1-3 above we will also check that the property has sufficient insulation, is safe and also weatherproof.

Scope

To provide a grant system to meet the objectives as set out in the project objectives section

Constraints

The funding has been secured from the Department of Health and must be spent before April 2013. Grants will vary from 0-100% of the eligible cost with a maximum level of 50% available to landlords.

Interfaces (internal/ external)

The project will be delivered from appointing a temporary Technical Officer and the staffing resources within the Environmental Health team

Impact on services

Possible delay on other service objectives due to the required focus on the project arising from the short timetable specification.

Outline Business Case (reasons)

The monies have been secured under the 'The 4 ways to warmth' project and grants will be awarded up to the level of the grant award. The scheme is thus provided at no cost to Melton Borough Council.

Project tolerances (critical success factors) Completion criteria/ exit strategy

Monies are required to be spent prior to April 2013. There is no discretion over the length of the project and no 'exit strategy' required – the project will end on march 31st or when the funds are exhausted, whichever is the sooner.

Reference to any associated documents or products

None

List customer(s), the user(s) and any other known stakeholders

The work will be targeted toward vulnerable households and those homes likely to be occupied by vulnerable households. It is based on private sector housing knowledge, intelligence and experience.

Will an equalities impact assessment be undertaken on the proposal

Yes