



Department for
Business, Energy
& Industrial Strategy

GUIDANCE TO ENGLISH ENERGY
CONSERVATION AUTHORITIES ISSUED
PURSUANT TO THE HOME ENERGY
CONSERVATION ACT 1995

January 2017

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Local authorities are uniquely placed to assess the needs of their areas and local residents and to act as catalysts for change. The Home Energy Conservation Act 1995 ‘the Act’ recognises local authorities ability to use their position to improve the energy efficiency of all residential accommodation (such as owner-occupied, privately rented and social housing) in their areas.

This document gives guidance to authorities in England¹ in preparing reports for 31 March 2017 and for subsequent progress reports.

PART 1: CONTEXT

1.1 The Act specifically concerns domestic energy efficiency; however it contributes to the wider agenda at the Department for Business, Energy and Industrial Strategy (BEIS) to ensure that energy supplies are smarter, cleaner, more secure and affordable to consumers and businesses and by supporting economic growth across the country.

Overall picture on local delivery

1.2 Our Industrial Strategy aims to deliver an economy that works for everyone. To raise productivity across the UK, we have published the Northern Powerhouse Strategy, and are allocating £1.8 billion for regions through the Local Growth Fund, continuing discussions with the West Midlands and London on future devolution deals, and continuing to pursue city deals in Scotland and Wales.

1.3 Delivering ambitious carbon reduction plans and addressing fuel poverty can only be achieved with the full participation of local government. Authorities can play a significant role by setting themselves related ambitions. They are particularly well placed to champion the changes required, stimulate activity to meet specific local needs and support their wider strategic priorities. In particular Authorities:

- have unique knowledge of their local area’s needs and circumstances;
- Are able to link wider strategic priorities and funding streams e.g. through health, education and regeneration agendas; are able to draw on established local networks, partnerships, services and delivery partners;
- Can draw on existing links with business and social enterprises and provide gateways through local advice agencies and services; and,
- Are directly accountable to their local residents.

¹ Therefore, where appropriate, references throughout the remainder of this guidance to Authorities should be interpreted to be only Authorities in England.

1.4 We recognise that Authority action is based on needs and issues which often cut across a range of central government policies centred on supporting local growth, making energy more affordable and reducing carbon emissions.

These areas are considered in turn:

Supporting Local Growth

Local Devolution

1.5 The Act assists BEIS in tracking the progress of local authorities against the wider Local Devolution agenda. This is focused on empowering and enabling local areas to take greater control over and benefit from their own assets and resources available to them.

1.6 Local authorities and communities are engaged in energy issues across the UK. One third of the UK's 434 local authorities are actively planning, and investing in energy provision. 8 Local Devolution deals have so far been agreed with Cornwall and the Isles of Scilly, Sheffield, Tees Valley, Liverpool, Greater Manchester, The East, the West of England and the West Midlands.

1.7 Manchester has particularly ambitious targets including an aim for 48% CO₂ reduction in 2020 and 100% by 2050 and the Act can play a role in monitoring progress towards these targets. We encourage other local authorities to set their own regional targets for CO₂ reduction and energy and the BEIS Local Energy team are working to support activity.

Reducing Carbon Emissions

Local delivery and the Emissions Reduction Plan

1.8 The starting point for action by central and local government to significantly improve the energy efficiency of residential accommodation across the country is the legal requirements in the Climate Change Act 2008. This sets specific targets for reductions in carbon emissions.

1.9 Targets and strategies are being put in place at the local level, going above and beyond our challenging national targets in some areas. There are 38 Local Enterprise Partnerships (LEPs) in place covering the whole of England, each of which has a strategic economic plan for growth, many highlighting the importance of low carbon investment. In 2017 we will also shortly be publishing the Emissions Reduction Plan which will highlight how targets will be met for Carbon Budgets 4 and 5 and will include opportunities for local delivery.

Heat Networks Delivery Unit (HNDU)

1.10 As part of the Government's decarbonisation strategy, a delivery unit to support local authorities exploring heat network opportunities was established in 2013. This innovative support unit, the Heat Networks Delivery Unit (HNDU), combines grant funding with guidance from a dedicated team of commercial and technical specialists with a wealth of experience in developing heat networks. All local authorities in England and Wales can apply for support and to date the HNDU have provided £14m funding to 131 local authorities, plus the coal authority and the homes and communities agency, to explore over 200 projects. Further HNDU funding for local authorities looking to explore and determine the feasibility of heat network opportunities in their local area will open in January 2017.

Heat Networks Investment Project (HNIP)

1.11 As part of the November 2015 Spending Review settlement, the government committed £320 million of capital funding over five years to support construction of heat networks. This is expected to leverage in up to an additional £2 billion of investment.

1.12 The project's aim is to increase the volume of heat networks built in order to deliver cost effective carbon savings and ensure that these networks will be effective across their lifetime and deliver customer benefits. Benefits are both short term and long term. The project will also help create the conditions for a self-sustaining heat network market after this programme of capital investment has ended.

1.13 The pilot funding round is now closed for applications, but local authorities can apply in the main scheme, which is expected to launch later next year and will run until 2020/21.

1.14 Please visit <https://hnip.salixfinance.co.uk/> for further information.

Reducing Energy Costs

Renewable Heat Incentive

1.15 The Renewable Heat Incentive (RHI) supports the deployment of renewable and low-carbon heating technologies. There are two parts to the scheme – the Domestic RHI, which provides support to individual households, and the Non-domestic RHI, which supports the installation of renewable heating by businesses, charities and in the public sector, and systems supplying heat to more than one domestic property. The schemes help to bridge the gap between the cost of renewable heating systems and the conventional alternatives.

1.16 The Non-domestic RHI scheme was launched in November 2011. This was followed by the Domestic RHI scheme in April 2014. As of 31 October 2016, over 65,000 renewable heat installations have been accredited onto the schemes, including more than 50,000 on the Domestic scheme and over 15,000 on the Non-domestic scheme.

1.17 Local authorities can apply to either RHI scheme – Non-domestic for public buildings, including offices, schools and leisure centres; or Domestic for individual dwellings owned by the Authority. This may be particularly attractive where authorities wish to upgrade the heating systems in their housing stock – for example changing direct electric or storage heaters to heat pumps – as the RHI payments are designed to offset the additional capital cost. The installation of heat pumps or other renewable technologies in place of electric or other fossil fuel heating can help to reduce tenants' energy bills, as well as increasing comfort levels.

Fuel Poverty

1.18 A person is regarded to be living in fuel poverty if they are a member of a household living on a lower income in a home which cannot be kept warm at reasonable cost. Fuel poverty is a devolved issue and BEIS has duties to alleviate fuel poverty in England.

1.19 In 2012 the Hills Review², an independent review of fuel poverty conducted by Sir John Hills recommended that Government should adopt a new way of measuring fuel poverty. Government accepted this recommendation and moved to a new measure of fuel poverty named Low Income High Costs. Under Low Income High Costs households are considered fuel poor if they have:

- an income below the poverty line (including if meeting its required energy bill would push it below the poverty line); and,
- higher than typical energy costs.

1.20 In 2014 Government introduced the Fuel Poverty (England) Regulations. These regulations gave effect to the fuel poverty target to ensure that as many fuel poor households as is reasonably practicable have a minimum energy efficiency rating of Band C by 2030.

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/48297/4662-getting-measure-fuel-pov-final-hills-rpt.pdf

1.21 In 2015 Government published ‘Cutting the cost of keeping warm: a fuel poverty strategy for England’³. The strategy included two interim milestones that will help keep Government efforts on track. The milestones are to ensure that as many fuel poor households as is reasonably practicable achieve a minimum energy efficiency rating of:

- Band E by 2020, and;
- Band D by 2025

1.22 The strategy emphasised several key challenges that need to be overcome to alleviate fuel poverty. This included the need to work together to help the fuel poor through partnership. Helping those on low incomes who face the highest energy bills and live in the hardest to heat homes will require a concerted effort, with contributions from across Government and, very importantly, beyond. We want to harness all of the expertise and experience across the spectrum of interested parties, this includes local actors, who can have an essential role in getting support to the right people.

Energy Company Obligation

1.23 The Energy Company Obligation (ECO) is a programme to deliver energy efficiency measures in homes across Great Britain, which helps households cut bills and reduces carbon emissions.

1.24 ECO was launched in January 2013 and is currently in its second obligation period, which is due to end on 31 March 2017. Government consulted on an extension to the scheme and a response to the consultation will be published in due course.

1.25 The Act will enable reporting and accountability within the Local Authority on the ‘flexible eligibility’ proposals for the ECO from April 2017. Local Authorities who intend to get involved will be able to include in the reports their Statement of Intent, to outline how they intend to target fuel poor households or households on low income and vulnerable to the effects of living in a cold home under ‘flexible eligibility’, and later report on outcomes. This will provide an important-reputational driver for the Authority to make the best use of flexible eligibility.

3

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408644/cutting_the_cost_of_keeping_warm.pdf

Minimum energy efficiency standards in the private rented sector

1.26 The Fifth Carbon Budget was widely welcomed by the business community. The Confederation of British Industry, the Engineering Employers Federation and the Aldersgate Group have all welcomed the certainty that this budget level gives in our move to a low carbon economy.

1.27 We are looking ahead to our Emissions Reduction Plan which will set out how we will reduce emissions through the 2020s and set an important signal to the markets, businesses and investors. Domestic energy efficiency will play a part in this.

1.28 The UK's 28 million homes account for 30% of energy use and 12% of carbon emissions.

1.29 The English housing stock is ageing: one fifth of homes were built before 1919. There are currently around 7 million (31%) homes below EPC band D and around two-thirds of homes (15.3 million) could benefit from at least one energy efficiency improvement.

1.30 Social housing, on average, has the best energy efficiency performance out of all tenure types. The majority of social housing properties are either rated EPC C or D, and the sector has the smallest percentage of properties rated EPC F and G (around 60,000 homes) compared to the private rented and owner occupier sectors.

1.31 Owner occupier housing is the largest sector making up 64% of total housing stock. It has the most potential for improvement and delivering carbon savings out of all of the housing tenures. Engaging with these consumers and local authorities to identify energy efficiency improvements will be vital to delivering carbon savings.

1.32 From April 2018, private domestic and non-domestic landlords will need to ensure that their properties reach at least an E EPC rating, or have installed those improvements through subsidies available to pay for them, before granting a tenancy to new or existing tenants. These requirements will apply to all private rented properties – including occupied properties – from April 2020 in the domestic sector, and from April 2023 in the non-domestic sector.

Solar PV

1.33 Authorities can help the Government to deliver its ambitious carbon reduction plans in addition to addressing issues such as fuel poverty in their local communities by encouraging the use of low carbon technologies such as solar PV. To assist with this, the Government has established the Feed-in-Tariff to promote the uptake of small-scale renewable and low-carbon technologies. The Government expects that

solar PV may be cost effective in the near future without subsidy where the majority of the electricity is consumed onsite.

1.34 The fact that the costs of solar PV have decreased significantly over the last few years and the existence of the Feed-in-Tariff, means that Authorities can bring significant benefits to their residents. This may include opportunities for the support, creation and maintenance of local green businesses and related jobs and skills in addition to helping to reduce fuel bills for local residents.

Smart Meters

1.35 The rollout of smart meters and emerging importance of smart grids and storage is likely to involve significant local authority involvement. Energy suppliers are required to install [smart meters](#) at all domestic premises and smaller non-domestic premises by the end of 2020. The roll-out is a significant and essential national upgrade of Great Britain's energy infrastructure that is expected to deliver £5.7 billion⁴ of net benefits by 2030. Smart meters will put households and small businesses in control of their energy, allowing bill payers to see exactly how much their energy use costs. They will end estimated billing and make switching energy suppliers easier and faster.

1.36 The roll-out will transform the prepay experience; topping up a smart meter in prepay mode should become as easy as topping up a mobile phone. Smart prepayment will enable suppliers to offer consumers more competitive tariffs and improve identification of self-disconnection. With consumer consent, third party organisations, such as local authorities, will be able to access [consumption data](#) to provide services to consumers. A requirement for suppliers to provide energy efficiency advice at smart meter installations alongside the greater visibility of energy use that smart meters are bringing, is encouraging increased consumer engagement with energy savings measures⁵.

1.37 The roll-out of smart meters will provide a platform for a smarter, more flexible energy system. It will improve distribution network operators' understanding of and control over the use of their networks, enabling more targeted reinforcement investments.

1.38 In addition smart meters will aid the shifting of energy demand to match supply. This will allow local sources of more intermittent energy (e.g. wind and solar) to be used more efficiently, which may be cheaper than building generation capacity to meet future demand peaks.

⁴ *Smart Meter Roll-out Cost-Benefit Analysis*, 10 November 2016: <https://www.gov.uk/government/publications/smart-meter-roll-out-gb-cost-benefit-analysis>

⁵ 80% of consumers with smart meters are taking steps to reduce their energy consumption: *Smart Energy Outlook*, August 2015: <https://www.smartenergygb.org/en/resources/press-centre/press-releases-folder/smart-energy-outlook-august>

1.39 Given the benefits to consumers and the energy network, alongside the availability (with consumer consent) of energy consumption data, the roll-out of smart meters presents significant opportunities for Local Authorities' to not only deliver against their statutory energy requirements, but also their wider agendas. The voluntary nature of the roll-out and the objective of reaching every household and small business means Local Authorities are uniquely placed to both raise awareness of smart metering and encourage energy behaviour change, thus deriving maximum benefit from smart metering.

Enquiries

1.40 More detail on the requirements of the Act is set out in the remainder of this guidance.

1.41 Enquiries on this guidance should be addressed to:

Qaizer Sethi, Policy and Delivery Officer, Home and Local Energy Team,
Department for Business, Energy and Industrial Strategy

Tel: 0300 068 5726

qaizer.sethi@beis.gov.uk

PART 2: THE ACT'S REQUIREMENTS

2.1 The Act requires all 326 English local authorities to report on what is being done to improve energy efficiency in all residential accommodation in their area and to report to the Secretary of State on progress in implementing the measures.

2.2 As part of this, Authorities should consider the role that local partners e.g. social housing providers, community organisations and others, can play to support their plans

2.3 Authorities are required to publish these reports every two years, with the next reports due in March 2017 (thereafter by 31 March 2019 up to 31 March 2027).

What information does the Act require from Authorities?

2.4 Using powers under section 5(1)(b) of the Act, the Secretary of State for Business, Energy and Industrial Strategy requires Authorities to report on:

- *Local energy efficiency ambitions and priorities*
- *Measures that take advantage of financial assistance and other benefits offered from central Government initiatives, to help result in significant energy efficiency improvements of residential accommodation.*
- *Measures which the authority has developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area*

based/street by street roll out involving local communities and partnerships (e.g. social housing partners, voluntary organisations and town/parish councils).

- *A timeframe for delivery and national and local partners*

2.5 To promote transparency and accountability to local communities and partners, the Secretary of State requires all authorities to publish further reports and progress reports electronically on their website in a format and location that is accessible to local residents with a link to be forwarded to the Secretary of State at heca-reports@beis.gov.uk before or by the specified date of the specified year as described above.

2.6 Where an Authorities' further report or progress reports are not received by the set dates, the Secretary of State may write to the Authority's Chief Executive seeking advice on when it is expected.

S. 2(3) of the Act states that reports **should include** information on:

- Assessment of the cost of the measures
- Assessment of decrease in CO2 emissions as a result of the measures
- Statement of any policy of the authority that takes into account the personal circumstances of any person.

Under section 2(4) of the Act reports **can also include** information on:

- Assessment of decreases in other emissions relating to measures
- Increase in number of jobs relating to measures
- Average fuel bill savings as a result of measures
- Any other appropriate matters

PART 3: GUIDANCE ON THE PREPARATION OF FURTHER REPORTS AND PROGRESS REPORTS

3.1 This guidance is issued in accordance with the Secretary of State's powers under section 4 of the Act. It explains the requirements for authorities to provide further reports and progress reports. Authorities are required by section 4(3) of the Act to have regard to this guidance.

3.2 To provide transparency, further reports and progress reports are required to be published electronically so that local residents, should they choose, can access the authorities' plans and monitor progress. Authorities should decide the most suitable format for any further report or progress report although it is encouraged that these are brief, easily accessible documents.

3.3 Broadly HECA reports should cover the areas mentioned above (included in s.5 (1) (b) of the Act), being:

(i) Local energy efficiency ambitions and priorities

3.4 The expectation of HECA is that local authorities submit their ambitions for the next two years. For example, this can include any policies which have an impact on demand management, power or heat in the domestic sector.

3.5 Authorities may already have, or may be developing, local plans to significantly improve the residential accommodation (such as owner occupied, social housing and private rented sector) in their area. Many local authorities have already set themselves challenging targets, for example:

- Manchester has a carbon reduction target of 48% by 2020, and is planning a whole-system approach for energy across the combined authority area.
- Birmingham has a carbon reduction target of 60% by 2027 and is looking to build on the significant energy research and development capacity in the city, including the energy systems catapult, energy research accelerator and the energy technologies institute.
- Bristol has a carbon reduction target of 40% by 2020 and 60% by 2035. The city is recognised as a Smart Energy City and is using EU REPLICATE to develop various area-based energy solutions.

3.6 To establish a robust baseline for improving the energy efficiency of their residential accommodation, Authorities can use published BEIS statistics:

- BEIS publish the Household Energy Efficiency National Statistic Headline release, which contains detailed breakdowns on the Energy Company Obligation on a quarterly basis. Table 2.2.1 reports ECO measures by ECO obligation by administrative area and Table 2.2.4 reports households in receipt of ECO measures by administrative area
<https://www.gov.uk/government/collections/household-energy-efficiency-national-statistics#headline-releases>
- CO2 Emission statistics <https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics>.
- Sub-national gas consumption statistics
<https://www.gov.uk/government/collections/sub-national-gas-consumption-data>
- Sub-national electricity consumption statistics
<https://www.gov.uk/government/collections/sub-national-electricity-consumption-data>

- Fuel poverty statistics <https://www.gov.uk/government/collections/fuel-poverty-sub-regional-statistics>

3.7 Given the existence of the BEIS data sets outlined above, Authorities are no longer expected to provide data on their CO2 emissions as part of the reporting process. However, they may choose to use the data sets to comment on trends etc. in their further report and progress reports.

For example;

- if the figures for the period since 2005 have decreased the Authority may wish to comment on how they have achieved this;
- and/or if the incidence of fuel poverty is high in particularly areas the Authority might use this as a starting point for any ambitions and action set out in its further report or progress reports.

3.8. For any questions on the above data please contact:

Climatechange.Statistics@beis.gov.uk

ii) the measures that take advantage of financial assistance and other benefits offered from central Government initiatives, to help result in significant energy efficiency improvements of residential accommodation

3.9 The energy conservation measures that authorities identify when preparing reports under the Act are not confined to physical changes to dwellings but can also include information, advice, education and promotion.

3.10 Policy teams within BEIS have indicated that the following information would be useful from Authorities, to aid understanding of the current impacts of policies and consider the future direction of travel:

Fuel Poverty

- Does the Authority have dedicated resource to tackle fuel poverty?
- Does the Authority have a dedicated fuel poverty strategy (or are they part of a broader county wide fuel poverty strategy)
- Does the Authority have any fuel poverty or energy efficiency schemes, or does the Authority engage with national schemes such as ECO?
- Please provide details - including how fuel poor households are targeted under these schemes and plans for evaluation

- What partnerships are established in the area to deliver support to low income and vulnerable households, including with the health sector, social care services, energy suppliers and charities

How would BEIS use this information?

The fuel poverty strategy emphasised the importance of central Government working in partnership with Local Government and others to alleviate fuel poverty.

BEIS wish to further understand the variance in prioritisation of fuel poverty and resource availability at the local level. BEIS also wish to capture good practice at the local level that can be disseminated to other Authorities and to shine a light on innovation which could be replicated elsewhere.

Boilers and Heat Pumps

3.11 Any information on boiler replacements/first time installation, including things that are not linked to existing government schemes.

More insight into quality control – there's two dimensions to this:

- How are Authorities ensuring Building Control is fit for purpose and how are they ensuring boiler installations meet building regulations.
- Where Authorities are working on projects with more novel technologies, e.g. heat pumps, how are they ensuring the right technology for the right property and assuring the quality of those installations?

3.12 We would use this data to better understand the impact of our boiler standards policies at local levels, and drivers of uptake. The question on Building Control would help our engagement with the Health and Safety Executive on their plans for the next Gas Safe contract (2019) and would help us to refine our confidence levels with respect to the adoption of new standards.

Smart Meters

3.13 We are interested in:

- a) How Authorities are or are planning to engage and support their residents (including the most vulnerable and those with pre-payment metering) and work with local/ community groups, Smart Energy GB under their Partnership Programme⁶ and energy suppliers to promote the take up of smart metering and achieve associated benefits (e.g. ability to control energy use, identification of more appropriate tariffs to save money etc);

⁶ Smart Energy GB Partnership Programme: <https://www.smartenergygb.org/en/resources/partner-information>

b) How Authorities are planning to integrate their approaches to delivering energy efficiency improvements in residential accommodation with the opportunities presented by the installation of smart meters, drawing upon materials from the Smart Meter Energy Efficiency Materials Project;

c) Any plans Authorities have or plan to develop to make use of smart metering data from residents of wider communities (subject to appropriate consent) to:

(i) increase the uptake of energy efficiency measures;

(ii) make energy efficiency interventions designed to change household behaviours (e.g. through the use of normative feedback);

(ii) deliver energy services (e.g. identifying residents under heating/ not heating their homes and addressing this upstream prior to the onset of health problems that lead to more expensive NHS care downstream), including through the use of additional sensors or in-home devices.

3.14 We will use this information to aid effective monitoring of the roll-out, identify and mitigate barriers to delivery. It will help us to identify grassroots opportunities and challenges which we will feed into Smart Energy GB in the context of their plans for local partnerships, to facilitate effective targeting and support for consumers. This will enable BEIS to evaluate and evolve the existing smart meters policy framework to drive and maximise consumer benefits delivery.

Minimum Energy Efficiency Standards in the Private Rented Sector

3.15 We are interested in:

- How Authorities are planning for enforcement of the minimum standards in the private rented sector?
- Whether Authorities have dedicated resource to enforce the minimum standards?
- Are there plans to integrate enforcement of the minimum standards with other enforcement activity in the private rented sector?

3.16 We would use this insight to help us identify the challenges and opportunities in Authorities' enforcement activity and understand how we can best support Authorities in their enforcement of the minimum standards.

(iii) the measures which an authority has developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area based/street by street roll out involving local communities and

partnerships (e.g. social housing partners, voluntary organisations and town/parish councils, wider partnerships/innovation and procurement).

3.17 In the preparation of further reports, Authorities should have regard to measures developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area based/street by street roll out.

3.18 It is widely recognised that delivering energy efficiency projects street by street across whole communities has many benefits including economies of scale, increased demand driven by seeing the work being carried out and what can be achieved on neighbouring properties, and the resulting benefits from and opportunities to link with other planned works.

3.19 Authorities may therefore choose to identify opportunities for area based energy efficiency measures including potential local partners such as social housing providers and local community partners.

(iv) a timeframe for delivery and national and local partners – this includes Combined Authorities.

3.20 Where an authority is working in a consortium with other local authorities, e.g. districts and boroughs working together through a county council lead, it is recognised that further reports and progress reports may have some commonality. As such, a consortium of authorities may choose to produce a combined further report and progress reports with short annexes covering individual authorities' specific plans or progress.

3.21 Well-developed further reports and progress reports could potentially attract investment and promote local economic growth by:

- signalling opportunities to local partners who may have a role to play or can contribute to delivery of plans e.g. local suppliers, installers and community organisations;
- attracting commercial funding for the energy conservation measures proposed; and,
- demonstrating and communicating the Authority's climate change and energy efficiency ambitions to local residents and thereby seeking their buy in.

3.22 To assist it could therefore be helpful for further reports to contain a timeframe of the Authority's plans for improving the energy efficiency in its residential accommodation. While recognising commercial sensitivities and developing plans, where possible the further reports might also identify an authority's local partners.

Progress reports

3.23 We note from our discussions with Authority representatives and local partners that there is a need to provide feedback on use of the data from reports.

3.24 However, we would stress that the data Authorities provide is useful. Given the increasing role of local delivery, analysis of the data encourages a joined up approach on policy formation and can help us understand the priorities of Authorities in different areas relating to energy.

3.25 We will continue to review the reporting process, taking into account the views of stakeholders and issue further guidance in line with the Secretary of State's obligations under section 4 of the Act.

PART 4: FURTHER INFORMATION

4.1 A new Local Energy Team has been set up BEIS to facilitate delivery of national energy objectives at the local level. The Local Energy Team works with local partners including LEPs and local authorities, and across BEIS and other Government departments. We aim to provide to support by:

- Developing local capability and capacity across England
- Tackling barriers e.g. legal, procurement, financial viability
- Linking up local projects with sources of funding
- Providing a central contact point in government for local energy
- Signposting existing government support and resources, e.g. Re:fit, Salix, Heat Networks Delivery Unit, and the Energy Company Obligation, along with support provided by intermediaries such as the Local Government Association (LGA) and the Association for Public Service Excellence (APSE).

4.2 For more information on the work of the Local Energy Team and local engagement please contact:

Helen Pearce, Local Partnerships Manager for the North and Midlands, Department for Business, Energy and Industrial Strategy

helen.pearce@beis.gov.uk

0300 068 5350

Ruth Binny, Local Partnerships Manager for the South, Department for Business, Energy and Industrial Strategy

Ruth.binny@beis.gov.uk

0300 068 2876

PART 5: DEFINITION OF TERMS

5.1 '*Energy conservation authorities*' or '*Authorities*' are, in the case of England, local housing authorities as defined in the Housing Act 1985 i.e. district councils, London borough councils, the Common Council of the City of London or the Council of the Isles of Scilly.

5.2 '*Energy conservation measures*' include information, advice, education, promotion, any available financial assistance, making grants and loans and carrying out works. This definition is not exclusive and authorities may choose to include other types of measures. Please note, the Energy Act 2011 amended the Act to supplement the definition of an 'energy conservation measure' to include "any available financial assistance".

5.3 A '*further report*' is a report required by the Secretary of State pursuant to section 5(1)(b) of the Act. This report should set out the authorities' energy conservation measures to significantly improve the energy efficiency of the residential accommodation in its area. In respect of further reports issued pursuant to this guidance, a further report is required by 31 March 2013 and must be completed having had regard to the guidance set out in this document where appropriate.

5.4 '*The Act*' means the Home Energy Conservation Act 1995 as amended by the Energy Conservation Act 1996, the Energy Conservation Act 1996 (Commencement No3 and Adaptations) Order 1997 and the Energy Act 2011. Please note, the Energy Act 2011 also repealed the Act in Scotland and Wales.

5.5 A '*progress report*' is a report required by the Secretary of State pursuant to section 3(2)(a) of the Act. This report should report on progress the authority has made in implementing the measures set out in its further report. In respect of progress reports issued following the submission of a further report required by this guidance, a progress report is expected to be required every two years by 31 March of the relevant year from and including 31 March 2017 up to and including 31 March 2027 and must be completed having had regard to the guidance set out in this document where appropriate.

'5.6 *Residential accommodation*' is defined by the Act as premises occupied or intended to be occupied as a separate dwelling and forming the whole or part of a building and certain mobile homes, houses in multiple occupation and house boats.

5.7 '*Secretary of State*' means the Secretary of State for Business, Energy and Industrial Strategy.

5.8 A '*significant improvement*' is not defined by the Act but it does specifically provide (section 4) that the Secretary of State may from time to time give guidance to authorities, in particular as to what improvements are to be regarded as significant.