

Cosy Homes in Lancashire (CHiL)  
Statement of Intent for ECO Flexible Eligibility

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Version Number CHiL Version 9

1. Introduction

- 1.1. 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.
- 1.2. 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 Business, Energy & Industrial strategy (BEIS).
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. The Local Authorities participating in this statement of intent are:

|                               |                                 |
|-------------------------------|---------------------------------|
| 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                    |

1.7 The Lancashire authorities are committed to addressing issues of fuel poverty and energy efficiency. Fuel poverty across the 14 local authority areas is slightly higher than the England average. Some areas have much higher levels of over 30%. Information on fuel poverty across Lancashire is available here:  
<https://www.lancashire.gov.uk/lancashire-insight/deprivation/fuel-poverty/>.

1.8 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 to seek and secure additional funds.

## 2. How eligible households will be identified

2.1. To be eligible households must meet either the fuel poverty (Low Income High Cost) criteria or the Low Income and Vulnerable criteria.

2.2. The fuel poverty criteria will identify households that have a low income and high energy costs. To be eligible households must:

- have a total household income not in excess of £30,000 and;
- have an Energy Performance Certificate (EPC) of band D, E, F or G.

2.3. The low income and vulnerability criteria will identify households that are vulnerable to the effects of living in a cold home. To be eligible households must have a total household income not in excess of £30,000 and have at least one of the following vulnerabilities:

- Diagnosed cardiovascular condition
- Diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
- Diagnosed mental health condition
- Diagnosed disability
- Aged 65 and over
- Households with young children (under 5)
- pregnant women
- Terminally ill
- Suppressed immune systems (e.g. from cancer treatment or HIV)
- Mobility issues and have attended hospital due to a fall

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.

- 2.4. Anyone living in a park home located on a licensed residential park home site licensed for year-round residential use will qualify.
- 2.5. Subject to viability any private tenure property within an area based scheme will qualify for a free gas connection.
- 2.6. If a resident qualifies for the Green Homes Grant Local Authority Delivery (LAD) voucher they will also qualify for a Flex Declaration for ECO for other measures needed at the property not funded by LAD, in line with the funding guidance.
- 2.7. Anyone with savings over £16,000 will not qualify for help under either the fuel poverty or low income and vulnerability criteria.
- 2.8. To increase economies of scale of solid wall insulation projects, solid wall homes which do not meet the criteria for fuel poverty (outlined at 2.2) or living on a low income and vulnerable (outlined at 2.3) 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. Joint Statement of Intent

- 3.1 This is a Joint Statement of Intent. The local authorities listed on page 1 are signatories 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.

### 4 Acting on behalf of another local authority

- 4.1 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.
- 4.2 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 admin hub so that no declaration is signed for that measure.
- 4.3 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.

### 5 Governance

- 5.1 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 function is provided by a procured delivery partner and processes all applications for CHiL initiatives whether they are via ECO funding or other funding sources secured by the authorities.
- 5.2 The CHiL hub manages all referrals received, carries out eligibility checks, completes the required ECO paperwork and manages relationships with a range of funders and installers appointed to work on CHiL projects.
- 5.3 All CHiL projects are overseen by Lancashire Energy Officers Group which meets on a bi-monthly basis. An 'operational group' made up of a number of key officers from the Energy Officers Group works closely with the CHiL hub to oversee and direct day to day activities.





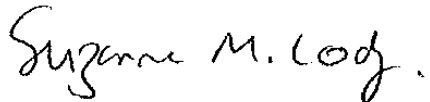
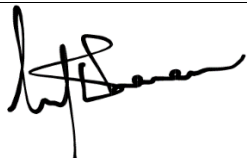





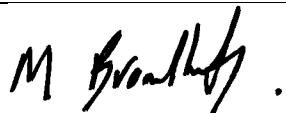
## 6 Referrals

- 6.1 Referrals can be made directly to CHiL via a dedicated telephone number, by email or through the CHiL website ([www.chil.uk.com](http://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.

## 7 Evidence, monitoring and reporting

- 7.1 Information required to confirm eligibility is set out on the ECO-Flex funding self-declaration application form. Evidence may be sought on request.
- 7.2 Every applicant will be required to sign a declaration stating that the information they have supplied is truthful and accurate. Evidence may be requested.
- 7.3 The CHiL admin hub will hold paper and electronic copies of all documents relating to each application including any evidence supplied by the applicant.
- 7.4 All applications will be recorded on a secure CRM system by the CHiL admin hub in line with data protection rules. Each local authority will have access to the data relating to their area.
- 7.5 The CHiL Operational Group will review 10% of applications for accuracy and compliance with the qualifying criteria.
- 7.6 The CHiL hub provider 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

## 8. Signatures

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

## 9. Document Control

| Version                   | Revision date        | Summary of changes   |
|---------------------------|----------------------|--|
| CHiL/ V1/<br>25.07.2017   | 18 September<br>2017 | Burnley Borough Council added to list of participating authorities on page 1 and to list of signatories, section 4, Page 5.<br>Burnley Borough Council signature added to page 8.<br>CHiL application form added at Annex 1.   |
| CHiL / V2 /<br>18.09.2017 | 17 September<br>2018 | Lancaster City Council added to list of participating authorities on page 1 and to list of signatories, section 4, Page 5.<br>Fuel poverty figures updated on Page 2 to reflect 2016 latest data.<br>Lancaster City Council signature added to page 8.   |
| CHiL / V3 /<br>17.09.2018 | 28 September<br>2018 | Amended second paragraph on page 1 to remove reference to the ECO2t delivery period.   |
| CHiL / V4 /<br>28.09.2018 | 4 January<br>2019    | 'Overview' and 'introduction' sections combined under one introduction heading.<br>Eligibility criteria updated.<br>The governance section has been streamlined, with the previous structure diagrams combined into one.<br>Eco-Flex funding application form added at Appendix one in place of referral form.<br>West Lancashire Borough Council Signature updated. |
| CHiL / V5 /<br>04.01.2019 | 29 May 2019          | Document formatted to meet accessibility standards.<br>Eligibility criteria updated in line with latest BEIS guidance.<br>Figure 1 governance structure removed to meet accessibility standards. Explanatory text added to the 'governance' section.   |
| CHiL / V6 /<br>29.05.2019 | 22 November<br>2019  | Reference to Park Homes added to section 2.4.  |
| CHiL / V7 /<br>22.11.2019 | 28 January<br>2020   | Reference to gas connections for area based schemes added to section 2.5.  |
| CHiL / V8 /<br>28.01.2020 | 26 November<br>2020  | Reference to use of ECO Flex for additional measures for those residents qualifying for LAD funding at section 2.6. Subsequent numbering amended accordingly.  |
| CHiL / V9 /<br>26.11.2020 |                      |  |