



Preparing HECA Further Reports and Progress Reports

A service for energy conservation authorities across England

In July 2012, Government published guidance for local authorities on the new reporting requirements of the Home Energy Conservation Act. The new requirements place less emphasis on data collection, with a basic data set coordinated nationally, and more emphasis on practical actions that the authority plans to take to improve household energy efficiency in its area.

To support local authorities in fulfilling the requirements of HECA, SE² has drawn together three packages of consultancy support. We are happy to discuss these with you, or to tailor a package to your specific needs.

For an initial discussion, please call Liz Warren on 020 8469 1333 or email liz.warren@se-2.co.uk.

Option A - Basic Compliance - £2200 plus VAT

Suitable for energy conservation authorities with limited resources and only small-scale plans for energy efficiency programmes in the short term:

- Gathering and presentation of the **baseline data** using DECC data sources
- **Process document** to help lead officer gather evidence from colleagues as to current activities
- Production of the **HECA report** (draft and final) in format suitable for DECC
- Tailoring of the final report for publication on the local authority's website as a source of **information to local residents**
- **Process document** to help lead officer gather evidence and produce progress reports every two years

Option B - Compliance and Readiness - £3450 plus VAT

Suitable for energy conservation authorities with limited current activity but who are keen to develop more activity in the short-medium term to take advantage of the emerging market for energy efficiency and renewable energy:

- Gathering and presentation of the **baseline data** using DECC data sources supplemented by national and local data sources (eg, EPC data, child poverty data, health inequalities)
- **Interviews** to gather evidence from officers within the local authority as to current activity around financial incentives and area-based approaches
- **Facilitated workshop with officers** to establish plans for future activity (continuation of existing activity or new projects)
- **Readiness assessment and internal advisory report** from SE² assessing authority's readiness and capability to carry out its current and future plans, identifying any areas of key strategic strength or weakness and recommending actions which could be taken to strengthen the authority's position
- Production of the **HECA report** (draft and final) in format suitable for DECC
- Tailoring of the final report for publication on the local authority's website as a source of **information to local residents**
- **Process document** to help lead officer gather evidence and produce progress reports every two years, with option of further support



Option C - Compliance, Readiness and Engagement - £5150 plus VAT

Suitable for energy conservation authorities with a good range of current activity and a desire to engage more actively with local residents and supply chain businesses in maximising the market opportunity for energy efficiency and renewable energy:

- Gathering and presentation of the **baseline data** using DECC data sources supplemented by national and local data sources (eg, EPC data, child poverty data, health inequalities)
- Interviews to gather evidence from officers within the local authority as to current activity around financial incentives and area-based approaches
- **Facilitated workshop with officers** to establish plans for future activity (continuation of existing activity or new projects)
- **Readiness assessment and internal advisory report** from SE² assessing authority's readiness and capability to carry out its current and future plans, identifying any areas of key strategic strength or weakness and recommending actions which could be taken to strengthen the authority's position
- Production of the **HECA report** (draft and final) in format suitable for DECC
- Tailoring of the final report for publication on the local authority's website as a source of **information to local residents**
- Tailoring of the final report in the form of a **prospectus for local investment** - identifying the investment opportunity in local energy conservation to attract interest from supply chain businesses, funders, Green Deal providers etc.
- **Facilitated supply chain event**, bringing together local businesses and organisations interested in serving the local energy conservation market
- **Process document** to help lead officer gather evidence and produce progress reports every two years, with option of further support

To discuss your responsibilities under the Home Energy Conservation Act, please contact Liz Warren on 020 8469 1333 or email liz.warren@se-2.co.uk.

Update reports

Local authorities are required to submit update reports to DECC every two years. To support you with this process, SE² can offer the following pricing for each update report:

Option A: Basic Compliance	£1950 plus VAT
Option B: Compliance and Readiness	£2950 plus VAT
Option C: Compliance, Readiness and Engagement	£4750 plus VAT

About SE²

Established in 2004, SE² has worked successfully with over sixty local authorities, as well as national and regional Government and business and voluntary organisations, helping them to build their capacity to take action on climate change.

Through research and modelling, stakeholder engagement and facilitation, communications and outreach, we have helped shape the way that communities across the country plan for and act on environmental challenges. Every organisation is different, and we take great care in providing services that work for each individual customer and their circumstances.

Our track record speaks for itself: you can find out more about our work at www.se-2.co.uk or by calling Liz Warren, Director, SE² on 020 8469 1333.