



Low Energy-Rated Property Policy

01 April 2018

Title	Low Energy-Rated Property Policy
Users of Policy	Colchester Borough Council and Colchester Borough Homes tenants and staff.
Date Adopted	Aril 2018
Date last Reviewed	February 2018
Review Frequency	Every 3 years
Best Before Date	31 March 2021
Scheme of Delegation	
Formation of Policy	Portfolio Holder(s) with delegated responsibility for the Financial Management of the Housing Revenue Account
Amendments	Portfolio Holder(s) with delegated responsibility for the Financial Management of the Housing Revenue Account
Monitoring	Housing Asset Manager
Implementation	Housing Asset Manager
Approval of requests	Housing Asset Manager delegated to: Head of Operations, Head of Housing Management and Head of Asset Management, Colchester Borough Homes.

1. Aims of Policy

- 1.1 The aim of the low energy-rated property policy is to set out Colchester Borough Councils approach to raising a low energy-rated property (F or G rated) to a minimum standard of an E-rating to comply with the Energy Act 2011 when a new tenancy starts.

2. Definition of a low energy-rated property

- 2.1 A low energy-rated property is one with an energy efficiency rating of F (SAP 21-38) or energy rating G (SAP 0-20).
- 2.2 Properties within these rating would typically have low efficient heating systems (solid fuel, oil or electric) or with an ageing gas boiler. Little to none loft and cavity wall insulation and a lack of heating controls.

3. Legislation and Guidance

- 3.1 It is a legal requirement from April 2018 under The Energy Act 2011 (section 43) that a Landlord cannot let a property, which is legally required to have an Energy Performance Certificate (EPC), that falls below the minimum standard of energy efficiency as set by the regulations (currently energy rating F or G).
- 3.2 Properties protected as part of a designated environment or because of their special architectural or historic merit in so far as compliance with certain energy efficiency requirements would unacceptably alter their character or appearance are exempt from the Act.

4. The Policy- general provisions

- 4.1 All properties within the CBC Housing stock will have an EPC carried out as part of the Stock Condition Survey (SCS) programme which surveys properties every five years. Property types and those properties known to have a low energy rating will have an EPC carried out straight away.
- 4.2 Those properties which have an energy efficiency rating of F or G will be assessed for their viability to retain as lettable stock. If the measures required to bring the property to an E rating are not economically viable the property will be recommended to the Asset Management Group for disposal.
- 4.3 Measures to increase the energy efficiency of the property which can be carried out whilst the current Tenant is in place will be implemented. Where it is not possible to install the measure, the work will be planned to be completed at void stage, prior to letting.
- 4.4 Quick, low cost and less disruptive measures would include loft and cavity wall insulation which could add between 20-25 SAP points to the properties' energy rating.
- 4.5 More expensive and intrusive measures would include a new heating system (up to 47 SAP points) and double glazing (up to 8 SAP points). The decision on when to install these will be dictated by the planned investment programme and the remaining life of the product.
- 4.6 There are currently 11 properties within the CBC Housing stock which fall below the minimum energy requirements.

5. Enforcement

- 5.1 Enforcement need not be applied within this policy as if the existing Tenant refuses the energy measures being offered, the work will be completed at void stage.
- 5.2 It is unknown how the Government will enforce this policy.
- 5.3 It is widely expected that for the Government to implement its energy agenda, the minimum rating will drop to an E rating in the future. The same policy will be applied.

6. Appeals Procedure

- 6.1 Appeals will be considered by a Colchester Borough Homes Officer where additional information is provided to support the EPC's recommendations. A more senior Officer will review the decision made, taking into account any new supporting information provided by the applicant. The Reviewing Officer may consult with the Officer whom made the original decision.
- 6.2 Where an applicant is appealing against how the policy and procedure have been applied a Senior Officer will investigate the case and respond.

7. Service Standards

- 7.1 The dedicated CBH Officer will ensure that procurement regulations have been met and that the installer is accredited under the Microgeneration Certification Scheme (MCS).

8. Monitoring and Review

- 8.1 We will monitor our performance in meeting the Service Standards set out in this Policy.
- 8.2 The policy will be reviewed after one year to ensure that it is working properly. Future reviews will be conducted every 3 years to make sure the policy continues to be efficient and effective, whilst ensuring it still meets current legislation and the Council's Constitution.

9. Communicating the Policy to Staff

- 9.1 Managers and staff involved in the implementation of the Policy will receive a copy of the policy including:

Housing Officers, Visiting Officers, Asset Management, Adaptations, Customers Services, Members and social care staff
- 9.2 Colchester Borough Homes will provide sufficient training to enable staff to understand and comply with the Policy.
- 9.3 A copy of the Policy will be placed on the internal 'Hub' of Colchester Borough Council and Colchester Borough Homes.
- 9.4 Any amendments to the Policy will be communicated, in a timely manner, to managers and staff involved in implementing the policy. Revised Policy documents will be circulated and placed on the 'Hub'.