

## SHAP AND WEST MIDLAND HOUSING OFFICERS GROUP TASK & FINISH GROUPS 2017/2018

### Invitation to join the research as Steering Group and Expert Panel members

You are invited to apply (or nominate someone else) to join the SHAP WMHOG research groups which will run from July 2017 to May 2018 in either of 2 roles:

- a. As a member of the research **steering groups** which guide the technical research programme and provide oversight and governance to ensure all funding conditions are met and research objectives are delivered.
- b. As a member of the **expert panels**, contributing time, expertise and information to inform the research and, in turn, benefitting from real time research findings.

A role on SHAP research groups provides real time access to emerging research. SHAP Members and representatives of the West Midlands Housing Group will form the body of the Steering Groups. After an initial scoping phase, invitations are now being extended to ensure that all skills sets and technical experiences relevant to the research area are represented on the Steering Groups and within the Expert Panels.

*Sustainable Procurement - we are specifically seeking input from business on experiences of early market engagement; responding to market demand for new products; the accreditation process; and barriers experienced with the current procurement standards and access to supply chains*

*New financial models for energy efficiency retrofit - we are specifically seeking input from business including the financial, insurance and investor sectors*

*New build performance standard - we are specifically seeking input from businesses throughout the supply chain with experience of delivering new homes beyond current building regulation requirements, including those procuring, installing and maintaining sustainable construction and low carbon technology products*

#### INTRODUCTION

The West Midlands Housing Officers Group has provided grant funding to SHAP to carry out three linked pieces of research that are intended to assist West Midlands Local Authorities and Housing Associations to improve outcomes from investment in housing stock and to improve long term outcomes from investment.

A separate steering group will be set up for each piece of research. This document provides a briefing to be used in the recruitment of the steering group members. In addition, a wider panel of experts will be invited to participate in the research groups through provision of information and

contribution of their experience in commenting on research findings and the shape of the interim and final research outputs.

#### THIS CONTENTS OF THIS BRIEFING ARE:

- Brief description of the research areas.
- The rationale for funding of the research by the West Midlands Housing Officers Group
- The research outputs
- Research timescales and proposed meeting dates
- How to apply to join the Research Steering Groups and the Research Expert Panels

### 1. THE RESEARCH AREAS ARE:

2. Development of a **domestic new build standard** for the financing of the delivery of high quality and energy efficient affordable homes.
3. Development of a **West Midlands Smart Sustainable procurement model** to improve value for money and long term outcomes from investment for Local Authorities and their partners.
4. Development of a **West Midlands Finance Model for financing the refurbishment of existing homes** to address fuel poverty and energy efficiency targets.

### 2. WEST MIDLANDS HOUSING OFFICERS GROUP RESEARCH FUNDING RATIONALE

The research meets the priorities for the WMHOG Work Programme as follows:

- Supporting initiatives to address fuel poverty and links to health improvements through improving the energy efficiency of existing stock and promoting new performance standards for new build housing
- Adding value by filling evidence gaps
- Facilitating the exchange of best practice and developing initiatives relating to strategic housing matters.

### 3. THE RESEARCH OUTPUTS

#### 1. DOMESTIC NEW BUILD STANDARD

A financial model for an affordable high quality energy efficient house that is commercially viable but delivers better quality and higher energy efficiency standards than the current Building Regs requirement.

The model will confirm construction costs per m<sup>2</sup> (or ft<sup>2</sup>) that allow comparison with costs currently being funded by institutional investment.

The model will show how HCA DQS, Lifetime Homes and other quality standards can be met through new methods of construction which can also deliver to Code 4 -6 / zero carbon energy efficiency standards.

#### 2. WEST MIDLANDS SMART SUSTAINABLE PROCUREMENT MODEL

A procurement model that provides an alternative to business as usual procurement and identifies appropriate timescales, processes and activity stages to deliver long term beneficial outcomes.

**Faster delivery**

**More durable products and  
better, more guaranteed  
outcomes**

**Improved value for  
money**

**Reduced financial/  
operational risk**

**Increased reputational recognition/ Meet  
social objectives (CSR)**

### 3. WEST MIDLANDS REFURBISHMENT FINANCE MODEL

The output from this research will be a business case based on new financial models for funding investment in existing housing stock.

This model will respond to the following questions:

1. What finance is available to Local Authorities and their partners to fund investment in existing housing stock?
2. How do stock owners recover the cost of their investment in their stock? What is the business case that will encourage landlords to invest in energy efficiency retrofit?
3. How can the risks that investment in existing stock does not deliver the predicted benefits be managed?
4. What questions should be asked of private finance companies e.g. those offering free PV and battery storage installation currently.

### HOW TO APPLY TO JOIN THE STEERING GROUP OR EXPERT PANEL

Further information on the research areas and scope of work can be found at <http://site-shapuk.rhcloud.com/our-work/>

**If you are interested in being involved on the Steering Groups or expert panels please email [co-ordinator@shap.uk.com](mailto:co-ordinator@shap.uk.com) by 13 June 2017.**

**The initial steering group meetings are planned for 5 July 2017 and will be held in Birmingham.**

The date and location of future meetings will be confirmed by the Steering Groups on 5 July.

### YOUR COMMITMENT

1. Provide support throughout the 12 month research programme in your chosen role
2. Attend at the Steering Group meetings or the Expert Panel member events given in the timetable below (p4)
3. Comment on documents which may be circulated in between meetings via email or post
4. Contribute to discussions
5. Treat everybody as an equal in the group, be tolerant of others' experiences and perspectives and accept that while yours may be very different, no view is less valid than another
6. Abide by the terms of reference and respect the rules of confidentiality laid out below (p4)

## 4. TIMESCALES AND MEETING DATES

THE INDICATIVE RESEARCH TIMETABLES ARE:

- |                                    |              |
|------------------------------------|--------------|
| • Project inception                | May 2017     |
| • Steering group initial meetings  | July 2017    |
| • Draft interim findings report    | Autumn 2017  |
| • Consultation on interim findings | Jan/Feb 2018 |
| • Draft final reports              | April 2018   |
| • Research launch                  | May 2018     |

PROVISIONAL FORWARD MEETING DATES (TO BE CONFIRMED BY STEERING GROUP):

Wednesday 5 <sup>th</sup> July 2017	STEERING GROUP
Wednesday 6 <sup>th</sup> September 2017	STEERING GROUP
Wednesday 8 <sup>th</sup> December 2017- launch consultations	EXPERT PANEL
Wednesday 24 <sup>th</sup> January 2018 - wider consultee forum	SHAP AND WMHOG NETWORKS
Wednesday 14 <sup>th</sup> March 2018	STEERING GROUP
Wednesday 25 <sup>th</sup> April 2018	EXPERT PANEL
16 <sup>th</sup> May 2018 - Launch	CONFERENCE

## TERMS OF REFERENCE

The purpose of the Steering Group is to provide the project governance and technical oversight for the research which is grant funded by the West Midlands Housing Officers Group.

THE STEERING GROUP WILL:

1. Oversee the governance of the research project including keeping the project to programme, approving project expenditure including procurement of specialist services and ensuring the timely delivery of financial and technical reports as required by the funder.
2. Provide guidance on the research programme, workstream activities and form of deliverables, consultation and dissemination events and materials.
3. Use their technical experience and expertise to inform the research scope and focus including provision of advice such as signposting to sources of information, stakeholders, networks and individual contacts and case studies.
4. Confirm major assumptions and constraints of the research and map the key risk areas

## RULES OF CONFIDENTIALITY:

It is important that members are able to speak freely of their views and experience. For this reason the Chatham House Rule applies: when discussing any of the Group's work publicly, there will be no attribution of comments or views of an individual. At any time, a member may wish to state that the material or information offered by them is confidential and should not be shared or seen by anyone outside the group and should not be noted.

## STEERING GROUP SUPPORT

The Steering Group will be supported by the SHAP Secretariat who will organise meetings, provide formal minutes and organise events.