



Department for
Energy Security
& Net Zero



West Midlands
Combined Authority

Warwickshire Business Energy Advice Service

Grants – Information

January 2024



North Warwickshire
Borough Council



1. Introduction

Our Sustainable Futures Strategy establishes our direction and priorities to reduce carbon emissions, support biodiversity and promote economic growth across the county of Warwickshire. Improving energy efficiency (EE) and decarbonisation works are key.

Warwickshire County Council (WCC) are pleased to be working in conjunction with the West Midlands Combined Authority (WMCA) and Department for Energy Security and Net Zero (DESNZ), with shared goals of reaching net zero by increasing energy efficiency (EE) and decarbonisation. Leading to a sustainable and growing local economy, by offering a combined support and grant package for small and medium enterprises (SMEs) in Warwickshire.

The West Midlands is the pilot region for the Business Energy Advice Service, funded by Government (DESNZ).

By offering free energy assessments to small businesses in Warwickshire the assessed businesses will receive tailored recommendations for reducing their energy use which will help to drive down costs.

On completion of an assessment, businesses may have the opportunity to apply for a capital expenditure grant of up to 50% match funding for between £1,000-£100,000 to implement their energy efficiency recommendations. The grant funding is limited, so there is no automatic acceptance guaranteed.

Coventry City Council manage the receipt of registrations, undertake the audits required to access the grant programme and will signpost eligible businesses, with suitable projects, to the grant programme. Applications for grant are by invitation only and supporting information and advice on how to make an application will be offered at that time.

This guide sets out the broad framework of the grant application process and how grants are paid. Giving potential applicants insight of the end-to-end process, so you may reach an informed business decisions on the funding options for your investment.

If you have not yet registered with our delivery partner, Coventry City Council for support with an energy assessment you need to do so by visiting the website below & clicking Apply Now:

<https://www.coventry.gov.uk/decarbonisation-net-zero-programme-coventry/decarbonisation-net-zero-programme-coventry-info/11>

The WBEAS is part of package of support offered by WCC. For more information on our other energy efficiency non-financial support programmes available to your business, please call CW Growth Hub on 0300 060 3747.

2. Who will be invited to apply?

Eligible SME businesses, who must have been running for at least 12 months where an investment will be based in the county of Warwickshire. This must be at a location with business rates liability for the premises, for which the account is up to date.

Grants are not available for businesses in agriculture, forestry, and fisheries, charities or public sector organisations. Parish Councils for example, are also not eligible to apply.

Businesses with existing and outstanding WCC business loan(s) must ensure the account payments are up to date and no arrears are held on these accounts. Invitations will not be extended to those Businesses with arrears on loans with WCC.

Grant recipients of Coventry and Warwickshire Green Business Grant (via Coventry City Council) may, in limited circumstances, be invited to apply for a WBEAS grant where the efficiency measures proposed are not part of a prior grant funding agreement. To be invited to the grant application stage this cohort of businesses will have demonstrated and evidenced a significant change or impact on energy use since the prior energy audit undertaken in this programme.

The acquisition must be based in the local authority area of Warwickshire (with an eligible postcode) for a minimum of two years. The energy efficient replacement/upgrade must be to the existing business premises, not re-location or new premises.

For those renting their premises, there is a requirement for a minimum lease of two years, subject to Landlords' permissions. All projects must also have a minimum two year payback period. This means it must take two years or more for the energy saving benefits of the intervention, to exceed the cost.

3. How much funding is available?

Grants of between £1,000-£100,000 are available for decarbonising energy efficiency investment initiatives.

Applicants need to demonstrate the need for the requested level of public funding and how their project will comply with the new UK Subsidy Control Regime.

For full UK subsidy guidance please visit the website for [Guidance on UK Subsidy Control Rules](#). Applicants need to demonstrate that projects are "delivery ready" at application with financial completions achievable within a 3-month timeframe of a favourable funding decision. Funding decisions can take 4-6 weeks after a fully completed application is received.

Applicants must also be able to evidence that they have the match funding in place, as the grant will only fund up to 50% of the project costs, to a maximum level of £100,000.

Funding will be allocated subject to the above disbursement timeframe conditions. Consideration will be on a first come, first served basis to eligible businesses submitting good complete applications. Warwickshire County Council reserves the right to increase or decrease the funding available based on profiled fund, or to support more or fewer projects depending on the volume and value of applications received.

Warwickshire County Council also reserves the right to close the scheme to applications once sufficient applications have been received.

Warwickshire County Council reserves the right to give prior consideration to all deferred funding decision(s) should additional or new funding become available at any time.

4. What activities are eligible?

The scheme will fund capital costs only. Grants can be used to support up to 50% of the capital investment element of the project. Expenditure on assets identified in the energy audit undertaken by our delivery partner, Coventry City Council.

There is a list of ineligible activities and costs which cannot be considered for grant in **Appendix A**.

See **Appendix B** for a table of eligible technologies that may be considered as part of a grant application.

5. The Application Process

Initial triage checks for eligibility and completeness will happen before an energy audit is arranged and will be undertaken by Coventry City Council. Those projects that appear to meet the grant eligibility criteria will then be issued with an invitation to full application and further guidance to support their application.

The invitation to application stage is subject to the completion and outcome of a compliant Energy Audit to ISO 50002/PAS51215 level.

A grant application will not be invited until the audit has been completed. All invitations are subject to further eligibility and completeness checks.

We allow 4 weeks from the date of the invitation e-mail for you to bring forward your completed application – If the application is not forthcoming at this point it will be considered as withdrawn and the invitation will be rescinded.

Considering Your Application

Applications go through a number of stages:

Stages	Purpose
Eligibility & Completeness	To ensure that the grant application remains eligible once all questions have been completed relating to previous grant funding, outstanding WCC loans, or any other points. Submitted documentation must meet minimum standards.
Due Diligence	The business, or group of companies, will be financially assessed. Ensuring good accounting practice and conducting credit checks, to establish a RAG (red/amber/green) rating. Procurement process has been followed ensuring value for money, independent quotes, and no conflict of interest. The nature of the business/project will not bring WCC into disrepute.
Assessment	To consider the application against core criteria and score accordingly. This is a subjective assessment and applications must achieve the minimum pass score in each area.
Review and Recommendation	To ensure compliant and transparent application of processes affording moderation of scoring before recommendation to Panel.
Grant Panel	To provide an independent mechanism to determine grant decisions. Grant Panel is governed by its Terms of Reference and declarations of interest preclude participation by individual members to ensure impartiality and accountability.

Applicants are notified by e-mail at each stage of the process of any non-compliance matters.

Completion of this cycle should be achieved within 4-6 weeks, when you will be advised of the outcome.

Core Criteria

The Panel will assess the application on the suitability and deliverability of the proposed project in line with the core assessment criteria summarised in the following table: -

Area	Consideration	Potential Score	Min Pass Mark
Energy Resources Efficiency	Proposal demonstrates the minimum Pay Back Period has been achieved (minimum of 2 years).	Min PBP 2 years	
Risk Management	Have risks been sufficiently identified and mitigations presented?	0-5	3
Deliverability	The proposal reflects a good understanding of grant processes and timeline affecting delivery, supply chain considerations; has clearly identified and suitable personnel responsible for project delivery. Project is deliverable in a 2-3month timeframe. Where required, consents are in place.	0-5	3
Additionality	The proposal has demonstrated a grant funding requirement with sufficient match funding arrangements. Financial assessment supports the proposed match funding plan.	0-5	3

Applications that are assessed below a minimum pass mark will not be grant funded.

Applicants are notified by email that their application has been unsuccessful and of all matters determined below the minimum criteria.

Preparing Your application

Your grant application will be considered against the eligibility criteria, subject to due diligence and an overall assessment of the proposed project for investment.

Applications and supporting documentation may be subject to audit.

Applications received that do not include all requisite information **will be automatically rejected**, so please do ensure that you have this information to hand before completing your application.

Supporting Details

The application will require the submission of the following documents:

- 2 Years accounts; a download of those filed at Companies house will suffice as long as these are not abridged.
- Cash-flow forecast for the period of the proposed investment. This should also clearly demonstrate how you will fund the project up-front, as claims are paid on evidence of defrayal.
- Three comparable Quotes.
- Confirmation of the number of PAYE employees (FTE) within the business including those safeguarded as part of this grant.
- Landlord Consent and evidence of a minimum remaining 2-year lease (if applicable).
- Planning Consent (if applicable).
- Other Consents – e.g., National Grid approval (if applicable).

6. UK Subsidy Control

Your project must comply with the new UK Subsidy Control Regime. Before the Council decides to provide a grant, to ensure compliance, it will assess whether the grant will fall within the minimal financial assistance exemption in the Subsidy Control Bill.

The exemption applies provided the total amount of minimal financial assistance given to the business, from all sources, within the applicable period (the elapsed part of the current financial year and the two financial years previously) does not exceed £315,000.

Before giving minimal financial assistance, the Council will give the business, to which it is considering making a grant, a minimal financial assistance notification. The grant cannot be made until the recipient provides written confirmation that the total of £315,000 will not be exceeded by the business receiving the proposed assistance from the Council.

This may reduce the amount of grant available to support your project.

For full UK subsidy guidance please visit the website for [Guidance on UK Subsidy Control Rules](#).

7. Procurement

To ensure best value for money, all goods and services will need to be openly and fairly procured.

Applicants need to provide three written quotes or formal tenders as part of their application. A minimum of one quote should be from a Warwickshire-based supplier and we encourage applicants to seek as many local quotes as possible. Based on value of goods, as a rule you need to provide the following:

Written quotes, references to catalogue listings or formal tenders as part of their application. The following table provides general guidelines depending on the value of an individual item.

£999 or below	Two written quotes or references to catalogue listings.
£1000 up to £10,000	Three written quotes or references to catalogue listings.
£10,001 and above	Three written quotes or formal tenders.

Supplementary guidance on the requirements expected from quotes and ensuring value for money is included in **Appendix C**.

Projects involving goods and services above these thresholds should be discussed with Warwickshire County Council at the earliest opportunity.

8. Permissions and Consents

If your project requires permissions or consents (e.g., planning permission, National Grid approval or landlord consent), you will need to obtain these prior to application and include copies of the consents with the documentation at application.

If you are not sure whether your project needs permission or consents, it is up to you to check this.

Grant funding is not available towards the cost of getting any permissions or consents.

9. Output Definitions

This section of the guidance should be used to help determine the outputs for your project. Should your project be approved, then the outputs included in your application will form part of the grant agreement, so must be achievable.

Energy Efficiency Measures

All projects must have a minimum two-year payback period. This means it must take two years or more for the energy saving benefits of the intervention, to exceed the cost for each measure in the proposed project plan.

Coventry City Council will advise you as your energy assessment is developed and we will discuss at offer stage the specific output requirements to be included in any grant offer from the following:

Data	Method of Collection
Meter point administration number (MPAN) / Meter point reference number (MPRN)	
Energy bills providing site level energy consumption data (for participants who have neither smart or advanced meter)	Post assessment if eligible – grants up to £20,000
Energy consumption data for specific individual process/equipment/production line(s) funded by grant	Post assessment if eligible for grants between £20,001 and £49,999
Production level for specific individual process/equipment/production line(s) funded by grant	
Independently verified energy consumption data for specific individual process/equipment/production line(s) funded by grant	Post assessment if eligible for grant between £50,000 -£100,000
Production level for specific individual process/equipment/production line(s) funded by grant <i>(Grant recipients may be eligible receive a free submeter if one is not already in place and it may be compulsory to use this to monitor this data before and after insertion)</i>	

Economic Measures

Jobs supported: Jobs supported are staff members within the organisation that benefit from the grant funded project. In some cases, this can be all employees within the business, if the project has an overall supporting outcome to the business.

Jobs safeguarded: A job is considered as ‘safeguarded’ if a job is considered at risk when a business applied for the grant and is still in existence at the time of counting and no longer at risk of being lost within a year. The job must not be counted again if it is filled over time by different individuals. Jobs safeguarded are also counted as full time equivalents as per the guidance below.

Jobs created: Jobs created are where new, permanent, and paid jobs are created. Date of creation is the day the new employee starts work in the business. The job should not have existed before. Jobs should also have a life expectancy of at least 12 months. A full-time equivalent (FTE) job created can still be counted even if it does not last for 12 months provided there is contractual evidence that the intended life expectancy of the job was 12 months.

Full time equivalent: Paid work of 36 hours or more per week. Part-time jobs should be treated on a pro-rata basis. Seasonal jobs can be counted where this is normal practice for a specific industry.

To include jobs created in your application, all forecasted job creates need to fall on or before **31 March 2025** and be reported based on gender, age, disability, and ethnicity.

Number of new to the market/ new to the firm products introduced: If the project involves new products, either new to the market or new to the firm, these should be also reported. Products can be tangible or intangible (including services and processes).

A new to the market product is one where there is no other product available with the same functionality or it is fundamentally different in design or technology to already existing products. A new to the firm product is one where there is no other product available at that business with the same functionality or it is fundamentally different in design or technology to already existing products at that business.

10. Grant Offer

Successful applicants will be invited to enter into a grant agreement with Warwickshire County Council. This will refer to the details provided within your application, including project plan, milestones, and claim schedule, and is a legal document.

Grant offers will automatically lapse on day 31 if the signed agreement is not received by Warwickshire County Council via wbeas@warwickshire.gov.uk. This will be treated as a withdrawn grant application, and we will notify you accordingly.

Warwickshire County Council must always be notified immediately and in writing of any changes to a project. This might involve changes to the timing or the financing of a project. All changes must be agreed in writing by Warwickshire County Council in advance, so changes can be made to the grant agreement otherwise this could negatively affect the grant offered.

Once you have returned your signed grant offer letter, we will send you your claim documentation and instructions on how to complete and submit your claim/s.

11. Project Delivery and Grant Claim(s)

In advance of making your application, it is important to note the expectations of this support programme. This will include a detailed delivery plan that meets the committed timescales and addresses the risks of these not being achieved.

The following sets out some helpful insight into the offer terms and process: -

The project start date – This sets the date from which eligible expenditure will be considered. Assets acquired or work undertaken before this date will not be eligible for grant.

Delivery Plan – details key milestones. You will need to keep Warwickshire County Council informed on the progress whether this is on track, ahead of time or some minor slippage – any milestone date changes need **prior** written approval by Warwickshire County Council, or grant could be placed at risk.

The project end date – falling within the overall funding disbursement timeline and crucially this sets the final date for any eligible expenditure to be incurred and to claim grant funding, usually within 3 months of a grant offer.

A Funding Profile – A schedule of all eligible expenditure, approved supplier(s), agreed value (usually that quoted in the application) and the intervention rate i.e., value of grant offered on each item. This sets out a clear and agreed record of the transactions we

expect to be included in grant claims and the contribution which Warwickshire County Council may make to the project.

Making a Claim & Claim Date(s) – The grant agreement requires that you make up-front payments to your supplier(s) and then submit a claim for the grant investment.

A grant contribution of £1,000 - you will be required to submit one claim on completion of the delivery of the project.

For a grant contribution of £2,000 or over, to support project costs being managed within the 50% match fund up to 2 claims can be profiled against project expenditure. As both claims will be retrospective you will need to demonstrate that a phase or stage of the project will be complete at this point of your project plan. This option will vary depending on the nature of the project.

The grant agreement will set out the dates for you to make a claim but in either scenario as the grant agreement requires you to make up-front payments to your supplier(s) your cashflow forecast will need to demonstrate your plans to fund the project up-front allowing for the grant investment to be made in arrears.

When you make a claim, you will need to provide a supplier's VAT invoice, along with evidence of defrayal that clearly shows payment to the named and approved supplier for each transaction – usually we expect to see your company bank statement to demonstrate defrayal. It is also **very** important to note the constraints of our Financial Regulations on the claims process. Warwickshire County Council does not make grant payments for CASH transactions, payments in kind, payments made to unapproved third parties/ suppliers or for items not included in the Funding Profile. All such transactions are ineligible for grant funding.

12. Publicity

The grant agreement will also explain the expectations and rules for publicising the grant support from Warwickshire County Council. This is a condition of grant funding.

We may ask you to acknowledge the funding in any press releases or when communicating with customers (for example on web sites).

We may also ask you to display a poster or plaque (depending on the project).

WCC will supply you with the relevant logos for display.

13. Data Protection

Compliance with agreed data sharing post assessment, if eligible, to inform the Pilot Evaluation based on grant value, energy savings, and geographic location.

Data provided to WCC and its delivery partners Coventry City Council will be handled in accordance with our GDPR compliant Privacy Notice, copies of which can be obtained from: <https://www.warwickshire.gov.uk/privacy>. For the DESNZ privacy notice, please see Appendix D.

14. Contact

All enquiries should be marked FAO: WBEAS and be emailed to wbeas@warwickshire.gov.uk.

Appendix A

Ineligible activities

The following activities are not eligible for support:

- Any assets outside the scope of the energy audit
- Any revenue costs associated with the energy audit.
- All technologies classed as out of Scope for the WBEAS Pilot programme.
Examples of eligible technologies in scope can be found in Appendix B.

Ineligible costs

The following costs also cannot be claimed:

- Expenditure incurred before the start date in the grant offer letter.
- Expenditure for items not identified in the energy audit, as facilitated by Coventry City Council on behalf of Warwickshire County Council.
- Mobile infrastructure such as vehicles, mobile plant.
- Overheads allocated or apportioned at rates materially more than those used for any similar work carried out by the applicant.
- Notional expenditure.
- Depreciation, amortisation, and impairment of assets purchased with the help of the Grant.
- Interest charges unless under an approved State Aid scheme.
- Service charges on finance leases, hire purchase and credit arrangements.
- Costs resulting from the deferral of payments to creditors.
- Reclaimable VAT.
- Expenditure supported from other government sources, local authority grants, charges paid by leaseholders, or EC structural funds, to the extent that the combined grants and other support total more than 100% of the project or scheme costs.
- Any cost relating to insurance policies, warranties or to extend guarantees.

This list is not exhaustive. If you are concerned about the nature of your project costs and their eligibility please set out these concerns in an e-mail to wbeas@warwickshire.gov.uk and we can provide direction.

Appendix B

WBEAS - In Scope Technologies.

Technology Eligibility for the grants will be kept broad but **renewable technologies generating energy such as solar or wind turbines are out of Scope.** Examples of technologies within scope are set out below:

Cross-sectional technologies	Process heat generation from renewable energies	Measurement, control and regulation technology, sensors and energy management software	Energy and resource-related optimisation of systems and processes
<p>Lighting (LED, controls, sensors)</p> <p>Electric motors and drives</p> <p>Electrically driven pumps</p> <p>Fans</p> <p>Compressed air generators and their higher-level control</p> <p>Heat exchanger for waste heat utilization or heat recovery</p> <p>Thermal insulation/thermal insulation</p> <p>Submetering: where there is an energy consuming process where monitoring could drive reductions in consumption (due to behaviour change) and recommendation to this effect is included in an energy assessment; or for high value projects specifically to wrap around another funded intervention in order to calculate the effectiveness for our monitoring.</p>	<p>Heat pumps that recover waste heat from the industrial process and utilise this waste heat in another industrial process(es) onsite; or</p> <p>where the heat pump sources heat from the natural environment to be used in an industrial process(es) onsite. This can include geothermal technologies.</p>	<p>Systems for monitoring and for the efficient control of energy and material flows for integration into an energy or environmental management system (submetering)</p> <p>Energy management software including training costs where there is clear evidence that a substantial proportion of the consumption would be reduced.</p>	<p>Process and procedure changes that lead to energy and resource savings, in particular energy and resource-efficient technologies as well as energy and resource-oriented optimisation of production processes.</p> <p>Measures to use waste heat.</p> <p>Measures to increase the energy and/or resource efficiency of systems for heating, cooling and ventilation if these are clearly and predominantly used directly for production processes.</p> <p>Measures for the energy and/or resource-efficient provision of process heat or cold</p> <p>Measures to avoid energy and/or resource losses in the production process.</p> <p>Measures that lead to the use of a renewable energy source instead of a fossil fuel</p> <p>Measures to electrify processes.</p>

Appendix C

Warwickshire Business Energy Advice Service – Supplementary Guidance on Quotes

The following is provided to support quality applications and to ensure a consistent and equitable assessment of each application. Please read the following information carefully and if appropriate include details of any discrepancies with the expected norm i.e., fewer quotes or where a conflict of interest exists at the time of application. We will contact you to assess the impact on eligibility, if any.

The absence of necessary information without explanation can invalidate your application and result in it being rejected.

Undisclosed information e.g., a conflict of interest could result in the grant being recovered by Warwickshire County Council at a future point.

Quotes

You are required to provide three quotes or tenders for every item included in your application. You must identify the preferred supplier in your application.

We would encourage you to use Suppliers based in Warwickshire wherever possible.

Where you have been unable to provide three like-for-like quotes, please explain the reasons why and you will need to show that the quotes you are providing demonstrate value for money and the items are fit for the purpose of the project.

If you are unable to provide three quotes, we may not be able to include the item in the grant offer if you are unable to demonstrate value for money.

The following requirements apply. All quotes must:

- Be independent of each other (i.e., from different suppliers that trade as standalone business entities that are not linked through shared ownership).
- Be independent of the applicant.
- Be comparable (e.g., of same or similar specification (quality), size, quantity, units).
- Include a detailed and itemised breakdown of costs.
- Be dated within the last six months and still valid.
- Be addressed to the grant applicant business at the address shown on the application form – any online quotes should also include this address.
- Show the supplier's full address, telephone number and contact details.
- Give the VAT number (if the supplier is VAT registered and VAT is charged on the quote); and
- Show the supplier's company registration number (if they are a limited company).

Where catalogue listings are allowed as set out in the guidance, applicants should send references to a catalogue listing as screenshots or scanned copies, and they should include:

- the date on which it was scanned or copied.
- the item description and the price.
- the name of the company or catalogue; and
- the page number or webpage

Regrettably we cannot accept hyperlinks to catalogue information due to the changing nature of supplier's listings.

Value for money

To demonstrate value for money, it is expected that applicants use the cheapest supplier of each item, demonstrating best value on the market for the project item. You need to identify your preferred supplier, if the supplier is not the cheapest, please explain why. We may not be able to accept the cost of your preferred supplier, and this may reduce the grant for the item to the cheapest quote. In this scenario you could still work with the supplier of your choice, by paying the difference yourself between the two quotes.

The following are not acceptable reasons for using a more expensive quote:

- the location of the supplier.
- the fact that the applicant has bought from a supplier before; or
- any offers the supplier makes to the applicant about future service or maintenance of equipment.

Consideration of value for money (VFM) shall take in to account the independent estimated costs in the Energy Efficiency Assessment/ Energy audit and/or similar projects of its type across WCC programmes to assess both the reasonableness of the quoted items/prices and the level of grant requested. Importantly this consideration is not to influence key business decisions around acquisitions but to ensure the equitable disbursement of grant funding remains within the spirit of the programme i.e., to reduce carbon emissions and to reduce energy costs and that those costs should reasonably and fully be supported by the public purse.

If expenditure or items the business is seeking to move forward with is considered excessive, a favourable grant offer remains possible, however the Council may apply a cap to project expenditure to a value it deems to be reasonable. Where a cap is applied, the business will need to demonstrate funding plans for these ineligible project costs. If this cannot be demonstrated, then the Council will not make an offer for grant funding.

If you believe your projects costs may fall into this category you are advised to set out the business case for opting for the more expensive solution and your plans to fund this for the Council's consideration. This could avoid necessary administrative delays to resolve this matter or an unfavourable funding outcome at application.

Independent quotes

The quotes you provide should be from businesses/ individuals who are independent from your business and you. If any of them are not, please provide details and explain how they are connected. If you are proposing to use a supplier that is connected to you or your

business in any way and the quote is accepted, the total cost permissible for this item may be reduced when the grant is calculated.

Procurement rules

You are expected to comply with the procurement rules set out in the guidance for applicants. In most circumstances we expect that three quotes for each item will be sufficient. If you decide any of your project items need to be tendered, please explain the process you have followed to source the chosen tender and how the tenders comply with your process.

Second-hand items

Second-hand items may be considered by exception; however, the Council reserves the right to reject an application based on the acquisition of second-hand items where it considers the energy resource efficiency to be compromised.

If you propose to purchase any of the project items second-hand, you must explain these in your application form and provide the reasons why. In addition to the quote, you will also have to provide the following written confirmation:

- The seller of the equipment shall provide original proof of purchase and confirm that at no point during the previous seven years has it been purchased with grant funding.
- Evidence the price of the equipment does not exceed the market value cost of similar new equipment (comparable quotes).

Confirmation of the current condition of the equipment, i.e., that it meets health and safety legislation and its usability for the operation(s) proposed; its current energy efficiency rating and energy consumption and it has at least five years useful life remaining from the date of the final payment.

Conflict of Interest

Businesses in their WBEAS application will need to explain if there is any conflict of interest between them and any supplier providing a quote or tender for the project.

Conflict of interest will include being a Director or Shareholder of the Company providing the quote, or if the Supplier is part of the business Group i.e., a sister company, or is a family member.

If a business is aware of any other conflict of interest other than outlined above, they need to contact Warwickshire County Council and to provide details. If information is withheld this could affect grant funding in this programme and future WCC grant and loans programmes.

Appendix D

Privacy Notice for participants taking part in a Pilot Business Energy Advice Service.

This notice sets out how the Department for Energy, Security and Net Zero (DESNZ) will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR). This notice relates to data collected under the Pilot Business Energy Advice Service (Pilot BEAS or the Scheme).

YOUR DATA

The data

We will process the following data, which may be considered personal data:

- Identity Data including first name, last name, title,
- Contact Data including business address(es), email address and telephone numbers

- Identifiers useful for data matching including Meter Point Access Numbers, Meter Point Reference Numbers and Companies House Reference Numbers.
 - Smart meter data

Purpose

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the Pilot BEAS and gather data to inform future policies on energy demand reduction, including a potential nationwide Business Energy Advice Service and specifically, as part of the energy assessments and/or grants awarded in connection with this Scheme. Delivery and administration of the scheme may require linking of your data to other datasets held by DESNZ.

Your data may also be used for statistical, research and fraud prevention purposes.

Your data may also be used for monitoring and evaluation purposes, including:

- longer term research and evaluation related to the Pilot BEAS, for example conducting surveys and matching to other data sources to which the Government has access which cover your site (energy consumption) and business (turnover, staffing).

Legal basis of processing

Specifically, the Partners must share and process Pilot BEAS Data in order to:

- Enable DESNZ to evaluate the effectiveness of existing and future policies;
- Support DESNZ' functions and departmental responsibilities relating to carbon reduction and Net Zero as defined by the Climate Change Act (2008);
- Enable the Parties to carry out their responsibilities to effectively manage the spending of public funding, including, an assessment as to whether this expenditure has enabled DESNZ to meet its objectives under the scheme.

The legal basis for processing your personal data is that processing is necessary for the performance of a task carried out in the public task and interest or in the exercise of official authority vested in the data controller under Article 6(1)(e) of the UK GDPR, such as:

- the exercise of a function of the Crown, a Minister of the Crown, or a government department
- the exercise of a function conferred on a person by an enactment
- the exercise of a function of either House of Parliament
- the administration of justice for the assessment of potential awarding of grant funding

The legal basis for processing your personal data for evaluation and research purposes – including sharing with research agencies and matching to other datasets - is also for the performance of a task carried out in the public interest; however, these powers are enhanced under Article 89 of the UK GDPR.

Where this evaluation research involves processing of personal data in addition to that already collected for delivery of the Scheme, you will be given the opportunity to opt-in to that research at the point of registration for the scheme. By providing your consent, our evaluation contractor may call, email or write to you to invite you to take part in a survey or interview, as well as provide you with more information about what the research will involve.

Data will be used to ensure use of public funds has delivered value for money, and realised intended benefits, including to inform policy making in the fields of energy efficiency, fuel poverty, and health. It will also support DESNZ' functions relating to carbon reductions under the Climate Change Act 2008.

Recipients

Your personal data will be routinely shared across the Delivery Partners (cited below) involved in the funding and delivery of the Pilot BEAS, and additionally with Central Government Departments and with research organisation(s) appointed by us to conduct policy research and evaluation. Processing in respect of the Scheme Delivery Partners will be addressed in their respective Privacy Notices.

Your personal data will be stored on our IT infrastructure and therefore will also be shared with our data processors Microsoft and Amazon Web Services.

We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Scheme Delivery Partners

Aston University Consortium
Coventry City County Council

Manufacturing Technology Centre
Staffordshire County Council
Stoke County Council
Warwickshire County Council
Warwick Manufacturing Group
West Midlands Combined Authority
Worcestershire County Council

Retention

Your personal data will be stored securely by DESNZ for a maximum period of 5 years following the close of the Pilot BEAS. This will allow for longer term monitoring and evaluation of the scheme and for the purposes of the prevention, investigation, detection or prosecution of criminal offences including fraud.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to withdraw consent to the processing of your personal data at any time. You can do this by contacting: dataprotection@energysecurity.gov.uk. Address details are listed below. Processing in respect of the Scheme Delivery Partners will be addressed in their respective Privacy Notices

How to make a request

If you wish to make a request associated with any of the rights listed above, contact DESNZ using the contact details at the bottom of this notice.

International transfers

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area (EEA). Where it is the case that your

personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is a UK independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The data controller for your personal data is the Department for Energy, Security and Net Zero. You can contact the DESNZ Data Protection Officer at:

DESNZ Data Protection Officer
Department for Energy, Security and Net Zero
3-8 Whitehall Place
London
SW1A 2EG

Email: dataprotection@energysecurity.gov.uk