

## Monitoring Report – Section 31 PSDS

**Section 31 (S31)** i.e. Grant Recipients (Local Authorities only) who received their funding in a single payment via a Section 31 agreement. This is the **Schedule 3** Monitoring Report.

Public Sector Decarbonisation Scheme (PSDS) monitoring reports are to be provided to Salix Finance by all S31 and non-S31 PSDS Grant Recipients on or before the date falling 5 business days after the first day of each month to Salix Finance and should contain the following information.

<b>Organisation name:</b>	<b>Devon County Council</b>
<b>Grant URN:</b>	<b>13170-CDEV05G13170V02</b>
<b>Month being reported on:</b>	<b>February 2022</b>
<b>Original expected completion date:</b>	<b>31<sup>st</sup> March 2022</b>

### 1. Status of project

*Please provide an update on the overall status of the project, including whether this is on track for completion by the Grant End Date and the current delivery stage of the project.*

*Note these delivery stage milestones will be an oversimplification for large or complex projects. Please summarise based on the majority of the overall project and provide further commentary on the best and most accurate status for each element of your project, i.e. breaking down by site or technology as appropriate, in the commentary section below*

<b>Overall status</b> - compared to the Grant End Date stated in the latest Grant Offer Letter.	Ahead of schedule / on track / behind schedule <b>Behind schedule</b>
<b>Current expected completion date</b>	<b>1<sup>st</sup> May 2022</b>
<b>Comments</b> – where current date differs from original expected completion date	Works have started at all sites expect Great Moor House but as this is later than hoped the completion date has had to be pushed back to 31 <sup>st</sup> May 2022

<b>Delivery stage reached</b>	<b>Y/N</b>	<b>Comments If no, date expected</b>
Pre-design stage	<b>Y</b>	
Designs complete	<b>Y</b>	
Out to tender	<b>Y</b>	
Tenders complete	<b>Y</b>	
Orders placed	<b>Y</b>	
Works in progress on site	<b>Y</b>	<i>Please specify here whether &gt;50% of major physical equipment has been delivered and its installation is in progress on site.</i>
Completed on site	<b>N</b>	<b>Lucombe expected to be complete at end of April and the rest by end of May</b>
Final commissioning	<b>N</b>	<b>See above</b>

*Please provide an updated Schedule 2 Delivery Programme including a detailed project programme/timetable if there have been any updates, highlighting the changes you've made.*

*Please provide any further commentary/detail below:*

No changes to Schedules sent in last months report and we're awaiting the Schedule for Great Moor House

## 2. Highlight key risks impacting on project delivery

Please include risks that will impact on the timescales or expected spend of the project e.g. supply chain delays to receiving equipment, DNO or planning permission delays, impact of enabling works, access issues, that have changed or where there is further commentary, noting the specific sites/projects affected.

Please also attach an updated full risk register, if there have been any changes.

<b>Risk</b> <i>Include any impact on completion date or project scope</i>	<b>Mitigation measures</b>	<b>Risk level – Low/ Moderate/ High</b> (please see below for further guidance)	<b>Date when risk is likely to reduce</b>
Works not completing by 31 <sup>st</sup> May 2022	Contractors engaged and Schedule of Works show completion prior to date	Low	N/A

**Low Risk** – No significant risk or it is unlikely to impact the successful completion of over 80% of the project(s)' value by the planned date

**Moderate Risk** – The impact of the risk is not yet clear and/or mitigating actions are likely to get the project on track to complete on time. For example:

- The project is at risk of not completing by the planned date, however the mitigating actions should bring this project back on track; or,
- The project is still in project design stage; or,
- The project is out to tender and does not yet have a contractual completion date; or,
- The project is being rescope and overall compliance of the grant may be at risk; or,
- The project requires external consent from the DNO, planning authority or Environment Agency and therefore the programme is not confirmed.

**High Risk** - Significant risks and/or issues exist that will prevent the project fully completing by the Grant End Date, and the project does not yet have sufficient mitigating actions in place to address these, or the project is dependent on DNO connections that are likely to occur after the Grant End Date.

### 3. Project spend to date

Please specify your project's spend to date as evidenced in your Statement of Expenditure, as well as your payment forecast for the remainder of the grant period and any projected underspend.

Please only provide values for grant funding received from the PSDS. Please exclude any funding from match funding or alternative sources.

	Project spend and forecast	Value (£)
1	Total grant value	£4,128,453.88
2	Spend to date	£285,657.83
3	Spend forecast	Awaiting final Schedule of Payments
	a. February 2022	
	b. March 2022	
	c. April 2022	
	d. May 2022	
	e. June 2022	
4	Total	This should be the total of rows 2 and 3a-e. This should be equal to row 1 if all your grant will be spent.
5	Projected underspend	This should reflect the difference between row 1 and 4.

\* Please note project extensions past 31<sup>st</sup> March 2022 are only available upon submission of a Change Request Form and the demonstration that the project meets certain criteria. Please speak to your Relationship Manager if your project is at risk of not completing by 31<sup>st</sup> March 2022.

### 4. Internal governance

Please provide update of project governance processes, including details of the project management team, senior involvement and project boards:

Nothing to report
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### 5. Project approvals

Please indicate any key approvals relating to the project e.g. senior approval, contract approval, planning and/or DNO approval etc.

Approval being sought	Date expected	Date received
N/A		

### 6. Conditions update

*Include progress updates on any outstanding conditions within your GOL. Please note how you are progressing in satisfying these conditions and any issues in meeting the deadlines agreed. If you have provided information to satisfy a condition please include the date this was sent in the comments field.*

Condition	Date expected to be provided to Salix	Progress in satisfying condition / comments
N/A		

## **7. Status of Heat Decarbonisation Plan (Applicable for Grant Recipients who received this as a condition of their grant funding)**

*Highlighting progress made on the development of a Heat Decarbonisation Plan.*

*Please include any details of internal sign-off and steps that have been taken to date to generate this plan, as well as any delays to providing the report.*

N/A

## **8. Update on jobs being supported**

*Please provide details of [the number of external staff e.g. contractor/consultant staff working on the project / the number of full-time equivalent jobs supported by the project]*

<b>Total number of jobs expected to be supported throughout project</b>	72
<b>Total jobs supported to date</b>	6

## **9. Any other relevant information**

*Highlighting any further updates e.g. changes in Authorising Official and key personnel.*

*In the event that the below scenarios arise, you need to report by exception within 3 business days:*

- *Changes in cost > 10%*
- *Changes in scope (technologies)*
- *Delayed > 3 months*
- *Project, or elements of a project, no longer able to proceed, detailing any reasons for the decision*

*Note that your Salix contact will advise on the formal process to make change requests.*