

From: **David Polley**
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22 August 2019

Dear Suzanne,

I am writing to let you know that the Department for Communities has received approval for the Affordable Warmth Scheme for 1 June 2019 to 31 March 2024.

In order to adhere to the conditions on which approval was granted we are required to provide assurance that the following requirements are met:

- Service Level Agreements (attached at Annex A) must be signed off and returned following ratification at your next monthly Council meeting;
- As a targeted Scheme the ratio of targeted addresses/self-referrals of 80/20 must be strictly adhered to. The Housing Executive has been instructed that only 20% of referrals received can be via self-referral and any additional self-referrals should be returned to councils;
- All non-targeted referrals should be processed using the agreed triage matrix;
- The Council return template (attached at Annex B) should be provided monthly, with attention drawn to the provision of data on signposting; and

- Quarterly meetings between Council Senior Officials, Housing Executive representatives and Department for Communities officials will be reinstated.

We will monitor the progress of above going forward and should any issues arise they can be discussed at the quarterly meetings. Department officials will be in touch shortly to arrange the first meeting.

Thank you in anticipation of your continued co-operation in delivery of the Affordable Warmth Scheme.

Yours sincerely,

A handwritten signature in black ink, appearing to read "David Polley". The signature is written in a cursive style with a large initial 'D'.

David Polley

Annex A

DfC/Belfast City Council Service Level Agreement:



AWS Affordable
Warmth SLA 2019 Be

Annex B

Belfast City Council monthly return template:



REVISED AWS
Returns 2019-20.xls