

London Energy Partnership

Second Skills Development Task Group Meeting

Time & Date: 3.30 pm, 20 January 2005

Location: Conference Room 9, Greater London Authority, City Hall, London SE1

From: Harry Mayers, London Energy Partnership

Invitees

Name	Title
Tony Day	South Bank University (Task Group Chair)
Ray Rogers	College of North West London
Ian Manders	ECSC
Penny Bramwell	Government Office of London
Joanna Dawes	Greater London Authority
Matthew Leach	Imperial College
Martin Fry	Institute of Energy
Lesley Harding	London Development Agency
Suzanne LeMiere	London Renewables
Lynn Rafferty	National Energy Services
Ken Coxon	National Energy Action
David Fell	Brook Lyndhurst
James Farrell	Greater London Authority
Harry Mayers	London Energy Partnership

Secretariat: Harry Mayers, London Energy Partnership Development Manager
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Agenda

**Item Subject
No.**

1. **Welcome, introductions and apologies**
Tony Day,
2. **Role of the Task Groups**
3. **Minutes of last meeting 1-November 2004**
 - (i) Actions from Meeting
4. **Matters Arising**
5. **Brief update – London Energy Partnership progress**
Harry Mayers,
6. **Scoping a skills development programme for the Partnership**
 - To receive an update on the overall project brief
Skills Gaps In The Energy Efficiency Sector Within London
Prepared by Tony Day
 - Discussion and updates from sector specific perspectives
 - (i) London Renewables skills recommendations
Suzanne Le Miere/David Fell
 - (ii) Energy Performance of Buildings Directive – implications for London
Harry Mayers – Tony Day
 - (iii) Energy Action Areas
Harry Mayers
 - (iv) Energy efficiency programmes
Ken Coxon
 - (v) Other projects
7. **Actions and report to steering group**
8. **Any other Business**
9. **Meetings for 2005**

Item2: **Role of the Task Groups**

The role of the Task Groups

As agreed in the first Steering Group meeting,

- To take forward the development of relevant sections of the London Energy Action Plan.
- Initiate and oversee projects identified in the action Plan and monitor their progress.
- Involve a broad range of partners, including members of the London Energy Forum.

Item 3: Minutes of last meeting

LONDON ENERGY PARTNERSHIP

First Skills Development Task Group Meeting

1st November 3pm

Conference Room 7, Greater London Authority

Present:-

Name	Representing
Tony Day	London South Bank University
Ray Rogers	College of North West London
Ian Manders	ECSC
Joanna Dawes	GLA
Matthew Leach	Imperial College
Martin Fry	Institute of Energy
Lesley Harding	London Development Agency
James Farrell	GLA
Harry Mayers	GLA
Jane Harmsworth	GLA

Apologies:-

Suzanne LeMiere	London Renewables
Penny Bramwell	GOL

Item		Action
1	Welcome, introductions and apologies	
	Tony Day welcomed the group and introductions were made	
2	Expectations of Task Group members	
	It was agreed that the aspirations of the group were as follows:- <ul style="list-style-type: none">- Raise the agenda of renewable energy in London- Address the issue of the lack of data in London- Identify gaps and tackle the issues- Acknowledge the importance of London and other city led initiatives in contributing to national schemes- Uncover the gaps in existing education and develop new skills within the workforce- To produce outcomes that can clearly be identified as the work of the task group	
3	Confirmation of Task Group Chair	
	Tony Day was unanimously confirmed as Chair of the Task Group	

4	Brief update – LEP progress	
	<p>JF updated the group on the work of the LEP and the London Energy Forum (which now comprises 750 members).</p> <ul style="list-style-type: none"> – Skills Development was one of the priorities selected by the Forum and that outcomes of this task group would be fed into the Steering Group and back to the Forum. – Skills Development was also strategic work required by the London Energy Action Plan with the task groups also feeding into the relevant parts of the plan. <p><u>Role of the Task Group</u></p> <ul style="list-style-type: none"> – To feed into the energy action plan – To initiate projects and monitor progress – To engage stakeholders (eg Energy Action Forum, tertiary level educators) – To produce a comprehensive skills programme for the partnership 	
5	Scoping a skills development programme for the Partnership (i) London Renewables skills recommendations	
	<p>TD gave a brief overview of the report from London Renewables suggesting that this could form a template for any outcomes from this task group. He raised the following points:-</p> <ul style="list-style-type: none"> – This report was focused on the renewable sector (installation). – The outcome was that companies felt that there was no crisis/shortage of skills. It was acknowledged that high end skills may be needed but decision making hampered by a lack of data. – The aim of this task group is to find what intervention(s) may be required. – A Renewables task group is to be set up in January. There was a need for clarification as to whose role is it to take renewables forward. <p>Action: JD suggested that everyone should read the report and highlight potential solutions that can be taken forward.</p> <p>Action: Suzanne LeMiere to update this task group on the current position regarding roll out of documents and deliverables</p> <p>ML reported that the LDA document had informed the work by London Renewables.</p> <p>Action: LH to circulate the LDA document to the task group</p> <p>Discussion then took place about the content of the report:-</p> <ul style="list-style-type: none"> – MF: Issue of jobs in London/nationally – TD: Each job leads to another. Installation is only part of the issue. – RR: PV Installations needs to be done by electrician. Also a need for accreditation. There is an opportunity to take the lead in this – TD: urgent need to address this early. People need to do it right. Prepare for a rapid increase in installations. – JD: Mayor’s priorities come through the London Plan. 	<p>All</p> <p>SL</p> <p>LH</p>

	<ul style="list-style-type: none"> - TD: Course potential time is short or funding goes. Needs to support but respond to the need when a pick up happens. NWLC: offers courses on demand and responds to demand - JD: Although report suggests 300Fte jobs could be created, part time nature of installation requirement means no. of individuals involved could be many times this. - JD is communication the issue. Need to match skill supply to demand. - HM: eg condensing boilers and installers willingness. - TD. Accreditation issue as the shortage of skills cannot be addressed by people from abroad - LH:. Look at other regions to see how they are managing before implementing a project <p>Action: Feed back to HM on the importance of project interventions particularly in communications and quality control.</p> <p>Action: It was agreed that the output for this area would be a feedback report, listing actions. All comment to be with HM by mid December</p>	<p>All/HM</p> <p>All/HM</p>
	<p>(ii) Energy Performance of Buildings Directive – implications for London</p>	
	<p>TD outlined the key requirements of the above.</p> <ul style="list-style-type: none"> - Comes into force for public access buildings on January 4th 2006 but requirements will become clearer in September 2005. - Increases the requirements to use alternative energy and implies the need for a variety of new skills. <p>Action: HM to invite Richard John to the next meeting of this group, if unavailable arrange interim meeting with Chair and HM.</p> <ul style="list-style-type: none"> - Part L addresses need for accredited surveyors etc., and www.diag.org.uk lays out the new skills required. However a findings report from ODPM is still awaited. - How can this group take this project forward as a project? - London can lead the way in this work as it links to current building regulations. However:- <ul style="list-style-type: none"> o Lack of new skills in building o Building control departments also shortage of other skills. o Priorities for planners and building control may be more focussed on building maintenance and safety, ie different priorities to this group. o Need for a radical change in thinking <p>ML: Data gap around auditing which means that gaps have to be identified. It was agreed that the upcoming Freedom of Information Act may make gathering this information more effective</p> <p>Action: LDA, GOL, BRE, CITB, BSRIA, Skills Councils, Summit Skills, Skills Agencies will all have an interest in accreditation. MF to take this forward with them</p> <p>Action: TD to put together a paper on Part L for GLA to put forward as part of a tendering process for consultants</p>	<p>HM</p> <p>MF</p> <p>TD/HM</p>
	<p>(iii) Energy Action Area Skills</p>	

	<p>Energy Action Areas are large, mixed use developments such as Stratford and Elephant and Castle They should allow for replication.</p> <ul style="list-style-type: none"> – JD reported that the EAA consultants have now finished their preliminary report with the first meeting of the EAA Steering Group will take place on 9th November at the LDA. – Pilot areas will be identified by April with results being fed into this group. Their purpose is to:- <ul style="list-style-type: none"> ○ illustrate which skills are required ○ where the shortages lie. ○ Barriers to implementation. ○ Identifying gaps required. 	
5	(iv) Other Projects	
	<ul style="list-style-type: none"> – Community Heating Work to ascertain <ul style="list-style-type: none"> ○ Barriers to implementation ○ Skills gaps – There is some overlap with the National Energy Efficiency Partnership for Homes and any findings can be fed into it with the possibility of obtaining some money. HM to contact Chair of EEPfH to update – Action Energy – Possible links with universities and colleges to educate people to ascertain number and availability of courses – London Sustainability Exchange is mapping availability of courses against identification of shortages. Meet with Jane Scott <p>Action: Martin Fry to arrange meeting with Jane Scott</p>	<p>HM</p> <p>MF</p>
6	Meetings for 2004/5	
	<p>Dates still to be finalised but will take place in:-</p> <ul style="list-style-type: none"> • January • April • July 	HM
7	Any Other Business	
	<ul style="list-style-type: none"> – It was agreed that an invitation should be extended to a borough representative to attend the group. – It was agreed that the Chair should be empowered to act on behalf of the group – ODPM Findings Report on Part L to be on agenda for the next meeting 	HM

Item (i) Actions from Meeting

5	Scoping a skills development programme for the Partnership (i) London Renewables skills recommendations	
	Action: JD suggested that everyone should read the report and highlight potential solutions that can be taken forward.	All
	Action: Suzanne LeMiere to update this task group on the current position regarding roll out of documents and deliverables	SL
	Action: LH to circulate the LDA document to the task group	LH
	– Look at other regions to see how they are managing before implementing a project	All/HM
	Action: Feed back to HM on the importance of project interventions particularly in communications and quality control.	All/HM
	Action: It was agreed that the output for this area would be a feedback report, listing actions. All comment to be with HM by mid December	
	(ii) Energy Performance of Buildings Directive – implications for London	
	Action: HM to invite Richard John to the next meeting of this group, if unavailable arrange interim meeting with Chair and HM.	HM
	Action: LDA, GOL, BRE, CITB, BSRIA, Skills Councils, Summit Skills, Skills Agencies will all have an interest in accreditation. MF to take this forward with them	MF
	Action: TD to put together a paper on Part L for GLA to put forward as part of a tendering process for consultants	TD/HM
5	(iv) Other Projects	
	– There is some overlap with the National Energy Efficiency Partnership for Homes and any findings can be fed into it with the possibility of obtaining some money. HM to contact Chair of EEPfH to update	HM
	– London Sustainability Exchange is mapping availability of courses against identification of shortages. Meet with Jane Scott	
	Action: Martin Fry to arrange meeting with Jane Scott	MF
6	Meetings for 2004/5	
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7	Any Other Business	
	– It was agreed that an invitation should be extended to a borough representative to attend the group.	
	– It was agreed that the Chair should be empowered to act on behalf of the group	
	– ODPM Findings Report on Part L to be on agenda for the next meeting	HM

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Item 4: Matters Arising

- Meeting held with Richard John, verbal report to be given at meeting.
- Skills work with EEPfH, DG Associates therefore invited to attend meeting.
- ODPM report on Part L awaited

Item 5 Brief update – London Energy Partnership progress

- **Staffing:**

The bid to DTi for two new project officer posts was successful. Applicants have been interviewed immediately prior to the Steering Group and the successful candidates have been notified. Post holders will be responsible for developing the work of the Task Groups much more fully particularly the incorporation of the London Renewables work-stream, regional approaches to developing affordable warmth, establishing the feasibility of a 'Green Fund' for London and establishing the Energy Action Areas.

The Development Managers initial 6-month secondment is due to expire at the end of April. However provision within the GLA budget for an extension to this role for a further 12 months has been approved and the existing post holder is therefore likely to remain secure in this post until May 2006. Arrangements for further long term funding are being continually explored.

- **London Energy Action Plan:**

The development of the action plan is timely. The arrival of a new post holder, and the London Climate Change Agency presents an ideal opportunity to review internal and external expectations of the Partnership and to forge a clear path ahead, built on the foundations of the Energy Strategy, and the Business Plan but also translating and updating their recommendations to specific priorities and actions for the Partnership. We are currently considering plans to launch the final document in the Spring.

- **Skills:**

The first meeting of the Skills Task Group was on 1-11-04. Initial discussion drew on the London Renewables commissioned report from Brook Lyndhurst looking at growth in the renewables industry and the implications for skills provision within London. A number of actions and areas of work were identified, specifically with a view to funding. A scoping document to refine the possibilities for work in this area building on issues identified within the group has subsequently been produced. Potential funders are now being identified. In order to broaden the skills assessment into a more general approach also including the impact of forthcoming legislation affecting both new and existing stock (Building Regulations Part – L and the EU Performance in Building Directive) the Chair of the Task Group and the Development Manager held a meeting with Faber Maunsell who are advising ODPM on likely implications of these policies. Additionally a consultant working on the skills review currently being commissioned by the National Energy

Efficiency Partnership for Homes has also been invited to attend to ensure that the approaches adopted within the London Region complement rather than duplicate work being undertaken elsewhere. A second meeting of the Task Group was held on 20-1-05.

- **Energy Action Areas:**

Following attendance and participation at the first EAA meeting the Partnership convened a number of area specific meetings between the Chair, the Partnership and representatives of a number of potential Energy Action Areas. The purpose of this was to update any data available from the ESD report commissioned previously by the Partnership and also to establish direct contact with local teams to assess initial willingness to engage fully with the EAA proposals. This has been extremely useful in clarifying timescale, funding and the strength of local interest in working with the Partnership. Also as a consequence a number of potential roles for the Partnership are beginning to emerge, which include, providing support, coordination and knowledge on legal frameworks and structures for delivering energy services at the local level; securing additional interest and support from local educational establishments and education authorities, communication of best practice and showcasing exemplar projects; linking with regional planning and outreach work.

- **London Renewables:**

We have discussed with the London Renewables project officer a number of structures that could be developed to incorporate the ongoing work of London Renewables. These ideas will be discussed with both London Energy Partnership and London Renewables Steering Groups prior to further refinement.

- **Meetings held during this period**

- EdF – re Energy Efficiency support, and attendance at Partnership meetings
- Cornwall Sustainable Energy Partnership
- SEA – Energy Action Areas
- ESD - Energy Action Areas
- LB Southwark - Energy Action Areas
- LB Merton - Energy Action Areas
- Thames Gateway London Partnership - Energy Action Areas
- LDA - Energy Action Areas
- London Climate Change Agency
- Deputy Mayors Office
- Community Heating Study Steering Group
- London HECA Forum
- London Boroughs Energy Group
- GLA – Environment Committee
- GLA Housing Team
- National Energy Action

PROJECT BRIEF
SKILLS GAPS IN THE ENERGY EFFICIENCY SECTOR
WITHIN LONDON

London Energy Partnership

Produced by

Dr Tony Day (Chairman of skills sub-committee)
London South Bank University

Background

The energy efficiency sector has experienced rapid change over the last five years with the introduction of new legislation, government initiatives and incentives aimed at reducing energy consumption and carbon emissions. This rate of change is accelerating due to the introduction of further legislation, in particular Part L of the Building Regulations and the Energy Performance of Building Directive (EPBD). Recent steep rises in energy prices and more frequent and stark physical signs of global warming are also raising awareness about energy efficiency. Activities of the Carbon Trust and the Energy Saving Trust as well as the emissions trading scheme, climate change levy, enhanced capital allowances and the energy efficiency commitment all add to this demand for energy efficiency skills and resources.

The energy efficiency sector is therefore likely to require very considerable manpower resources with the correct skills to serve the growing needs in this sector. These resources and skills will be needed over relatively short timescales to meet the timetables set by the legislation, particularly the EPBD. Against a backdrop of industry already lacking skills in engineering and construction, some predict that small armies of accredited energy auditors, boiler and air conditioning inspectors will be required. These are entirely new requirements and this begs the question “where will these additional resources and new skills come from?”.

In 2003, the governments Energy White Paper *Our energy future – creating a low carbon economy* set an aim to reduce carbon dioxide emissions by 60% by 2050. It stated that “in order to deliver these goals we need to improve skills through better education for young people and greater training opportunities for those already in the workforce. Upgrading skills will be vital for effective delivery of the step change in energy efficiency”. As a result, the Energy Utility Sector Skills Council was created to develop new ways to enhance the skills and training of employees in the energy efficiency industries. Until that point, UK energy policy had not recognised that there were likely to be problems in the energy efficiency sector due to a lack of a skilled labour force. However, we still have few tangible initiatives that are likely to address the very large potential skills gaps on the horizon. There is a current lack of skills at almost all levels related to the energy sector and an ageing workforce will gradually widen these gaps.

The EU Energy Performance of Buildings Directive (EPBD) was published in January 2003. The directive has far-reaching implications for the owners, operators and developers of all buildings (both domestic and non-domestic) and will play a vital role in delivering step-change in buildings-related energy efficiency. However, practical implementation of the directive will be very demanding and a pressing need exists to provide the appropriate resources and skills as quickly as possible since legislation must be in place in all Member States by January 2006.

Key provisions of the directive are:

- minimum requirements for the energy performance of all new buildings
- minimum requirements for the energy performance of large existing buildings subject to major renovation
- energy certification of all buildings (with frequently visited buildings providing public services being required to prominently display the energy certificate)
- regular mandatory inspection of boilers and air conditioning systems in buildings
- requirements for accredited inspectors/assessors

Proposals for Part L of the Building Regulations include the enactment of much of the EPBD. Part L also includes major changes to building energy performance. For instance, around a 27% improvement in CO₂ emissions is required in new non domestic buildings. Almost half this improvement must be achieved using low or zero carbon technologies requiring a major change in the skills of building designers.

The London Mayor has produced an energy strategy to help lead London towards a future where the way we source and use energy is better for the environment and our health. The Mayor has set targets for both energy and renewables as part of this and believes that we should reduce the amount of energy we use in London and move away from 'dirty' power supplied by fossil fuels, towards a greater use of renewable energy. This is seen as a three-step energy hierarchy to guide our priorities:

- Step 1 Use less energy (be lean)
- Step 2 Use renewable energy (be green)
- Step 3 Supply energy efficiently (be clean)

Energy efficiency is therefore key. Again, this begs the question, where will the resources and skills come from to help meet the Mayor's strategy and targets?

The Greater London Authority (GLA), on behalf of the London Energy Partnership (see appendix), is therefore commissioning a project to produce research that provides a broad understanding of the potential skills issues in the energy efficiency sector across London. This project brief sets out the scope and requirements of the study and invites tenders to carry out the work. It is hoped that this study will identify initiatives and solutions that will help to fill the gaps in skills, leading to improved energy efficiency and CO₂ emissions.

Purpose

The purpose of this project is to provide a broad understanding of the potential skills issues that may arise in relation to the energy efficiency sector across London. It will identify the impact on the number of jobs, and on the particular skills required, in consultancy, design, installation operation and maintenance that will be required in the labour force to enable the targets for energy efficiency energy in the Mayor's energy strategy to be met. It will also identify the impact on the number of jobs in the education and training sector and to what extent the required teaching skills are already available. If they are not currently available it will indicate how these skills should be created within the work force (for example through further and higher education for trades and professionals). This research will take account of the specific targets in the current and proposed Part L of the Building Regulations and inputs that have informed these targets. This research will as a minimum, provide detailed estimates for the next 6 years, to 2010, and more general estimates to 2016, the lifespan of the London Plan.

Objectives

The main objective of the study will be to:

identify the energy efficiency resources and skills gaps in London and recommend ways to address these shortfalls.

This main objective will be achieved by meeting a number of subsidiary aims:

- establish the current levels of energy efficiency skills available in London
- map the current energy efficiency training and education available in London and the numbers of students qualifying
- establish the skills needs in relation to present and potential legislation and hence develop likely scenarios for future training and employment
- map the differences between current provision and future requirements (the gaps)
- identify any additional training and education provision required to fill these gaps
- recommend policies, actions and initiatives to address the energy efficiency skills, resources and training gaps
- Identify levels and sources of funding required for these policies, actions and initiatives
- map out timescales for these policies, actions and initiatives in order to try and meet the requirements of new legislation and the growing market in energy efficiency.

Scope

The study will consider all aspects, problems and issues related to the energy efficiency sector in London. However, where things happening outside London have a major effect on what can be achieved inside London then these should be addressed.

The final report should address short, medium and long term requirements for skills and resources in the energy efficiency sector. Skills and resources for both the domestic and non domestic buildings sectors should be considered as these will have different skills requirements. Separate skills needs for those designing new buildings as well those operating existing buildings should be studied.

Key Issues

The key issues to be addressed by the study should include:

- the Impact of the Mayor of London's Energy Strategy on skills and resources
- the impact of the EPBD and other relevant EU directives
- the impact of the current and proposed Part L of Building Regulations on skills. In particular, the requirement for designs including low and zero carbon technologies
- the consequences of recent changes to planning regulations and guidance
- the implications of the Emissions Trading Scheme, developments to EEC and other new energy saving initiatives
- an assessment of the types of training used in the energy efficiency sector e.g. university courses, CPD, in-house etc
- the consequences of major planned construction such as the Thames Gateway and Heathrow Terminal 5
- the role of the sector skills councils, higher and further education institutes, professional bodies and trade associations in training and education
- the small business nature of much of the energy efficiency market
- the ageing workforce and the ongoing lack of skills in engineering and construction
- the need for skills in checking compliance with legislation, particularly Part L
- the skill/resource implications from the likely use of the Secure and Sustainable Buildings Act that might be used to enact more rigorous regulations in existing buildings
- the skill/resource implications of the Housing Act including the sellers pack
- the separate skills requirements across a matrix of domestic, non domestic, new buildings and existing buildings in line with the proposals for Part L
- the need for certificated or accredited training versus less formal approaches in different circumstances. This might include the opportunity for accreditation by experience (rather than examination) in order to bring greater numbers on stream quickly

- any requirements for Professional Indemnity insurance related to new skill sets being developed. In particular, compliance checking in relation to legislation
- a brief assessment of other sector models for training and skills provision e.g. waste management/recycling
- the effect of current recruitment practices within the existing energy efficiency sector

The final report must:

- be in line with the Mayor's environmental policy and energy strategy and should address the specific requirements and targets that these set out
- address the work of the Directive Implementation Advisory Group (DIAG) and its sub groups that have been considering skill requirements and shortages. In particular, the generic building energy assessment and certification skills set they have outlined
- consider the context of the Egan Review and the CITB Skills Foresight Report in order to place the recommendations in a wider context
- consider the wider context of the London Framework for Regional Employment and Skills Action (FRESA), the Regional Skills Partnership, the London Central Learning & Skills Council and the Energy & Utility Sector Skills Council
- consider the impact of the HVCA skills card initiative
- be complementary to the London Renewables Report – *Skills & jobs from renewable energy*
- recommend solutions, policies, actions and initiatives to address the energy efficiency skills, resources and training gaps
- consider ways in which current skill streams can be accelerated to meet future requirements
- assess funding requirements to provide additional training etc and address possible sources of this funding

Approach

The overall approach will be based on collecting both quantitative and qualitative information followed by a process of synthesis leading to clear recommendations. A combination of desk research and interviews will provide complementary data to build a picture of the skills gaps that is as clear as possible.

It is anticipated that the approach would be along the following lines but contractors can suggest alternative approaches:

- Initial briefing meeting
- Early desk research to identify legislation and market issues
- Identify key players in the London energy efficiency market

- Outline and develop key issues
- Develop a questionnaire to assist interviews
- Conduct first pass telephone interviews (minimum 40)
- Carry out a first pass analysis/synthesis
- Interim report and meeting to discuss
- Identify a list of second interviewees to fill gaps in the qualitative data
- Conduct face to face or telephone interviews with some of the key players covering the energy efficiency sector (minimum 20)
- Final analysis/synthesis
- Develop/finalise recommendations
- Submit draft report to LEP
- Meeting to discuss draft report
- Presentation of final report to LEP
- Develop and organise a major launch event
- Presentation(s) at major conference on skills gaps to launch the final public report

Those consulted might include:

- Professional bodies (CIBSE, EI, BIFM, RICS)
- Trade associations (CORGI, BEEF, British Property Federation, HVCA, NHBC, FAERO)
- Training providers (Universities, Colleges, CPD trainers)
- CITB
- DEFRA, Dti and ODPM
- CIC (Sustainable Development Group)
- Carbon Trust and Energy Saving Trust
- Energy & Utility Sector Skills Council
- NHBC
- Sustainable Buildings Task Group

The overall approach will be flexible, allowing the contractor to follow potentially fruitful avenues of investigation with agreement with the LEP steering group.

Timescales & deliverables

A proposed timetable for the project is shown below. Tender submissions should include their own programme. This should include dates that the project group will be given draft reports and by when comments on these drafts will be expected. A final timetable, with agreed milestones, will be agreed between the successful consultant and the LEP steering group.

Attend initial project meeting	Week 1
Interim verbal report	Week 4
Interim report/meeting on early findings	Week 8
Interim verbal report	Week 12
Draft final report/meeting	Week 16
Final report for publication by LEP	Week 18
Launch event	Week 20

The output from this project will be a full written report delivering the above objectives and presenting findings, conclusions and recommendations plus a launch conference.

The report must be provided as a draft for consideration by the London Energy Partnership steering group.

The final report must be provided in hard copy as well as pdf and rtf formats, as required by any documents that appear on the LEP part of the London.gov.uk website. Printing multiple copies of the report will be carried out by GLA on behalf of LEP, but the contractor must fulfil the needs of GLA printers with regard to image quality etc.

The contractor will assist in disseminating the report by developing an introductory letter and list of key partners and their contact details to which LEP can send this report.

The successful consultant will be contracted to the GLA and report directly to at the GLA and the LEP Steering Group. It is anticipated that the LEP Steering Group will be made up of representatives of the LEP main Committee including at least one representative from industry, one from higher education and one from the a relevant professional body plus a representative of the key Skills Council.

Tender submissions should include the number of days required and the daily rate for each member of staff working on the research.

Contractor profile

The successful contractor will have experience in both the skills and sustainable energy markets and should provide evidence of previous work that is similar in nature and/or subject matter to this study. Familiarity with labour markets, skills issues and the education and training sector including sector skills councils is essential.

Tender submissions should identify all the project team members and provide CV's for each person indicating relevant experience. A clear structure for the project team should be set out, indicating the role of each member alongside their experience.

The successful company will have the ability to gather both qualitative and quantitative information quickly and have the flexibility to react to the early findings in order to keep the project focussed on the objectives.

Appendix 1 – The London Energy Partnership

The London Mayor launched the London Energy Partnership on 26 January 2004 as a key delivery mechanism for his Energy Strategy alongside London Renewables and the London Hydrogen Partnership.

The Mayor stated that “the London Energy Partnership and its work will go beyond any action we have seen before in this area. We must work with communities and businesses across London to build a strong sustainable energy sector that delivers social, economic and environmental benefits for London.”

Working as an independent body, the London Energy Partnership uses the power of partnership to enable London to respond to the challenges of climate change, security of energy supply and fuel poverty. Until the formation of the Partnership, London lacked an adequate mechanism to enable broad collaboration that is required to tackle these issues. The Partnership brings together a range of sectors and organisations to deliver energy action more effectively.

The aims of the London Energy Partnership are:

- assist in the delivery of London's carbon dioxide reduction, fuel poverty and security of supply targets for 2010, 2016 and 2050.
- provide a single voice for sustainable energy in London and achieve a sea change in thinking about sustainable energy by key stakeholders.
- enable a number of high-profile, London-wide initiatives that deliver social, environmental and economic benefits.
- create commercial opportunities in sustainable energy and help to build London's green economy.

